



**MINUTES OF THE FULL COUNCIL MEETING**

held in the Council Chamber, The Guildhall, East Looe  
on Monday 22<sup>nd</sup> May 2017 at 7.00pm

**PRESENT**

Chairman – Councillor A Toms

**COUNCILLORS**

D J Bryan  
T Crane  
M Gregory  
Mrs E Hannaford  
R Hendy  
C Rose  
M Smith

**OFFICERS**

Mrs A Frith – Town Clerk

**IN ATTENDANCE**

Mayor's Chaplain – Rev P Sharp  
Sgt.J Williams- Devon & Cornwall Police  
Representatives of Boots Chemists (J Jasper – Area Manager and the Store  
Manager)  
Mr H Hedderly & Representative of Looe Allotment Association

Rev Sharp gave Prayers.

4.	<p><b><u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u></b></p> <p>Mr Hedderly was invited to speak, he congratulated Cllr Toms on being Mayor for the coming year.</p> <p>He explained that Looe Town Council had acquired land for allotments which they now rent out to the Allotment Association which is now very successful. He stated that Council had promised to fit a gate at the road end of the track to the allotments which has not yet been done and asked for a date for this to be installed as they do not have total control over their allotments at the moment and are suffering from trespassers who are causing problems. He thanked the Council for all their work in providing the allotment site.</p> <p>Cllr Toms responded that Cllr Stacey has the gate and we will arrange for it to be fitted as soon as possible.</p> <p>Mr Hedderly and colleague left the Meeting.</p>	
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5.	<p><b><u>APOLOGIES</u></b>  Apologies were received from Cllrs J Dingle, Mrs Powell, Stacey and Welch. Also from Looe Community Academy.</p>	
6.	<p><b><u>TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING OF 3<sup>RD</sup> APRIL 2017, ANNUAL MEETING/TOWN MEETING OF 8<sup>TH</sup> MAY 2017 AND MAYOR MAKING CEREMONY OF 15<sup>TH</sup> MAY 2017</u></b>  .1 <u>Minutes of 3<sup>rd</sup> April 2017</u>  Cllr Toms proposed that the Minutes of the Full Council Meeting of 3<sup>rd</sup> April 2017 be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Minutes of the Full Council Meeting of 3<sup>rd</sup> April 2017.  .2 <u>Minutes of the AGM/Town Meeting of 8<sup>th</sup> May 2017</u>  Cllr Toms proposed that the Minutes of the AGM/Town Meeting of 8<sup>th</sup> May be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Minutes of the AGM/Town Meeting of 8<sup>th</sup> May 2017.  .3 <u>Minutes of the Mayor Making Ceremony of 15<sup>th</sup> May 2017</u>  Cllr Toms proposed that the Minutes of the Mayor Making Ceremony be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Mayor Making Ceremony Minutes of 15<sup>th</sup> May 2017.</p>	
7.	<p><b><u>TO RECEIVE DECLARATIONS OF INTEREST</u></b>  Cllr Toms declared an interest in any matter raised concerning Cornwall Council, Looe Harbour Commission and Looe Development Trust.  Cllr Mrs Hannaford declared an interest in any matter raised concerning Cornwall Council.  Cllrs Hendy and Rose declared an interest in any matter raised concerning East Looe Town Trust.</p>	
8.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b>  See attached Appendix "A".</p>	
9.	<p><b><u>TO RECEIVE A REPORT FROM A REPRESENTATIVE OF THE POLICE FOR LOOE AND DISCUSS ISSUES WITH THE AREA MANAGER AND STORE MANAGER OF BOOTS</u></b>  Sgt Williams gave her report (See attached Appendix "B"). Cllr Toms expressed concern about the amount of graffiti that is appearing around the town again, Sgt Williams informed that they are aware of it and investigations are ongoing.</p>	

