

Minutes of the Council of St Ives Town Council held in the Council Chamber, Guildhall on Thursday 4th November 2021 at 7pm

PRESENT

Chairman – Councillor K Arthur (Town Mayor)

Vice-Chairman – Councillor S Tanner (Deputy Town Mayor)

COUNCILLORS

Arthur L

Beveridge J

Bradford R

Dale A

Gaunt R

Hodson C

Hynes S

McNamee S

(from the point of
signing the declaration of
office)

Messenger K

Mitchell A

Ryall J

Wells J

OFFICERS

Town Clerk

RFO & Corporate Services Manager

Cultural Services Manager

Admin Officer

70. APOLOGIES FOR ABSENCE

Councillors L Rogers and T Harris,

71. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised Councillors that there would be a series of workshops to help the Council develop a future vision and priorities and dates would be announced before the end of the year.

72. REPORTS FROM COMMUNITY ORGANISATIONS AND / OR THE COMMUNITY LINK OFFICER

The BID Chairman gave an update to the meeting as follows:

1. The new BID Manager had been in post for a month and was based at the Guildhall. She invited any member to pop into the BID office to say hello.
2. Businesses in town have had difficulties, including some abuse from people not wearing face coverings. Cornwall Council Community Link Officer has confirmed that electronic road signage will be programmed to remind people to wear masks and there will be new signage and Council support with this messaging would be welcome.
3. Plans for New Year's Eve are progressed with contractors PEG (Perfect Event Group) working on the plans. It is unlikely that the event would be cancelled unless a full lock down was enforced.
4. She noted it was on the agenda later for discussion and asked the Town Council to consider increasing its annual contribution to £6,000 towards the event from 2022 onwards. This would continue the safe running of the event and especially essential elements including medical cover and road closures.

Councillor Mitchell joined the meeting

Members asked BID how the event would be managed in terms of COVID restrictions and how any decision to cancel it would be made. Would BID be aiming to keep advertising of the event low key. In addition, what level of policing would be provided.

In response, the BID Chairman confirmed that there would be joint comms from BID, Town Council and Cornwall Council to ensure consistent messaging. All the safety and security arrangements, including COVID are signed off through a Cornwall Council safety advisory group for events. She also confirmed that the Police do not ever disclose the number of officers attending due to security reasons but they always have adequate cover. It was likely that command and control would be located at the Guildhall with the event planning group PEG, which would be open, given that a new year's eve event was taking place in the concert hall.

73. **REPORTS FROM CORNWALL COUNCILLORS**

The Chairman confirmed that reports had been received and Councillor Taylor had sent apologies for the meeting. There were no questions from Councillors.

74. **PUBLIC SPEAKING**

A member of the public addressed the Council setting out residents' concerns about buses operating at the Malakoff. Over the last 4 years they have recorded increasing incidents of dangerous activity and high level of toxic fumes with buses parked on double yellow lines and their engines running. They have collected over 100 photographs and videos cataloguing incidents which include near misses. Residents have tried to communicate with the bus company with limited success.

Members thanked the member of the public for their contribution. The Council confirmed that it too was very concerned about the issue. They had also tried to raise the matter with First Buses on numerous occasions and had not received a response.

It was agreed that the Town Clerk would write to First Buses, copying in MP, Derek Thomas.

75. **DECLARATIONS OF MEMBER/ OFFICER INTERESTS**

Councillor Messenger declared an interest in the New Year's Eve agenda item as the Council's representative on the BID Board.

76. **REQUESTS FOR DISPENSATION**

None

77. **MINUTES**

RESOLVED – that, subject to amending the noted date of the next meeting from 14th of October to the 4th of November, the Chairman signs as a true and correct record the minutes of the Extraordinary Council Meeting held on 4 October 2021.

78. **TOWN CLERK'S UPDATE REPORT**

The Council considered the Clerk's update report and the following matters arising:

Min 69 Edward Hain Hospital

The Town Clerk informed members that she had received an update from NHS Property Estates Department. They have provided a timescale for the relocation of some outpatient services to the Stennack Surgery with some in place by January 2022. Given this, they would like to proceed to twin track the disposal process. They noted the Council's expression of interest and would like to set up a telephone conference to discuss the process. Unfortunately, until or unless the Council's role as a priority purchaser was confirmed, they would not allow a site visit. Some members wanted to hold a public meeting with NHS property estates. But

given that this was about a technical disposal process, it was agreed that this would not achieve the best outcome. In response to members questions, she confirmed that she would be updating the friends and involving them in this discussion.

Council resolved to merge Min 44 with 69 – Friends of Edward Hain Hospital

Min 63- New Honorary Freeman of the Town:

The Chairman confirmed that the Clerk had circulated a letter in response to their invitation. Members confirmed that the matter was now resolved.

