

**MINUTES OF A MEETING OF HELSTON TOWN COUNCIL**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON THURSDAY 15<sup>TH</sup> JANUARY 2015 AT 7.15 PM**

**Councillors:** M H Thomas (Town Mayor) in the Chair

R Williams  
R J L Boase  
Mrs F N E Boase

Miss J A Hornsby  
J Martin  
Mrs G A Geer

M Knight  
Mrs N Roberts  
A R Harrison

**Officers:** Mr C Dawson (Town Clerk)  
Miss P J Lavelle (Assistant to the Town Clerk)  
Mr M Searle (Town Centre Regeneration Officer)

**426. Apologies**

Apologies for non-attendance were received from Councillors Radford-Gaby and Upton.

**427. Declarations of Interest and requests for Dispensations**

**a) Declarations of Interest**

Councillor R J L Boase declared an interest in item 2 of the Town Clerk's Report (Agenda item 16) as a Church Warden at St. Michaels Church as he may be involved in how the funding would be spent.

Councillors Miss Hornsby and Martin reminded Members that they had a dispensation in respect of the Helston Business Improvement Partnership.

**b) Requests from Members for Dispensations**

There were no requests for Dispensations.

**428. Police Matters**

The Town Clerk advised that apologies had been received from the Devon & Cornwall Constabulary and read a report produced by PCSO Whitford which included recent crime figures. The Mayor expressed thanks to PCSO Whitford for producing the report.

**429. Reports from Local Cornwall Councillors and the Community Network Manager**

**a) Local Cornwall Councillors**

Cornwall Councillor Mrs Haycock expressed disappointment that it had not been possible to complete the Wetherspoon application as it had been withdrawn leaving the issue hanging over the neighbouring residents. She further advised that she had been involved with the Coastline application on Clodgy Lane. Councillor Mrs Haycock advised that she was aware that the car parking consultation had been considered by the Policy, Finance and Resources Committee but suggested that it would be beneficial for Councillors to also comment as individuals.

Councillor R J L Boase advised that the youth notice board at the One Stop Shop contained out of date information and asked if this could be updated. Councillor Mrs Haycock advised that she would speak to the Community Network Manager regarding the board and would get the information updated.

Councillor Martin advised that the Planning Committee were concerned with the issue of obstruction at the entrance to Flora Gardens and requested Cornwall Councillor Mrs Haycock's support. Councillor Mrs Haycock advised that she had discussed the issue with the Assistant to the Town Clerk and confirmed that she believed that Cornwall Council had adopted the road but as there were no yellow lines Cornwall Council could not enforce the parking but the obstruction issue could be dealt with by the Police.

Councillor Knight advised that she had seen information in the local press regarding pre-application consultation being carried out for a solar farm expressing concern with the visibility of the proposed location and asked Cornwall Councillor Mrs Haycock if she was aware of the proposal. Councillor Mrs Haycock advised that she was not aware of the pre-application consultation but confirmed that she was not normally involved in pre-application consultations.

Cornwall Councillor Wallis confirmed that he looked forward to seeing the Mayor on Saturday in Porthleven for the presentation of the Guy Gibson portrait and expressed his thanks on behalf of Porthleven advising that he was aware that the Mayor would be expressing his thanks on Saturday. Councillor Wallis advised that he had no further news regarding Helston Community College 'C' Block and confirmed that he would let Members know as soon as he had received any information.

The Mayor advised that the Council had an issue with the removal of the 'No such thing as the Dog Poo Fairy' stickers from litter bins. Councillor Knight advised that a number of people had taken part in a recent anti-dog fouling initiative in the town and had attached official Keep Britain Tidy stickers to litter bins to increase awareness of the issue. She advised that the stickers had been removed by Cornwall Council as fly posting and they had refused to replace them. Cornwall Councillor Mrs Haycock advised that as one of those who had participated in the initiative she had spoken to the Cabinet Member for waste who had advised that in their area they had been given the stickers by Cory and confirmed that she was making further investigations.

b) Community Network Manager

The Town Clerk advised that Mrs Hardy had provided a written report (circulated with the agenda).