	<p>Sgt Williams explained to the Representatives of Boots what advice had been given in 2014/15 regarding the positioning of displays and expensive goods and acknowledged that some stores have more theft incidents than others, Looe unfortunately being one of them that is targeted.</p> <p>Ms Jasper (Area Manager) suggested that they meet with Sgt Williams to work out a way of resolving this problem. She has only been in this area for around 8 months and is acquainting herself with all the stores for which she is responsible and agreed that Looe does need some way of reducing theft, Sgt Williams agreed to meet with them to discuss the options outside the Council.</p> <p>Cllr Crane asked if Boots have external security, Ms Jasper responded that they do but there are only two guards in Cornwall who can be seconded if necessary. Cllr Rose stated that, unfortunately, Boots in Looe is a magnet for thefts and brings thefts to other parts of the town such as the Cancer Research shop which loses approximately £3000 a year in stolen goods.</p> <p>Cllr Toms asked if there is a "Shopwatch" scheme in Looe, Sgt Williams responded that there is but it is not working very well. Cllr Toms offered the full support of Council to help regenerate this scheme, for which Sgt Williams was very grateful.</p> <p>Cllr Mrs Hannaford raised a couple of issues with Sgt Williams these being harassment of older people around Polvellan Manor and graffiti under the bridge, both of which Sgt Williams is aware of. Cllr Hannaford also raised concern that an ambulance could not access a patient on West Road because of parked cars, PCSO's did help with the situation but she is concerned at the apparent lack of communication between the emergency services. Sgt Williams informed that she is very surprised to hear this as communications are usually very good.</p> <p>Cllr Crane informed that there appears to be various groups of youths drinking/swearing on the beach which is not a very good impression of the town.</p> <p>The Mayor thanked Sgt Williams for her report and the Representatives of Boots for their attendance and they all then left the meeting.</p>	
10.	<p><b><u>TO RECEIVE A REPORT FROM THE CORNWALL COUNCILLOR FOR EAST LOOE</u></b></p> <p>There was no report but Cllr Toms informed that he had had the pleasure of greeting the Cornish Runners at the end of their five day, five marathons run to raise funds for Looe Football Club, he congratulated them and stated that they are very special people.</p>	

11.	<p><b><u>TO RECEIVE A REPORT FROM THE CORNWALL COUNCILLOR FOR WEST LOOE</u></b>  See attached Appendix "C".  Cllr Toms asked Cllr Mrs Hannaford to explain the delay to the works on Quay Road/Hannafore Road. Cllr Mrs Hannaford explained that the delay has been mainly due to the bad weather and the tarmac supplier.  She advised anyone going to and from Hannafore to leave 15 minutes earlier than normal as the delay on the traffic lights is causing considerable problems but is necessary, work should be finished by the 26<sup>th</sup> May.  Cllr Toms informed that there is to be a "clean-up" day on Bass Hill, North Road area on 1<sup>st</sup> July and invited Councillors to join in.</p>	
12.	<p><b><u>TO RECEIVE A REPORT FROM THE REPRESENTATIVE OF LOOE COMMUNITY ACADEMY</u></b>  There was no report given due to exams.</p>	
13.	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST FULL COUNCIL MEETINGS</u></b>  There were no matters raised.</p>	
14.	<p><b><u>CORRESPONDENCE</u></b>  None received.</p>	
15.	<p><b><u>MATTERS REFERRED FROM OTHER COMMITTEES</u></b>  There were no matters referred.</p>	
16.	<p><b><u>TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES OF SUB-COMMITTEES, WORKING PARTIES AND OUTSIDE ORGANISATIONS INCLUDING THE NEIGHBOURHOOD PLAN</u></b></p> <p>.1 <u>Neighbourhood Plan</u>  Cllr Mrs Hannaford gave a short report of the progress so far and informed that there is currently a display in the empty half of the Post Office.</p> <p>.2 <u>East Looe Town Trust</u>  Cllr Rose reported that work has commenced on the repairs to the roof over the Council offices and TIC and work will shortly commence on the conversion of the disused toilet block.</p> <p>.3 <u>Devon and Cornwall Railway</u>  Cllr Rose reported that he had requested meeting dates from Mr Burningham so that he and Cllr Smith can attend the next one.</p> <p>.4 <u>Looe Marine Voluntary Group and Bathing Water Quality.</u>  Cllr Gregory informed that there is to be a "yellow fish" making workshop on 17<sup>th</sup> June followed by a procession on 2<sup>nd</sup> July which will start in the town and process to the station to catch the train to Sandplace, a similar</p>	

	<p>procession will come from Liskeard and congregate at the Polraen Hotel to raise awareness of bathing water quality.</p>	
17.	<p><b><u>TO RECEIVE AN UPDATE ON THE REPAIRS TO THE MARINERS GARDEN WALL</u></b>  Cllr Toms informed that he is meeting with Collards, JLA Associates and the Surgery Manager on 25<sup>th</sup> June to discuss the required works and arrange a start date. He also informed that Cornwall Council have offered funding of £25,000 towards the cost of the repairs.</p>	
18.	<p><b><u>TO APPROVE THE STATEMENT OF INTERNAL CONTROL.</u></b>  See attached Appendix “D”.  Cllr Toms proposed that the Statement of Internal Control be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Statement of Internal Control.</p>	
19.	<p><b><u>TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2016/17 (SECTION 1 OF THE ANNUAL RETURN)</u></b>  Cllr Toms proposed that the Annual Governance Statement for 2016/17 be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Annual Governance Statement for 2016/17.  See attached Appendix “E”  The Chairman and Proper Officer signed and dated the Annual Governance Statement.(Section 1 of the Annual Return)</p>	
20.	<p><b><u>TO APPROVE THE ACCOUNTS STATEMENT FOR 2016/17 (SECTION 2 OF THE ANNUAL RETURN)</u></b>  Cllr Toms proposed that the Accounts Statement for 2016/17 be approved, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the Accounts Statement for 2016/17.  See Attached Appendix “F”.  The Chairman and the Proper Officer signed and dated the Accounts Statement (Section 2 of the Annual Return).</p>	
21.	<p><b><u>TO RE-ADOPT THE GENERAL POWER OF COMPETENCE.</u></b>  Cllr Toms explained that the General Power of Competence has to be re-adopted annually.  Cllr Bryan proposed that the General Power of Competence be re-adopted, seconded by Cllr Rose it was:</p>	