Council resolved to merge minute 49 with 54 – Arrangements for New Year's Eve

The BID chairman confirmed that she would circulate the date of the next BID meeting.

Min 63 – Town Twinning arrangements. The Town Clerk confirmed that the bullet points are not meant to correspond. They are updates.

RESOLVED – that the subject to the above amendments the report is noted.

79. COUNCILLOR CO-OPTION

The Chairman confirmed that the Council had received 2 applications for the casual vacancy in the Lelant ward and welcomed two candidates to the meeting. Council resolved that, based upon the applications received, it would proceed to fill the vacancy by co-option.

Council received a 3 minute presentation from each applicant. Following questions, it proceeded to vote by secret ballot and the candidate with an absolute majority of votes cast was appointed. Upon receipt of their declaration of acceptance of office, the newly co-opted Councillor took their seat in the meeting from this point forward. The unsuccessful candidate was thanked for their application.

RESOLVED – that

- i) Following consideration of the applications received for the Council vacancy of the Lelant Ward, the Council would fill the vacancy by co-option.
- ii) Upon receipt of a majority of votes cast, Sinead McNamee, be co-opted to serve as a councillor for the Lelant ward
- iii) Councillor McNamee be welcomed to the meeting

80. EDWARD HAIN DEVELOPMENT BRIEF

The Town Clerk stated that this agenda item followed on from the decision of the extraordinary Council meeting held on the 4th October. The Council had resolved to express an interest in being a 'Priority Purchaser' for the site. In addition, to progress the preparation of a Planning Brief which seeks to retain some community value within the site. The Town Clerk reported that the Project Officer had held discussions with Cornwall Council's Planning Policy team. The report summarised the following options:

1. Neighbourhood Development Order and Community Right to Build
2. Asset of Community Value
3. Supplementary Planning Document (SPD)
4. Non-Statutory Planning Document

She concluded that in terms of timescales and process, the one clear option was a non-statutory planning document for the site. Should the Council be minded to proceed, the Council's project officer would be asked to prepare a brief and seek quotations from suitably qualified professionals to feed into its production. The aim was to use CIL funding to commission the work with a contribution being sought by the Friends. The document would need Cornwall Council cabinet approval to secure the necessary weight.

Costs were estimated to be in the range of £5-7,000.

Members discussed the recommendations with conclusions as follows:

- They asked the Clerk to update the Friends on discussions with the NHS property services.
- Stressed the importance of public engagement in the development of a planning brief
- That the friends be asked to share the costs of the Planning Brief with the Town Council

RESOLVED –that the Council

- i) Appoint external contractors to progress a non-statutory Planning Brief for the site (in addition to any other sites identified for affordable housing) with a budget of up to £12,000 to be funded from CIL and that
- ii) The Friends be keep updated on discussions with the NHS and be asked to make a financial contribution to the Planning Brief.

81. **COUNCILLOR ATTENDANCE**

The Chairman advised members that she had asked for this report to be brought. Attendance statistics had been circulated with the reports.

The Town Clerk advised that Council meetings were largely governed by the 1972 Local Government Act, under which there was an automatic disqualification of any Councillor failing to attend any formal meeting of the Council over a six month. There was no discretion and no right of appeal. For this reason, it was essential that any Councillor struggling with their attendance should contact the Clerk with any extenuating circumstances to avoid this happening.

The Chairman explained that attendance had been poor in recent months and asked that as a courtesy, Councillors should give their apologies in advance. The Town Clerk reminded members that meetings must have at least 1/3 of its members in attendance (and in any event, no less than 3) in order to be quorate. Failure to send apologies in advance risked meetings having to be aborted with a lot of wasted time and resource.

Members discussed the attendance listed in the agenda pack and requested a number of amendments to improve its accuracy.

RESOLVED – that the Council note the report, subject to the following amendments:

- Councillor Mitchell name be removed from the Community & Environment Committee statistics as he attended but was not a member.
- Councillor Rogers be added to the Planning Committee.
- The Mayor and Deputy Mayor as ex-officio members should only be listed on the attendance statistics for any Committees of which they were Chairs or Vice Chair
- An extenuating circumstances note be recorded next where there was a genuine mitigating circumstance, for ill health, bereavement or employment.

- Devolution Panel statistics to be included to the records

82. NEW YEAR'S EVE

The Town Clerk introduced the item by reminding members that the Town Council was generally responsible for the following tasks in relation to New Year's Eve:

- Securing and payment for additional CCTV coverage
- Ensuring toilets remained open late and were closed and cleaned the following day
- Road closure notices

In addition, this year the police were likely to have their command-and-control centre at the Guildhall which would be provided and open for the duration.

