

## **DRAFT MINUTES**

**At a future meeting the council will consider the accuracy of these minutes, so they may be subject to change. Please check the minutes to that meeting to confirm whether or not they have been amended**

### **MINUTES OF A MEETING OF FOWEY TOWN COUNCIL HELD ON WEDNESDAY 20<sup>th</sup> FEVRUARY 2019 AT 7.00pm IN FOWEY TOWN HALL**

#### **18/146 Present**

The Mayor, Cllr Mrs R Finlay  
The Deputy Mayor Cllr J Berryman  
Councillors G Asker, Mrs R Cooke, Mrs F Day, P Fassam, S Griffin,  
P Hughes, Mrs L Simms, Mrs C Woodside

#### **In Attendance**

The Town Clerk, Sally Vincent

#### **18/147 Apologies**

Cornwall Cllr A Virr

#### **18/148 Declaration of Interests**

α. Pecuniary – None.

β. Non Registerable – None

χ. Dispensations – The Town Clerk had extended a dispensation to Cllr Finlay to participate in any discussion pertaining to the Fowey allotments. The Town Clerk had extended a dispensation to Cllr Fassam to participate in any discussion pertaining to the Fowey allotments.

#### **18/149 Public Participation & Questions**

None.

#### **18/150 Minutes of the Meeting held on 16<sup>th</sup> January 2019**

It was proposed by Cllr Woodside, seconded Cllr Griffin and RESOLVED that the minutes be confirmed and signed by the Chairman.

#### **18/151 Matters Arising not on the Agenda (for report only)**

**Neighbourhood Plan** The Mayor reported that the officer in charge of our NDP has completed the legal compliance check for the Fowey NDP and the report is currently being signed off by legal, finance and other officers. Once this was signed off, CC would start the statutory six week consultation, with notification in the press. There would be three places in the town where hard copies of the draft Plan would be available to view and responses would go back to CC. In response to a query from Cllr Fassam the Town Clerk confirmed that the new lease for the OGS Garden had been signed and returned to the OGS Foundation's solicitors. The garden had been temporarily closed by the OGS Foundation until the new lease was finalized but would reopen shortly.

#### **18/152 To receive and note the minutes, if any, of FTC Committees**

**Planning** – noted.

**Town Hall** – noted

**Environment** – noted

**Finance** – noted. Cllr Berryman confirmed that asparking had agreed to install a replacement ticket machine at no cost to FTC and a quote from Metric was still waited.

### **18/153 To receive Reports from Representatives on other bodies**

Community Network The Mayor reported on the meeting held on 28<sup>th</sup> January.

The TSSO will be in place in April - Myghal Larter will cover Fowey and Polruan and will cover the three services of Fire, Ambulance and the ‘community side of engagement of Policing’, with a response time of 5 minutes from the Fire Station.

Tasha Davies (CN officer) provided a Devolution Project Update for actions completed over the last three months; Current/Future: Fowey Waterfront Package – met with Andy Brigden (Fowey Harbour Commissioners) and he is costing repairs to the paddling pool and for the Fowey waterfront package. The Town Clerk confirmed that the contract was now in place for the work and it had been agreed that the same contractor would carry out the repairs to the steps to the foreshore on Town Quay.

Highways Scheme: Cormac have worked through the expressions of interest from the parish and town councils involved and for Fowey the Trafalgar Square, Fowey, Re-lining of disabled bays approx. cost £3K has been agreed; whereas the New Road Hill has not been agreed. She had suggested this needed to be looked at again.

### **18/154 To receive the Mayors Report**

The Mayor reported that David Kite from AECOM, the engineering company who have produced the engineering solution for Place Road, which is to install 11.5 m soil nails into the collapsed sections of the wall, had phoned her earlier to explain that he expects work to commence in the coming weeks. He had advised that SWW wanted to complete a survey of the sewage pipes which run through the gardens behind the wall. There is a possibility that a leak from these pipes was the cause of the collapse of the wall and therefore repairs to the damaged pipes would be necessary. Cllr Asker noted that there must be a Programme of Works in place and suggested that the Mayor request to have sight of it.

A group of local stakeholders including the Harbour Commissioners, both schools, history group, Fowey Museum, guided walks, Fowey Forum held their first meeting on 28<sup>th</sup> January to discuss activities for the 75<sup>th</sup> commemoration of D Day on 6<sup>th</sup> June 2019.

### **18/155 To receive the Town Clerks report**

The Town Clerk reported

- FTC’s registration for a Time & Tide Bell had been accepted and was now being processed by the organisers. If Fowey was offered a Bell and decided to go ahead with the project it would be necessary to involve other community groups and the schools.
- She had received confirmation that the Market Street telephone kiosks would be decommissioned and was in the process of creating a Tenancy at Will with the Chamber as agreed.
- She had told some of the owners of the waste bins sited without permission in Webb Street car park to remove them or apply for a licence.
- An opportunity to undertake procurement training in Cornwall had arisen. It was likely to be a popular course and numbers were limited so early reservation of a place/places was necessary. It was noted that there was funding available in the training budget and the Mayor proposed, Cllr Simms seconded and it was RESOLVED that both the Town Clerk and the Chairman of Finance should attend the training.

- The outgoing Commanding Officer of Montrose and his replacement would be making an official visit to Fowey on 29<sup>th</sup> March/30<sup>th</sup> March and arrangements would need to be made to welcome them. It had been suggested that the new WW1 memorial bench could be put in place on the quay and dedicated, possibly followed by hospitality in the Legion (subject to agreement). Cllr Griffin also offered hospitality in Sams on the Saturday morning.