	<p><b><u>RESOLVED</u></b> Unanimously to re-adopt the General Power of Competence.</p>	
22.	<p><b><u>TO DISCUSS CORNWALL COUNCIL'S OFFER OF A LEASE FOR THE MILLPOOL GRASSED AREA</u></b> Cllr Toms explained that this lease information had been previously circulated to all Councillors and some questions had been asked which have now been answered by Cornwall Council. There were many more queries raised such as cost of litter removal, responsibility for the river wall, maintenance of paths, hedges, trees etc. It was agreed that a working group needs to be set up to formulate a business case with all information included i.e overall costs and potential income streams. Cllrs Mrs Hannaford, Rose and Smith will undertake this work.</p>	EH, CR and M.S to produce a business plan.
23.	<p><b><u>TO ARRANGE A DATE FOR CO-OPTION INTERVIEWS.</u></b> It was agreed that Cllrs Gregory, Bryan, Mrs Hannaford and Toms be the interview panel. The Clerk was asked to arrange the interview date and times.</p>	Clerk to arrange co-option interview date.
24.	<p><b><u>TO DISCUSS AND APPROVE THE EMPLOYMENT OF AN OFFICE/TOURIST INFORMATION APPRENTICE</u></b> The Clerk was asked to explain the reason for this proposal and the costs involved for the Council. There was much discussion and whilst all agreed that this would be a great opportunity for someone, it is not the right time due to the uncertain future of the Tourist Information Centre and has not been budgeted for. The matter was referred to the Staffing Committee for further discussion.</p>	
25.	<p><b><u>TO APPROVE THE ACCOUNTS FOR PAYMENT FOR MARCH AND APRIL 2017</u></b> Cllr Toms proposed that the accounts for payment for March and April 2017 as listed (and attached) be approved, seconded by Cllr Gregory it was: <b><u>RESOLVED</u></b> Unanimously to approve the accounts for payment for March and April 2017.</p>	
26.	<p><b><u>TO APPROVE PAYMENT OF THE INVOICE FOR £5,600 TO RIO (REAL IDEAS ORGANISATION)</u></b> Cllr Mrs Hannaford stated that she does not agree with the amount being charged as they did not provide all the information requested and she has lost confidence in their ability to provide what we need. The Clerk confirmed that the funds from Cornwall Council amounting to £5,600 had been received.</p>	

	<p>Cllr Mrs Hannaford proposed that the invoice is not paid and that a meeting is arranged with RIO, seconded by Cllr Gregory it was:  <b><u>RESOLVED</u></b>  Unanimously to approve the above proposal.  Cllr Toms volunteered to meet with RIO with Cllr Mrs Hannaford and David Read.  This matter was deferred until the next Full Council meeting.</p>	
27.	<p><b><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMINED BY THE CHAIRMAN.</u></b></p> <p>.1 <u>Cornish Christmas – Liskeard Town Council Bid</u>  Cllr Toms informed that he had met with Sally Hawkin regarding a bid for funding from the Golden Tree funding to stage a Cornish Christmas in Liskeard, Cllr Toms asked permission to give our full support to Liskeard Town Council for their bid, Cllr Mrs Hannaford proposed that permission be granted, seconded by Cllr Hendy it was:  Unanimously agreed to offer our full support to Liskeard for their bid.</p> <p>.2 <u>Meeting with Adrian Drake – Highways Supervisor.</u>  Cllr Toms informed that he has a meeting arranged with Adrian Drake to discuss all issues relating to yellow lines. The owner of the property on Polvellan Terrace has offered to contribute to the cost of a TRO to rectify the lines outside of his premises. They will also be looking at other areas such as Hannafore Road and Church Street. Cllr Gregory suggested that we need to look at the original TRO and revisit all lining issues. Cllr Toms suggested that this should be referred to the Traffic Working Party, all agreed.</p> <p>The Meeting closed at 8.40pm.</p>	

Signed .....

Date .....