

MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 15th JULY 2019 in the Council Chamber, St Austell Information Centre, Penwinnick Road, St Austell, Cornwall, PL25 5DR at 6.05pm.

Present: Councillors: Bishop, Brown, Cohen, Colwill, Hanlon, Heyward, Jones, King, Lanxon, Leonard, Oxenham, Palmer, Pearce, Pears, Rees, Styles (Mayor), Thompson and Walker.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

Councillor Leonard arrived during the next item

C/19/41) Apologies for Absence

Apologies for absence were received from Councillors Bull and French.

Councillor Walker advised that he needed to leave the meeting at 7.30pm

Councillor Palmer advised that he needed to leave the meeting at 7.30pm

C/19/42) Declarations of interests and gifts or hospitality received

Councillor Thompson declared an interest in agenda item 10.

The Town Clerk and Deputy Town Clerk declared an interest in minute number S/19/08.

C/19/43) Dispensations

There were no requests for a dispensation.

C/19/44) Minutes of Meeting held on 24th June 2019

It was **RESOLVED** that the minutes of the meeting held on the 24th June 2019 be approved and signed as a correct record.

C/19/45) Matters to Note

The Clerk advised that a letter had been received from Treverbyn Parish Council expressing their concern with regard to the Town Council's extraordinary meeting on the 24th June 2019 and the subsequent Community Governance Review submission to Cornwall Council outlining the proposal to absorb the Carclaze/Boscoppa and Mennacuddle Well areas of Treverbyn Parish Council into St Austell.

C/19/46) Mayor's announcements

The Mayor advised that a Civic Parade and Church Service has been arranged to take place on Saturday 7th September 2019 and a Mayor's Charity Dinner has been booked at Knightor Winery on Friday 13th March 2020.

C/19/47) Presentation of Badge to Mayor's Cadet

Councillor Gary King thanked Flight Sergeant Cranfield-Thompson for being his cadet during the 2018/19 civic year and presented him with a Mayor's cadet badge.

C/19/48) Public Participation

Mrs Earl thanked the Town Council for their involvement with the Garden Festival and expressed her delight at how nice the town is looking at the present time. She advised that Menacuddle Well had been planted up recently and thanked Councillor Brown for linking her up with SABEF. She expressed her desire for the new A30 link road to be tree lined and the need to keep the schools and community involved throughout the improvement processes.

She thanked the Town Council for all their hard work and wished everyone a restful summer break.

The Mayor thanked Mrs Earl for her kind words.

C/19/49) Nick Smith, CEO – Young People Cornwall

The Mayor welcomed Mr Smith, his lead Youth Worker and 2 young people to the meeting.

Mr Smith thanked the Town Council for the invitation to the meeting and for the £20,000 annual grant which in the last financial year had enabled Young People Cornwall to use it as match funding to claw in an additional £46,000 from other funders. He advised that in the last year, The House had provided support for 302 young people, 40 hours of individual support and facilitated one off projects for 145 young people. He further advised that the age range of young people attending The House is between 14-18, 95% of which live in St Austell. 56% of attendees are male and 44% female. Mr Smith thanked the Town Council for accommodating some National Citizen's Scheme (NCS) students at The Stable Block and outlined the benefits of the annual project.

Mr Smith advised that The House dealt with 81 safeguarding concerns over the last year and provided assistance for young people suffering from mental health issues, self-harm, sexual abuse/exploitation and domestic violence.

He concluded by thanking the Town Council for facilitating the move to The House from their previous offices in Truro and confirmed that 50 staff are now working out of the building.

The two young people accompanying Mr Smith spoke about how The House had helped them to develop personally, secure good friendships and educate them about the dangers of drink and drug abuse.

The lead Youth Worker outlined to Members a case study where The House had identified two siblings who needed support following the bereavement of a very close family member. Through joined up working with various agencies, including the schools and social services a good support network had been formed for the siblings.

The Mayor thanked Mr Smith and his colleague for their update and particularly thanked the two young people for speaking.

Councillor Thompson left the meeting prior to the next item

C/19/50) Disability Advisor

The Clerk advised that Councillor Heyward had suggested at a previous meeting that consideration should be given to appointing Councillor Hanlon as the Town Council's Disability Advisor.

During discussions Members felt that the title should be re-designated as "Accessibility Advisor" and that a role description should be developed for the position.

