

## LOOE TOWN COUNCIL

Minutes of the Annual Meeting of the Looe Town Council  
held in the Council Chamber, The Guildhall, East Looe  
on Monday 10<sup>th</sup> May 2010 at 7.00pm

### PRESENT

The Mayor – Cllr M Joy

### COUNCILLORS

D J Bryan	C Rose
J R B Dingle	J Rothwell
E B Galipeau	W Scarah
M Gregory	K Smith
Mrs E Hannaford	A Toms
C Lambert	D Welch

### OFFICERS

The Clerk – Mrs Anne Frith  
The Deputy Clerk – Mrs Annette Keen

### IN ATTENDANCE

The Mayor's Chaplain – Rev B McQuillen  
Town Burgesses – Mrs P Overd, Mr T Corkill,  
Mr R Perriment and Mr C Shore  
Mace Bearers – Mrs C Edwards and Mrs P Adamson  
Devon & Cornwall Constabulary - PC Helen Libby  
Representatives of Looe Harbour Commission, Chamber of Trade,  
East Looe Town Trust and West Looe Town Trust  
Mrs B Tregear and Mr L Portman  
RNLI Representatives – Mrs J Talbot and Mrs A Watson  
Town Crier – Mr N Lancaster  
Emma Haines - Cornish Guardian Reporter  
Carrie Garrard – Cornish Times Reporter  
Members of the Public

#### **195. PRAYERS**

Prayers were given by the Mayor's Chaplain Reverend Brian McQuillen.

#### **196. APOLOGIES**

Apologies for absence were received from Councillor J Hoskin and Town Burgesses Mr J Enever and Mrs G Gibson.

**197. THE MAYOR'S ADDRESS AND PRESENTATIONS**

**.1 Mayor's Address**

The Mayor welcomed all present and congratulated Looe Gig Rowing Club on having come 6<sup>th</sup> out of 120 at the recent event on the Isles of Scilly. A letter of congratulations will be also sent.

The Mayor then presented his Annual Report (see attached Appendix 'A').

**.2 Mayor's Presentations**

The Mayor made presentations to:

- a) RNLI
  - b) Mayor's Cadet (accepted by Mr Louis Portman)
  - c) Citizen of the Year – Mrs Beryl Tregear
  - d) Burgesses – Mrs B King and Mr L Portman
  - e) Deputy Mayor – Cllr W Scarah
  - f) Mace Bearers – Carol Edwards and Penny Adamson
  - g) Mayoress and Deputy Mayoress – Mrs A Joy and Mrs K Scarah
  - h) Clerk and Deputy Clerk – Mrs A Frith and Mrs A Keen
  - i) Mayor's Chaplain – Reverend B McQuillen
- (see attached Appendix 'B').

**198. TO NOMINATE AND ELECT A TOWN MAYOR FOR THE COMING YEAR**

The Clerk called upon Councillor Rothwell to propose and Councillor Smith to second the nomination of the election of Councillor Dingle as Town Mayor.

Councillor Rothwell proposed that Councillor Dingle be elected to serve as Town Mayor for the coming year, seconded by Councillor Smith it was:

**RESOLVED**

With a vote of 12/2 abstentions that Councillor Dingle be elected to serve as Town Mayor for 2010/11.

The Clerk asked Councillor Dingle to step up and receive the Mayoral Chain of Office from the outgoing Mayor.

**199. THE SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Dingle signed the declaration of Acceptance of Office, witnessed by the Clerk as Proper Officer.

**200. THE MAYOR'S APPOINTMENT OF OFFICE OF:**

**.1 Mayoress**

The Mayor appointed his wife, Mrs Susan Dingle, as his Mayoress and presented her with the Mayoress' Chain of Office.

**.2 The Mayor's Chaplain**

The Mayor appointed Reverend Brian McQuillen as his Chaplain for 2010/11,

Reverend Brian McQuillen accepted and thanked the Mayor.