**430. Report from the Helston Business Improvement Partnership**

The Mayor advised that he had met with Mr Ferrie briefly on other matters and he had advised that there would be an update on the financial matters in March. Mrs Moralee, HBIP BID Development Officer, spoke in respect of the Helston Business Improvement Partnership (HBIP) funding application to advise that whilst businesses were aware of the 'Visit Helston' website the HBIP wanted to make the local community aware and to encourage its use as a marketing tool for events within the town.

Councillor Martin advised that it had recently come to light that an alternative supplier was willing to offer a better quotation and suggested that the new figures be used for the funding application if the specification was acceptable. Councillor R J L Boase confirmed that he had obtained a quote for £165.00 for 2000 external stickers and £195.00 for 2000 internal stickers. The Mayor queried whether the HBIP were willing to use the alternative

supplier. Mrs Moralee confirmed that the HBIP did not object to using a different supplier provided that the specification for the stickers was the same.

The Mayor queried if the businesses had been asked to make a contribution to the project. Mrs Moralee advised that the businesses had not been asked to contribute to this project but there would be another project for the summer period which they had been asked to contribute to.

Following a brief debate it was proposed by Councillor Knight, seconded by Councillor R J L Boase, and

RESOLVED – that the Town Council agreed to grant £360 to the Helston Business Improvement Partnership for ‘Visit Helston’ website promotion stickers as per the revised quotation.

Mrs Moralee further advised that the HBIP was holding an information evening regarding the Business Improvement District on Thursday 26<sup>th</sup> February in the Old Cattle Market Building at 6.00pm. The Mayor advised that this date clashed with two scheduled Town Council meetings and suggested that the start of these be delayed to allow Members’ attendance.

**431. Minutes**

The Mayor advised that the spelling of ‘programme’ in Min. No. 395/2014 para 2 had been corrected. On the proposition of Councillor Knight, seconded by Councillor Mrs Boase, it was

RESOLVED – that the Minutes of the Town Council meeting held on the 18<sup>th</sup> December 2014 be approved subject to the above amendment and signed as a true record.

**Councillor Mrs Roberts abstained from the vote as she had not been present at the meeting.**

**432. Matters Arising from the Minutes**

The Mayor requested confirmation that a letter had been sent to Cornwall Council regarding the request for a 20mph speed limit. The Town Clerk confirmed that it had.

**433. Minutes of the Play & Young People Committee**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Martin, it was

RESOLVED – that the Minutes of the Play & Young People Committee meeting held on the 11<sup>th</sup> December 2014, be received.

**Councillor Mrs Roberts abstained from the vote as she had not been present at the meeting.**

**434. Minutes of the Planning Committee**

On the proposition of Councillor Martin, seconded by Councillor Harrison, it was

RESOLVED – that the Minutes of the Planning Committee meeting held on the 18<sup>th</sup> December 2014, be received.

#### **435. Announcements**

The Town Clerk requested confirmation of which Members were attending the presentation of the Guy Gibson painting on Saturday. Members indicated attendance.

The Mayor advised that the winner of the crossword competition had been Mrs E Goodfellow and confirmed that a donation of £725 collected from the businesses and £65 as the proceeds from the crossword competition had been given to Helston Food Bank and thanked all for their support. He then informed Members that he had attended the following events:

- The Christmas Visits to Godolphin House, Penhellis House and the Community Hospital confirming that he had been unable to visit Trengrouse House as it had been closed to visitors due to illness;
- Attendance at the football match between Helston and Porthleven where he had been photographed with the Mayor of Porthleven;
- Marazion Civic Service;
- 50+ Forum Winter Celebration; and
- The Website Tender presentations.

#### **436. Committee Structure and Council Meetings**

Councillor Knight advised that she had brought the matter before Members the previous year but it had been decided to maintain the status quo. She however advised that the situation had changed with it being clear that many councils nationwide were discarding the Committee Systems as it was recognised that they used too much staff time. She advised that in the current Civic Year the Council would hold sixty five meetings not including working party meetings over fifty two dates which was thirteen more than if a Full Council meeting was held every week.