It was **RESOLVED** to:

1. Appoint Councillor Hanlon as the Town Council's Accessibility Advisor;
2. Authorise the Town Clerk to reimburse Councillor Hanlon with any reasonable expenses incurred for Town Council approved Accessibility Advisor duties;
3. Develop a role description during the next 12 months.

***Councillor Thompson returned to the meeting ***

C/19/51) Truro Road Park Event – Bandstand refurbishment (Councillor Heyward)

The Town Clerk advised that the Truro Road bandstand refurbishment had been completed and that it was hoped to have a formal opening event on Sunday 18th August 2019.

Councillor Heyward advised that she had been working with volunteers to organise a "Fun Day" in the park from 2pm to 5pm and that the bandstand would be formally opened during this time. She advised that she was seeking volunteers to help with the marshalling.

Councillor Heyward advised that she would provide First Aid cover, the toilets had been offered for free and advertising posters had been organised. A bouncy castle, army cadets, the Police and the fire brigade had all been booked to attend. It is hoped that St Austell Band will play at 2.30pm to launch the opening of the bandstand. She advised that she was looking for funding in the order of £500 to assist with the costs involved. A discussion took place with regard to the insurance of the event. Councillor Heyward confirmed that the St Austell BID would be the insuring body for the event.

It was **RESOLVED** to provide funding up to £500 to help with the costs associated with the Bandstand Opening and Fun Day in Truro Road Park on Sunday 18th August 2019.

C/19/52) Election of Representatives on outside bodies

The Clerk advised that in the absence of Councillor Lanxon at the Annual Town Council meeting on the 13th May 2019, it had been agreed that the election of a representative to sit on the Safer St Austell Group for the 2019/20 civic year be considered at the next available meeting.

Nominations were received for Councillors Lanxon and King.

It was **RESOLVED** that the election of a representative to sit on the Safer St Austell Group should be undertaken by way of a secret ballot.

A secret ballot was undertaken with Councillor Lanxon receiving 11 votes and Councillor King receiving 7 votes.

It was **RESOLVED** that Councillor Lanxon be elected the Town Council's representative on the Safer St Austell Group for the 2019/20 civic year.

C/19/53) Motion Proposed by Councillor King

Councillor King proposed:

On March 25th this year, at a full council meeting, St Austell Town Council declared a 'Climate Emergency' to add its voice to the many hundreds of organisations across the world who recognise the existential threat that climate change is posing to our planet.

At that meeting an amendment was adopted that recognised the on-going work of Cornwall Council and recommended a delay until a report from them was available to better inform the focus of St Austell Town Councils actions.

While we await Cornwall Council's final report on measures they will take to combat climate change at a county level, it seems appropriate for St Austell Town Council to approve a structure and framework for members to discuss advice from Cornwall Council when it is available.

To this end it is the purpose of the motion below to recommend forming a separate committee of the Town Council so as to properly discuss options when advice is forthcoming. Furthermore prior to debate about actions and priorities terms of reference need to be established to see what areas of working could also be appropriate to include in the committee's remit so as to support Town Council actions in the future (i.e. Parks & Open Spaces strategy).

Putting an administrative framework in place will mean when the Town Council is provided with a working document from Cornwall Council all administrative procedures will be up and ready to facilitate an effective committee function.

Therefore the motion before you is:

1. St Austell Town Council establish a Climate & Environment Committee
2. Terms of reference to be drawn up in consultation with the chairs and vice chairs of all other committees along with the Mayor and Deputy Mayor to be submitted and agreed (or amended) at full council on 9th September 2019
4. Members wishing to serve on said committee be proposed and selected at full council on 9th September 2019
5. Administration staff to formulate a revised frequency for all committee meetings to compensate for any potential increase in staff workload and advise on a first meeting date for the Climate & Environment Committee

Councillor King spoke in support of his motion and the need to put the preparatory works in place for tackling climate change in the Town Council. He clarified that the numbers in his motion should read 1,2,3,4.

During discussion, the following points were raised:

- A suggestion that the newly formed Committee should work closely with Cornwall Council and that attendance at Cornwall Council meetings to discuss climate change should be an approved duty;
- A proposed conference being organised by Cornwall Council for Town and Parish Councils to discuss climate change;
- The need for Cornwall Councillors to be involved in the drafting of the Terms of Reference;
- An amendment required to point 5 (new point 4), to read that the Town Clerk not Administration staff will formulate a revised frequency for Committee meetings;
- Concern at the potential costs and additional pressures on staff to resource a new committee;
- The potential to expand the role of an existing Committee instead of creating a new Committee;
- The need to have the resource available to employ experts to advise on Climate Change in order to make considered, meaningful changes;
- The potential to create a Working Group rather than a formal Committee;
- The need for the Town Clerk to work up the costs involved to inform the budget setting process and Council Tax implications in due course.