**.3 Mace Bearers**

The Mayor appointed Mr Tim Corkill and Mr Phillip Dingle as his Mace Bearers for 2010/11.

**201. THE MAYOR'S ACCEPTANCE SPEECH**

The Mayor gave his speech as per attached Appendix "C".

**202. TO APPOINT A DEPUTY MAYOR FOR 2010/11**

The Mayor proposed that Councillor Galipeau be elected as Deputy Mayor for 2010/11, seconded by Councillor Toms it was:

**RESOLVED**

With a vote of 12/2 abstentions to elect Councillor Galipeau as Deputy Mayor for 2010/11.

Councillor Galipeau appointed his wife Mrs Beth Galipeau, as Deputy Mayoress.

**203. TO SELECT VARIOUS COUNCIL COMMITTEES**

The Mayor proposed that the Council Committee membership as per circulated list (see attached Appendix 'D') be accepted, seconded by Councillor Rose it was:

**RESOLVED**

Unanimously to accept the Committee list as circulated.

**204. TO SELECT COUNCIL REPRESENTATIVE ON OUTSIDE BODIES**

The Mayor proposed that the Representatives on Outside Bodies as per circulated list (see Appendix 'E') be accepted, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously to accept the Representatives on Outside Bodies as circulated.

The Mayor proposed the adjournment of the Annual Meeting to move to the Town Meeting, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to adjourn the Annual Meeting and move to the Town Meeting.

Signed .....

Dated .....

## Looe Town Council Annual Report 2009-2010.

Hello and welcome one and all to the Town Council annual meeting for 2009-10.

Before I go in to details about the activity of the Council over the last 12 months I would like to take this opportunity to give you some important facts about this council and how it works.

The current Council has 15 elected members, including the Mayor, of which the majority were elected in 2007, each full Council would normally come up for re-election every four years, however due to electoral reform in Cornwall in 2009 as a result of the Unitary Authority status coming into being in Cornwall the current Town Council will now not be up for block re-election until 2013.

In the meantime if any Councillor resigns during the period up to 2013 then a replacement will be elected either via a public voting by-election or if that is not requested then the election would be completed using the co-option process, this all depends on the wishes of residents.

The resident by-election route is always the Council's preferred method as this is very transparent as it is the residents who decide who to elect rather than the co-option route where it is the elected members who decide. The one drawback with the by-election process is that it is very expensive and each public election will cost the Council Tax payers of Looe £4-6K.

Anyone who is thinking of standing for council should be aware that all Town Councillors are Volunteers and they do not receive any allowances for their time, save for out of pocket expenses when travelling away from the Town on Council Business.

To give you all a flavour of how hard Council Members and the Clerk work on behalf of our Town, the Clerk has recorded at least 80 official meetings in the reporting year, this figure excludes un-recorded meetings, meaning that a hard working pro-active Councillor can attend up to a 120 Meetings in a year and as a pro-active Mayor, coupled with Official engagements could result in you being active on Council Business for around 180 or more occasions in any Council year.

These volunteer positions are not to be taken lightly; no one should put themselves forward for election unless they are prepared to commit to be active and are prepared to work hard on behalf of the Town and its residents.

Under the new electoral reforms for Cornwall, from 2013 Looe Town Council will be divided for electoral purposes and will be split into two wards, East Looe, which will elect 9 Councillors and West Looe, which will elect 6 Councillors.

Your Town Council is very important to the Community of Looe as it is the only elected public body in the Town which has a duty to protect the interests of all residents from the problems that arise in a distant Town which is largely governed

from Truro by Cornwall Council Officers and Members who have little concern about the on-going well being of this small distant seaside Town.

In saying the latter of Course I must also say and make it very clear, that we are extremely lucky to have two exceptional Cornwall Councillors in Edwina Hannaford and Armand Toms who both have Looe flowing through their veins. They continue to work tirelessly on behalf of this Town, in the minority being only two out of the 123 Councillors that have been democratically elected by residents of Cornwall to govern the county.