She explained that this report addressed responsibilities and involvement for future years. Cornwall Council had advised that this was the final year for which they were willing to sign an event notification application which identified them as the co-owner of the event. This was on grounds that it was not a Cornwall Council event. However, Cornwall Council confirmed that it would still be responsible for statutory contractual obligations, such as street cleaning and would also commit to a long term agreement for the use of the pier for the fireworks. Further approval needed to be sought for future use of the Sloop carpark.

The Town Clerk explained that in future years, should the Town Council wish to become a partner to the event, it would be expected to sign the event notification documents. This would be the case for 2022. She expected that the Council would require a contract to be in place between the BID and the events company and firework operations and, potentially an agreement between the BID, setting out roles and responsibilities.

Members discussed the report and agreed that the Council should play a more active role and could not easily avoid this in risk management and event planning terms. There would need to be more work done in discussing the implications with the Council's insurers and in drafting paperwork to reflect the agreement.

The costs of the event were discussed. In response to suggestions that businesses make a contribution, it was explained that businesses already were contributing as BID levy payers. It was proposed that non levy payers which benefitted from New Year's Eve trade be asked to make a contribution to the event.

The Chairman raised the request of the BID chairman that there be an increase in the Council's contribution to the event. Members supported the requested increase in the annual contribution to £6,000 from 2022. This would be reflected in the Community & Environment Committee's budget line.

RESOLVED – that the Council

- i) Commit to becoming a partner to the event from 2022 onwards, subject to officers carrying out all necessary actions as set out in the report
- ii) Increase the annual contribution to £6,000 from 2022-23, to be reflected in the draft budget and
- iii) Request that BID to non-levy payer businesses seeking sponsorship or financial contributions to the event.

83. **A LOW CARBON TRANSPORT PLAN FOR ST IVES**

The Town Clerk explained the background to a recent multi agency group meeting which had taken place to discuss transport and travel issues in the parish. Notes of the first meeting were appended to the agenda. The group had resolved to form itself into a transport group and terms of reference for the group were also appended. It was proposed that the Town Council take on a secretariat role for the group, supported by the Community Link Officer. The Terms of Reference had been drafted and would be discussed at the next meeting.

Members discussed some of the long-standing issues of transport in the town and the fact that they affected a number of different modes of transport and areas, bus operations, residents parking issues, the draft cycling and walking strategy. The Chairman advised that some of the Council's views and ideas could be explored during the forthcoming visioning workshops. She felt that all Councillors were interested in this issue and the working group could be open to all, save that the Council had previously volunteered the following Councillors as representatives; Councillors Ryall, Hodson, Wells, Gaunt and Harris.

RESOLVED – that the Council

- i) Establish a new transport subgroup for the parish and contribute to it
- ii) Adopt the proposed terms of reference and support the group as a secretariat
- iii) Work with the group to identify how feasibility work and individual strands of work could be resourced, including any initiatives which the Council wished to lead upon

84. **REQUEST FOR COMMUNITY GRANT**

The Town Clerk informed Council that the Old Cornwall Society had requested a grant of £200 to cover costs of rehearsal rooms for Christmas Carol practice. She explained that the grant request had come to Council, as the request was time specific and the Finance & General Purposes Committee was not due to meet in time to consider it.

RESOLVED – to award a £200 grant to the Old Cornwall Society, to be funded from the Community Grants Budget.

85. **COMMITTEE REPORTS**

The Council received and considered the following Committee minutes

- (1) Planning 16th September 2021 & 7th October 2021
- (2) Finance & General Purposes 30th September 2021
- (3) Community & Environment 21st October 2021
- (4) Staffing 25th October 2021
- (5) Facilities 28th October 2021

Committee Recommendations:

RECOMMENDATIONS from the Finance & General Purposes Committee, 30th September

F&GP. 23 Partial exemption calculation and opt to tax report

that the Committee **RECOMMENDS** to Council that it

- i) Resolves to make an Option to Tax the Guildhall with immediate effect,

- ii) Requests the on-going assistance of external VAT consultants in preparing the application
- iii) Gives delegated approval to the RFO, in consultation with the Committee Chairman to sign all necessary documentation and submit the application to HMRC

F&GP.24 Review of asset register

to RECOMMEND the draft asset register to Council for adoption at its next meeting and that officers continue to gather the relevant information on the assets and review the register on an annual basis.

F&GP.25 IT strategy

The Committee RESOLVED that the Council

- i) Acquire a 12 month third party warranty for the existing server, whilst options were explored in more depth
- ii) Agree to progress with a phased migration to a cloud based system, subject to the development of a project plan for the migration, part of which will be an evaluation of alternative accountancy packages and a proposed solution.
- iii) Acquire the recommended router and wireless access points with the costs, up to £1500 to be funded from general reserve
- iv) Build the cost of two replacement workstations into the 2022-23 budget and then a phased replacement programme, thereafter to be funded from the IT reserve.