Councillor Knight confirmed that a recent staff time analysis exercise had highlighted that in September the office staff had spent approximately eleven and a half days working on Agendas and Minutes. She expressed the opinion that with forthcoming challenges facing local councils it was essential to free up staff time where possible and work smarter in order that new responsibilities could be implemented without further cost.

Councillor Knight then expressed the opinion that in the interest of greater openness and transparency she wanted the public to see exactly what the Council was doing without expecting them to attend more than one meeting a week. She referred to a previous proposal by the Town Clerk which had suggested a reduction in the number of meetings by having longer gaps between them and by giving more delegated powers. She however was of the opinion that having fewer meetings which were open to the public and more which were not together with passing over some of the Councils decision making by use of delegated powers was unacceptable and was in her opinion rightly rejected.

Councillor Knight confirmed that she was aware that a number of Members had strong feelings in support of the Committee system advising that as the current Chair of the Amenities Committee she was proud of the works set in motion but expressed the opinion that Members should not allow past feelings to blinker them to changing times. She informed Members that at the October CALC meeting it had been advised that most Councils who had discarded the committee system had adopted twice monthly Full Council meetings without any detriment.

Councillor Knight expressed the opinion that adopting a non-committee system with robust chairing of meetings to ensure timeliness would ensure that every Member would hear everything at the same time with no misunderstanding or gaps in knowledge. She advised that the expertise of all Members could be best utilised and there would be no overlap as sometimes occurred between Committees. She confirmed that it would effect a more timely decision and there could be no public criticism of a clique. She also expressed the opinion that the non-committee system would allow Members and staff to have a more balanced time commitment to their duties.

It was then proposed by Councillor Knight, seconded by Councillor Martin, that the Council, with effect from the start of the new Civic Year in May, dispense with the present Committee system and adopts a system of twice monthly Full Council meetings, with the timings of those meetings to be discussed separately.

A detailed debate ensued during which the following points were made:

- The Council had previously had two Full Council meetings a month and there had not been sufficient time on the Agenda to allow items to be debated fully which was why the Committee system had been introduced;
- It was suggested that the introduction of formal Working Parties reporting to Full Council would assist the issue;
- Planning would not work as a working party as it would require applications to be discussed once at the working party meeting and then again when reporting to Full Council and should remain as a Committee;
- Whilst in favour of less meetings there was concern at how long the Full Council meetings would need to be to have the same coverage as the Committees;
- The Committee system allowed Members to share their interests and manage their time whilst Members would be compelled to attend more meetings with a return to a non-Committee system;
- The increase to two Full Council meetings a month would make it more difficult for those who worked in the evenings to attend all of the meetings;
- Would consider it if a three month trial could be held;
- Many different methods had been tried before and it would succeed if the Council wanted it to work.

At Members' request the Town Clerk expressed the opinion that the change to two Full Council meetings was too extreme. He then outlined the changes to the Planning process since he had joined the Council advising that the current system was admired throughout the County and expressed disappointment for this to go backwards. He advised that prior to the introduction of the Committee system there used to be thirty to forty items on the Town Clerk's report for each meeting, at that time the Council did not allow Cornwall Councillor's the opportunity to speak and the Council did not have responsibility for any play areas and only had a small number of benches for example. He advised that the Council had progressed considerably since it had two Full Council's ten to twelve years before. The Town Clerk confirmed that he was in favour of reducing the number of meetings but expressed concern that the decision should not be made until all the options had been considered. He expressed the opinion that the Planning Committee should continue and possibly a Finance Committee meeting be held every other month with perhaps two Full Council's to deal with the rest.

An amendment was proposed by the Mayor, seconded by Councillor Mrs Boase, that a Working Party be formed involving the Mayor, Deputy Mayor, Chair of Amenities, Chair of Planning and the Town Clerk to present the options to Full Council. The amendment was carried and became the Substantive Motion, and it was therefore unanimously

RESOLVED – that a Working Party be formed involving the Mayor, Deputy Mayor, Chair of Amenities, Chair of Planning and the Town Clerk to present the options to Full Council.