The Town Council have eight employees, including the Town Clerk, Assistant Clerk, TIC Manager and a Car Park Warden/Handy person. The Town does not own any assets, save for the Fisherman & Mariners Garden, we also have a short-term lease on the Patients Car Park and a longer lease on the unused West Looe Cemetery Toilets. The latter we are trying to return to Cornwall Council as it is a drain on Council resources and being closed to the public, serves no useful purpose to the residents of this Town.

The Town Council is entirely funded from the annual precept, plus a very small income from the Patients Car Park and TIC sales. We have no other sources of income.

Looe Town Council is an accredited ‘‘Quality Town Council’’ and was one of the first Town Councils in this area to achieve this status in 2007. As an example of how forward thinking this council is, it is worth pointing out that Liskeard Town Council have only just recently achieved this accolade, which is so important as it means that the Town Council has passed certain test on its operational efficiency, effectiveness and transparency. The ‘‘Quality Town Council’’ status is also very important for an active council as this charter mark ensures that this council is placed much higher on the list of Councils to be consulted by Cornwall Council and other legislative bodies.

Good governance is not the sole preserve of the Town Council it comes about when all members of our community come together, support initiatives and get involved to ensure that Looe is the best place to live work and visit and in this respect your Town Council have been working very pro-actively in promoting Town Unity by involving and supporting all organisations in this wonderful Town.

The Town Council has 12 working committees, including sub-committees and is also represented, by members on 14 outside bodies. We would like to take this opportunity to give you a good understanding about some the work undertaken by this council in the last 12 months:-

### **1. Finance & Works – Chairman Cllr. Chris Rose.**

Over the last 12 months this committee has had to transform the finances of the Council from the difficult period that existed at the end of the previous financial year when we had deficit of £14K, with no cash reserves, this meant that this deficit had to be carried forward to the current fiscal period because we had literally run out of money as a result of under estimating the precept needed in previous council years, thereby eroding all the Councils cash reserves as expenditure continued to be in excess of income received.

We are now pleased to report, that through careful, prudent budgeting and expenditure control, the positive position at the end of the 2009/10 fiscal year, is that once again,

this council now has a small cash surplus to carryover to our reserves, including the ring fenced £25K, for the engagement of either a Town specific PCSO or Civil Enforcement Officer.

This committee has also produced a ‘‘Community Chest’’ grant application procedure, thus allowing various organisation operating in the Town to apply for funding to support project that benefit the community within Looe.

This committee is also deals with:--

The contracts and conditions of Employment for Council employees.

Council Insurances & licences.

Employees pension scheme.

Legal scrutiny of leases and other agreements entered in to by the Council.

Jointly with Cornwall, Looe & Lansallos Council the funding of the new late night bus service for Looe and Polperro during the summer holiday period starting at the end of this month.

Supporting Looe Development Trust financially, to enable them to re-open The Enterprise Centre thereby helping to create better opportunities for re-training for the unemployed.

Supporting Looe in Bloom with increased funding.

Merging the Council Newsletter in to The Looe Community News.

Giving financial support to the recent West Looe May Fair, which was very successful under the leadership of Cornwall and Town Cllr Edwina Hannaford and we hope this will now continue year on year in perpetuity.

## **2. Planning – Chairman Cllr Kim Smith.**

This committee, by its very nature, meets far more often than the other committees, during the last year it has considered and commented on over 140 planning applications. In addition to planning meeting members of this committee also attend site meetings, Cornwall Council planning training meetings and Cornwall Council area planning committee meetings, when we have called in a planning application that requires an explanation to members present about our concerns arising from when Looe Town Council considered a specific planning application, which we considered was not in the best interest of the Town or its residents.

This committee is also responsible for attending pre-planning meetings with all parties involved in major development projects that may take place or are being proposed for the Town, for example the current Barratt Homes proposal is very much on the current agenda, our aim in these discussions, will be to support our Cornwall Councillor Armand Toms who is trying to convince the developer and Cornwall Council that the Town needs to achieve some planning gain from this development.