F&GP.27 Mid-year budget review

that the Committee note the report and the proposed draft revisions to the budget and RECOMMEND to Council that it adopt the mid-year revisions as a revised budget for 2021-22.

F&GP.29 Review of grants policy

- i) RECOMMEND to Council that it make the proposed amendments to the community grants policy and the proposals to introduce a new policy to support applications from valued local organisations for their core operating costs
- ii) The annually funded organisations be offered their usual funding allocation for this financial year save that
- iii) The budget and the fund's title for 2022-23 be considered as part of the budget setting meeting in November.

RECOMMENDATIONS from the Community & Environment Committee, 21st October

C&E.54 Climate Change action plan

- i) The Committee RECOMMEND to Council that it adopt the action plan as a draft for consultation and that
- ii) A series of meetings and consultations be arranged with key local stakeholders to discuss the draft document and any possible improvements or alignment with other plans or action plans.

C&E.55 Cycling and walking scoping study

- i) RECOMMEND to Council that it uses the scoping study to inform wider work on

- transport issues within the Town
- ii) **RECOMMEND** – that the budget makes provision for cycle storage and benches as the report’s short-term measures
 - iii) Continues to work with Cornwall Council transportation officers and other local organisations to consider how other measures can be implemented within the parish.

C&E.58 Town twinning budget contribution

- i) Support the twinning meeting’s decision to host a visit for 2022
- ii) **RECOMMEND** – that the Council give its full support and commitment to the celebration and in the light of the significance of the 40 year anniversary, the Committee budget for 2022 include a sum of £2,500 to support the hosting of the visit and associated costs.

RECOMMENDATIONS from the Facilities Committee, 28th October

F.42 Removing late fines from the library

RECOMMEND to Council that it abolish overdue fines from 1st January 2022 in exchange for a single revenue grant payment of £725.95 from Cornwall Council for the reasons set out in the report, save that officers request that Cornwall Council undertake a review following a full year of implementation

F.46 New year’s eve arrangements

RESOLVED – that the Committee **RECOMMEND** to Council that it agree to the use of facilities and resources as recommended in report to support the delivery of a successful New Year’s Eve and all councillors receive regular information updates in the lead up to the event.

F.48 Scale of charges for 2022-23

RESOLVED - that the Committee approve the proposed scale of charges for 2022-23, as set out and **RECOMMEND** them to Council for adoption to inform the budget setting process with the below amendments:

- i) to maintain the concession rate for hall bookings to 10%
- ii) to keep the regular market hall hire discount at 10%
- iii) to charge two rates for left luggage - £4 for hand luggage size items and £6 for large items
- iv) to increase the hourly hire charge for the Island Centre to £15 an hour.

RESOLVED – that the minutes of the committee meetings set out above, be received and the recommendations and resolutions therein be approved with the following amendments:

- i) The meeting of the Community & Environment Committee be recorded as having taken place in the Committee Room
- ii) F&GP 29 that changes to the Community Grants Policy be referred back to the Finance and General Purposes Committee to be considered as part of the discussions for the 2022-23 draft budget

86. **RESPONSE TO THE DEPARTMENT OF TRANSPORT CONSULTATION**

The Town Clerk informed Council that, due to the short timescales for this consultation and the relative importance attached to it, a response had been prepared by members of the

Community & Environment Committee and circulated to all Councillors.

RESOLVED – that the report be noted.

87. REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

The Stennack Surgery Consultation Group outrep informed Council that they attended the first meeting. They wanted to highlight the fact that the new automated phone system was working well.

Members commented that some feedback on the limited number of face to face appointments would be welcome.

88. CORRESPONDENCE FOR DECISION

Members discussed the correspondence relating to parking at Trelawney Road. The Cornwall Councillor asked for the correspondence (and any others relating to this issue) to be directed to him for further advice.

RESOLVED – that the members noted the correspondence.

89. SCHEDULE OF ACCOUNTS AND FINANCE REPORT

The RFO introduced the finance update, explaining that work on the draft budget was continuing. The Community & Environment and Facilities budgets had been reviewed and Finance & General Purposes Committee would consider their own and the full draft budget at its meeting on the 18th November.

RESOLVED – that

- i) Payments made since the last meeting totalling £473,348.74 be approved
- ii) Credit card payments made since the last meeting totalling £4,784.90 be approved
- iii) Receipts of £436,801.80 up to 16th August 2021 be noted, and
- iv) Accounts listed totalling £4,784.90 be paid.

Next Meeting: 9 December 2021

The Chairman advised that, as it was the last Council meeting of the year, she would be inviting Councillors, their partners and staff to join her at the Guildhall bar for drinks and nibbles to thank them for their work over the previous year.

Meeting closed at 21.21 pm

Chairman