The Town Clerk confirmed his support for embracing the Climate Change agenda but reiterated his concern at the pressure an additional committee would put on the staff and the lack of budget for a new committee. He advised that his preferred option was to embed Climate Change into everything that the Town Council does by adding "Climate Change Implications" to each report face sheet and adding responsibility for climate change issues to the terms of reference for each of the existing Committees.

He advised that he was putting pressure on NALC and SLCC for guidance on managing the Climate Change agenda as unfortunately there is very little guidance for Town and Parish Councils at the present time. He stressed the need for consistent methods of working, particularly with regard to "carbon accounting".

It was **RESOLVED** that:

1. St Austell Town Council establish a Climate and Environment Committee;
2. The Terms of Reference to be drawn up in consultation with the Chairman and Vice-Chairman of the Planning & Regeneration, Community and Finance Committees together with the Mayor, Deputy Mayor and Councillor Brown and submitted and agreed (or amended) at the full Council meeting on the 9th September 2019;
3. Members wishing to serve on the Climate and Environment Committee be proposed and selected at the full Council meeting on the 9th September 2019;

4. The Town Clerk to formulate a revised frequency for all committee meetings to compensate for any potential increase in staff workload and advise on a first meeting date for the Climate and Environment Committee;
5. The Climate and Environment Committee should aim to co-operate fully with Cornwall Council and that attendance for up to two members of the Climate and Environment Committee to attend relevant Cornwall Council meetings be made an approved duty;
6. The Town Clerk provide a report on the cost and staff implications of the proposals.

Councillors Palmer and Walker left during the next item

C/19/54) Polling Districts and Polling Places Review – Stage 2 consultation

Councillors Brown and Heyward outlined their proposed changes in Bethel and Gover Divisions respectively.

No other amendments were suggested.

It was **RESOLVED** to advise Cornwall Council that the Town Council supported the proposed changes outlined and submitted to Cornwall Council by Councillors Brown and Heyward.

C/19/55) Code of Conduct Training

It was **RESOLVED** that the Code of Conduct Training on the 4th September 2019, 3rd October 2019 and 17th October 2019 be made an approved duty.

It was **FURTHER RESOLVED** that the Cornwall Council littering, dog fouling and fly tipping training events in July 2019 should also be made an approved duty.

Arising from the above, it was suggested that the Town Council should organise Equalities Training in due course.

C/19/56) Members' questions

None.

C/19/57) Members appointed to outside bodies update reports

Councillor Brown advised that the SABEF Board are due to meet on the 24th July 2019 at which time the first phase of masterplan proposals should be signed off.

C/19/58) Cornwall Councillor update reports

Councillor Heyward advised that Biddicks Court is not likely to be refurbished now until October as it is not a priority for Cornwall Council.

Councillor Brown advised that the deadline for the Community Governance Review submission to Cornwall Council is 17th July 2019. He confirmed that the Town Council's submission had been received but a few prominent Town Councils had not submitted their submissions yet. He advised that it was likely that a Community

Governance Review public meeting will be held in St Austell in either September or October and that all submissions will be publicised after the 17th July 2019.

Councillor Brown advised that Cornwall Council are in the process of reviewing the local plan the next iteration of which will run until 2051.

Councillor Pears advised that he is expecting revised plans for the Porthpean Road junction in August and that the litter picks are still continuing with no significant rubbish finds at the present time.

C/19/59) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 3rd May 2019 to 5th July 2019 totalling £171,374.89 be approved.

C/19/60) Community Committee

Councillor Brown asked that it be noted that although he was absent from the meeting, he would like to register his interest in the grant to the Restormel Dithmarschen Twinning Association.

It was **RESOLVED** that the minutes of the Community Committee meeting dated 3rd June 2019 be noted.

C/19/61) Planning and Regeneration Committee

Councillor Oxenham advised that the last line of minute number P/19/20 (Planning Application number PA19/04228) within the Planning and Regeneration Committee minutes dated 17th June 2019 should read:

Councillors Oxenham and Thompson **abstained** from voting on this item

Councillor King advised that his name should be deleted from the attendance list in the minutes dated 17th June 2019.