At Councillor Williams' request it was agreed that the Town Clerk present his personal option to Full Council.

#### **437. Report of the Town Centre Regeneration Officer**

The Town Centre Regeneration Officer updated Members to advise that the informal ballot at Helston Community College was being held later than originally anticipated and the results were expected by the end of the month.

The Town Centre Regeneration Officer further advised that the Traffic and Transport Study had been discussed by the Public Realm Project Board and they recommended that it be carried out at the earliest opportunity. He advised that he was conscious that not all of the quotations had been received and suggested that the Council might take a decision to give delegated authority to the Mayor and Deputy Mayor when received. In response to a question the Town Centre Regeneration Officer confirmed that the quotations were expected to fall between £2,000 and £5,000.

On the proposition of Councillor Martin, seconded by Councillor Miss Hornsby, it was

RESOLVED – that the Mayor and Deputy Mayor be given delegated authority to make a decision on the quotations for the Traffic and Transport Study once all the quotations had been received.

The Town Centre Regeneration Officer advised that there had been an issue with the electrical sockets confirming that the quotations had been for the standard boxes and not the slimline version as believed which were up to £300 more expensive. For Members' information he circulated pictures and outlined the dimensions and proposed locations. Following a brief debate it was proposed by Councillor Williams, seconded by the Mayor, and unanimously

RESOLVED – that the slimline boxes be authorised with the additional cost being met from the Section 106 Public Realm Funding.

The Town Centre Regeneration Officer advised that he was close to receiving the final proof for the Map Boards which would be circulated to stakeholders and the public. He advised that he had also begun preparation of the advertising consent application.

The Mayor thanked the Town Centre Regeneration Officer for a clear report and the work he was carrying out.

**438. Report of the Town Clerk**

**(1) CALC Training Programme 2015**

The Town Clerk requested that Members let him know by the following day if they wished to attend the Audit & Finance Conference.

**Councillor R J L Boase declared an interest in the following item and left the meeting at 8.25pm.**

**(2) Guildhall Flora Day Decorations**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Knight, it was

RESOLVED – that £500 be donated to St Michaels Church towards a restoration project on behalf of Mr Steve Pascoe.

**Councillor R J L Boase returned to the meeting at 8.28pm.**

**(3) Cornwall for Change**

The Mayor confirmed that he had attended meetings and was concerned how Cornwall Council viewed the Town Council. He praised the work of the Cornwall Council Officers and Councillors but expressed the opinion that he did not always feel the Town Council were listened to. He advised that he was not certain if Cornwall for Change was the way forward but advised that he may attend the meeting to obtain further information and invited other Members to join him. Councillor Martin suggested that it could be an opportunity to get them to take on the parking issue on bank holidays. The Mayor expressed the opinion that it was important to have a link with Cornwall Council.

**439. Schedule of Accounts for Payment**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Harrison, it was unanimously

RESOLVED – that Account Nos. 1034-1079 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £29,857.81.

It was agreed that the cheques would be signed by Councillor Mrs Boase and Councillor Miss Hornsby.

**440. Items for the next Agenda**

The Mayor requested that Members contact the Town Clerk's office to place items on the following Full Council Agenda.

**441. Exclusion of the Press and Public**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Martin, it was unanimously

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business by reason of the confidential nature of the business to be transacted.

**442. Confidential Report of the Town Centre Regeneration Officer**

**(1) Peacocks Lane**

Following a detailed debate it was proposed by Councillor Knight, seconded by Councillor R J L Boase, and

RESOLVED – that the quotation from DA Giles be accepted at a cost of £3,411.00 due to the higher level of specification in the Schedule of Works.

**443. Roll of Honorary Freemen**

On the proposition of the Mayor, seconded by Councillor Miss Hornsby, it was

RESOLVED – that the Town Council would discuss the Roll of Honorary Freemen.