#### **18/156 To receive the Cornwall Councillors report**

Cllr Virr had supplied the following report

Fowey Library I have met with the Lead Council Officer for Libraries, the Chief Operating Officer of Cornwall Council, the Mayor and Town Clerk to raise concerns regarding Cornwall Council's approach. They have relented and agreed to consider together a number of options for a new location of a Fowey Library and work with myself and FTC to agree the most suitable location. I welcome this new approach.

Place Road Valentine's Day marked 1 year since the wall collapsed, thereby closing Place Road. I wrote to Cornwall Council's Leader Adam Paynter to express my dismay at the inability of CC to adequately project manage the repair of the wall in a timely manner. I understand the project is still awaiting legal agreement with the properties affected.

Main Car Park Changes Cornwall Council is currently upgrading the car park to facilitate pay on exit parking. This will be of particular benefit for our visitors who won't have to run up the hill to top of parking anymore. This should benefit businesses and the visitor experience. However, with some frustration, Cornwall Council have not consulted over the changes and I am in conversation with the Car Parking Officer to iron out concerns over how this will affect the Town Bus, free evening parking, a missing bench and the ability for coaches to drop off visitors.

Cllr Day noted that she had witnessed a coach trying to enter the car park and that it had proved to be impossible because of the new barrier arrangement.

Parking Outside Fowey Primary School Concerns were raised on Facebook that it can be dangerous for pedestrians to cross the road outside the primary school due to inconsiderate parking on the curve at the entrance to Windmill Road, mainly in the mornings when school buses are also arriving for the Academy. I have visited twice now to observe and did not find any dangerous parking. I will keep this under review

#### **18/157 Accounts for Approval**

It was proposed by Cllr Berryman seconded Cllr Hughes and RESOLVED that accounts to the value of £9,631.69 be approved.

Copies of the budget tracking report had been circulated before the meeting.

Cllr Fassam queried the progress of the SAGE accounting system. The Town Clerk confirmed that it was now installed on her computer and she was in the process of populating the databases, which was a time consuming operation. She had been told that it was possible to have the system set up to suit FTC's requirements, although this would clearly come at a cost. Cllr Fassam considered that this could well be a justifiable expense and it was agreed that it should be included on the agenda for the next Finance Committee meeting.

#### **18/158 Correspondence**

Emails had been circulated and correspondence was left 'on the table' for Cllrs attention.

### **18/159 Resolutions from Councillors**

1. The Mayor proposed, Cllr Hughes seconded that Standing Orders be amended in line with the draft document (circulated)
2. The Mayor proposed, Cllr Asker seconded and it was RESOLVED that Financial Regulations be amended in line with the draft document (circulated)

### **18/160 Squires Field**

The Mayor reported

The Environment Committee was waiting for Cormac to get back with a quote for the landscaping /grass cutting etc. This had been requested 2/3 weeks previously.

Andy Inglefield was able to do RoSPA H&S fortnightly checks at a cost of £15.

Cllr Griffin had agreed to have an overview of the playing/grassed areas and Cllr Cooke would have an overview of the Playground.

It was agreed at our EC meeting that Councillors would send their H&S routine checks to her as Chairman; she would then make them available for anybody to view and would also submit them to the Finance Committee as required.

Cllr Berryman noted that the Finance Committee had agreed to defer a decision on enforcement in the Permit Parking car park.

### **18/161 Terms of Reference**

It was proposed by the Mayor, seconded Cllr Griffin and RESOLVED that amended Terms of Reference (circulated) should be adopted for the Environment Committee.

It was proposed by the Mayor, seconded Cllr Simms and RESOLVED that amended Terms of Reference (circulated) should be adopted for the Town Quay Committee.

### **18/161 Church Clock**

Repairs to the face of the clock facing the town had been successfully completed but the engineer had been unable to free up the west facing dials. A quote had been received to undertake this work, which was £2,294.00 if it could be done in situ or £4,950.00 if the dial works had to be removed to the workshop for full repair. It was recognized that the clock was important to the town but members expressed concern about the high cost and the lack of budget for this type of work in the current financial year. After further discussion it was proposed by Cllr Griffin, seconded Cllr Simms and RESOLVED that a decision to commission the repair should be deferred pending liaison with the Church, the Forum, the Chamber and parishioners to investigate the possibility of grants/sponsorship to match fund the cost. Cllr Day abstained from voting.

### **18/162 Fowey Library.**

The Mayor reported that on February 13<sup>th</sup> together with the Town Clerk she had met with the Head of Information and Library services, Julie Zessimedes, to discuss the closure of Fowey Library and to look at provision of library services within the town. They had also visited the Squires Field Community Centre and discussed this venue as a possible drop off point for the Click and Collect service as well as providing books for some of the various groups which meet there. The Library Service is satisfied there will be a static provision of library services in the town in the future but in the meantime there would be a mobile service of two hours per week; it was suggested that a possible site for this mobile van could be the car park at Squires Field.

**18/163 Questions/Reports from Members (taken at the discretion of the Mayor)**

None

*Cllr Berryman proposed, Cllr Hughes seconded and it was RESOLVED that the Press and Public should be excluded in accordance with the Local Government Act 1972, as amended, the press and public be excluded from the meeting during consideration of the following business on the grounds that it would be likely to involve the disclosure of exempt information of the following description – personal and/or commercial sensitivity*