It was **RESOLVED** that subject to the above amendments, the minutes of the Planning and Regeneration Committee meetings dated 20th May 2019 and 17th June 2019 be noted.

C/19/62) Finance and General Purposes Committee

Councillor Oxenham requested that the secret ballot carried out at the meeting to determine the election of the Chairman and Vice-Chairman of the Committee be minuted.

It was **RESOLVED** that subject to the above amendment, the minutes of the Finance and General Purposes Committee meeting dated 1st July 2019 be noted.

C/19/63) Staffing Committee

It was **RESOLVED** that the minutes of the Staffing Committee meeting dated 28th June 2019 be noted.

C/19/64) Dates of Meetings

It was noted that the next Town Council meetings are due to take place on Monday 9th September 2019 and Monday 21st October 2019.

The meeting closed at 7.55pm

MINUTES of the MEETING of THE CHARITY OF W J ADAMS (POLTAIR PARK) held on MONDAY 15th July 2019 in the Council Chamber at the St Austell Information Service, 39 Penwinnick Road, St Austell at 8.15pm.

Present: Councillors: Bishop, Brown, Cohen, Colwill, Hanlon, Jones, King, Lanxon, Leonard, Pearce, Pears, Rees, Styles and Thompson.

In attendance: David Pooley (Town Clerk) and Sara Gwilliams (Deputy Town Clerk).

Adams 006) Apologies for Absence

Apologies for absence from received from Councillors Bull, French, Palmer and Walker.

Adams 007) Minutes of the meeting held on the 22nd October 2018

It was **RESOLVED** to approve the minutes of the meeting dated 22nd October 2018 and to authorise the Mayor to sign them as a true record.

Councillor Oxenham abstained from voting as she was not present at the meeting

Adams 008) To approve the annual report and accounting statement for the financial year ended 31st March 2019

It was noted that no funds were transferred from Cornwall Council when the Trust was transferred to the Town Council on the 18th November 2016.

It was **RESOLVED** to note that no transactions were charged to the charity; the charity had no income in the financial year 2018/19 and all costs associated with the park were met from the funds of St Austell Town Council.

Adams 009) Cafe

The Clerk advised that the café had been installed and Cornwall Council are carrying out the final snagging works before officially handing over to the Town Council within the next few weeks. Once handed over, the Town Council will then contract with a kitchen fitter to fit the café out in preparation for the tender process during the autumn. By way of an interim measure, it is hoped that a local caterer will be on site selling tea/coffees and cakes from her horse box during the summer months.

Adams 010) Date of Next Meeting

It was **RESOLVED** that the date of the next meeting should be in July 2020.

MINUTES of the MEETING of THE TRUST OF THE RECREATION GROUND, TRURO ROAD held on MONDAY 15th JULY 2019 in the Council Chamber at the St Austell Information Service, 39 Penwinnick Road, St Austell at 8pm.

Present: Councillors: Bishop, Brown, Cohen, Colwill, Hanlon, Heyward, Jones, King, Lanxon, Leonard, Oxenham, Pearce, Pears, Rees, Styles and Thompson.

In attendance: David Pooley (Town Clerk) and Sara Gwilliams (Deputy Town Clerk).

Truro 006) Apologies for Absence

Apologies for absence from received from Councillors Bull, French, Palmer and Walker.

Truro 007) Minutes of the meeting dated 22nd October 2018

It was **RESOLVED** to approve the minutes of the meeting dated 22nd October 2018 and to authorise the Mayor to sign them as a true record.

Councillor Oxenham abstained from voting as she was not present at the meeting

Truro 008) To approve the annual report and accounting statement for the financial year ended the 31st March 2019

It was noted that no funds were transferred from Cornwall Council when the Trust was transferred to the Town Council on the 29th November 2016.

It was **RESOLVED** to note the report and that no transactions were charged to the charity; the charity had no income in the financial year 2018/19 and all costs associated with the park were met from the funds of St Austell Town Council.

Truro 009) Bandstand update and opening

The Clerk advised that the Bandstand refurbishment had been completed and that the opening event would take place on Sunday 18th August 2019.

Truro 010) Date of Next Meeting

It was **RESOLVED** that the date of the next meeting should be in July 2020.