It was further proposed by Councillor Mrs Boase, seconded by Councillor Williams, and

RESOLVED – that the item be deferred to the February Full Council meeting and Members notify the Town Clerk of their nominations prior to the meeting.

**Meeting closed at 9.22pm**

**Confirmed**

**Town Mayor**

## List of Payments made between 19/12/2014 and 31/01/2015

Voucher	Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
1034 - 1045		Salary Related Expenses		16824.69	Salary Related Expenses
1046	30/12/2014	British Gas	DD8	24.69	Electric - Guildhall
1047	30/12/2014	O2	DD9	19.84	TCRO Mobile
1048	01/01/2015	Cornw all Council	Std Ord	93.00	Rates - Monument Rd Pub Cons
1049	01/01/2015	Cornw all Council	Std Ord	217.00	Rates - Guildhall Pub Cons
1050	01/01/2015	Cornw all Council	Std Ord	777.00	Rates - Guildhall
1051	01/01/2015	Cornw all Council	Std Ord	143.00	Rates for Trengrouse Way PC
1052	15/01/2015	British Gas	DD5	145.45	Electric - Guildhall Pub Cons
1053	15/01/2015	British Telecom	DD6	116.13	572063
1054	15/01/2015	Berendsen UK Ltd -Formerly Sun	DD7	62.02	Mat Hire
1055	15/01/2015	Fast.co.uk	C/CARD1	23.48	Broadband
1056	15/01/2015	TESCO STORES LTD	C/CARD2	156.00	Dehumidifier
1057	15/01/2015	Information Commissioner	C/CARD3	35.00	Data Protection Registration
1058	15/01/2015	Association of Accounting Tech	111218	86.00	Annual Membership - P Lavelle
1059	15/01/2015	Assoc. of Town Centre Manageme	111219	594.00	ATCM Membership
1060	15/01/2015	Coastline Services Ltd	111220	944.70	Grounds Maint. (£517.20) & ERDF (£427.50)
1061	15/01/2015	Cormac Solutions Ltd	111221	1826.15	Pub. Cons Cleaning (£1,496.37) & Council Vehicle Hire (£329.78)
1062	15/01/2015	Mark Warden (Helston Electrica	111222	70.00	Electrical Testing T/Way PC
1063	15/01/2015	Helston Advertiser Ltd	111223	48.00	Advertisement
		Cancelled	111224		
1064	15/01/2015	Meiloci Ltd	111225	4922.40	Public Realm framework
1065	15/01/2015	Martin Luck Group Ltd	111226	147.84	Stationery
1066	15/01/2015	Nick Ferris Skip Hire Ltd	111227	23.35	Waste Disposal
1067	15/01/2015	PAT Cornw all Ltd	111228	150.00	Annual PAT Testing
1068	15/01/2015	Primary PC Solutions Ltd	111229	54.00	Remote Server Monitoring
1069	15/01/2015	Rocksure Systems Ltd	111230	114.84	Lone Worker Alarms
1070	15/01/2015	R Sanders	111231	606.00	Play Ground Maint. (£360), Tree Works (£231) & Lower T/Way Gdn (£15)
1071	15/01/2015	South West Play	111232	460.56	Replace swing chains & seats
1072	15/01/2015	Economy Jetting Services	111233	35.00	Unblock toilet Monument PC
1073	15/01/2015	Pictures & Things Gallery	111234	112.20	Framed Picture
1074	15/01/2015	South West Play	111235	705.60	Goal repairs - KGV Play Area
1075	15/01/2015	Viridor Waste Management Limit	111236	44.46	Waste Management
1076	15/01/2015	Cornw all Council	111237	90.00	Flora Day Road Closure
1077	15/01/2015	British Telecom	DD8	156.46	565761 & 558881
1078	15/01/2015	O2	DD9	19.00	Mobile Phones
1079	15/01/2015	Digiteck ltd	C/CARD4	9.95	Emergency Pull Cord Mon PC
			<b>Total Payments</b>	29,857.81	