Some of the other planning issue we are also addressing with the developer and Cornwall Council is guarantees in ensuring that affordable homes go to local families in need who have roots in Looe, vehicle access to the development from St Martin’s Road, the provision of improved NHS, Health and Dental Care services for the Town, improvements to the Towns already overloaded sewage system and the provision of light industrial work units within the development, to increase work opportunities for local residents.

Very importantly this committee is also responsible for ensuring that the Towns conservation areas are fully protected against any unwanted development that could be harmful to these areas’ including trees, flora, fauna and other important

considerations applicable to areas of outstanding landscape value and county importance.

The planning committee has a zero tolerance on any unauthorised development and consistently monitors for any signs of such activity around the Town and surrounding area. The planning committee will not hesitate in seeking planning enforcement where appropriate.

### **3. The Environment & Public Protection Committee – Chairman Cllr Martin Gregory.**

This committee is responsible for all matters relating to the environment and public protection and works very closely with all the Towns agencies including the Police, Fire service and County Highways.

Some examples of the achievements of this committee over the last year is as follows;-

The Patients Car Park, securing its short term future for the Town including the upgrading of the site, providing parking enforcement and providing a small income for the Town from out of hour's parking space rental.

CCTV, Installation of the current system and overseeing its upgrade in the coming year. A merging of the service in to one location to include the Harbour Commissions Camera's and those of Cornwall Council, that they plan to install in the Millpool Car park.

Supporting the Skateboard Park application and working in conjunction with Looe Development Trust to ensure that this much needed facility actually happens.

The negotiations for the taking over the lease of the Bowling Club and putting green from Cornwall Council and in so doing securing the future for this important asset for the Town.

Completing a short term service level agreement with Cornwall Council, to take over the line Management of the public toilets and street cleaning in Looe for a one year trial basis.

Facilitating an agreement with Cornwall Council to assist both ELTT and Looe Harbour Commissioners with the emptying of rubbish bins and the provision of free rubbish sacks.

Traffic consultations with both residents and business to try and agree a common plan for a traffic regulation order that will address all traffic issues in Looe within one Traffic regulation order.

Lobbying Cornwall Council to take seriously the issue of parking enforcement in Looe which is currently running out of control since the responsibility was passed from the Police to Cornwall Council in May 2008.

The updating of the Towns war memorial to include the name of L/Cpl Paul Upton who was killed on active service in Afghanistan in Feb 2009.

To organise all Town festival functions that come under the remit of the Town Council for example the annual Christmas lantern procession.

In conjunction with Cornwall/Lansallos/Looe Town Councils, the production of a leaflet to promote the clean neighbourhood act and highlight all our responsibilities for the disposal of litter and household and business waste. This leaflet will be distributed to holiday lets, businesses and householders.

#### **4. The Procedures Committee – Chairman Cllr Jimmy Dingle.**

This committee is responsible for making recommendations on council policy and civic occasions and also has a responsibility to ensure that the Council standing orders are kept up to date and are adhered to at all times.

The re-accreditation process for the “Quality Town Council” status charter mark also falls within the remit of this committee via a subcommittee under the leadership of Cllr Brian Galipeau. The sub-committee goal is to ensure that this Council meets all the necessary measurement criteria and the renewing of our “Quality Town Council” status, thus ensuring that this council continues to be a transparent well run, effective and efficient council.

The Procedure Committee is also responsible for overseeing any disciplinary issues that may arise with Council employees or Councillors and is also empowered to deal with any complaints about individual Councillors, including advice to the public on how to progress such matters using the guidelines set down by” The Standards Board of England” code of conduct for Councillors.

This committee is also responsible for lobbying Cornwall Council on important Town issues for example the proposed Polean Industrial Development.

To promote and consult with the public on the Town Council project list, in order to gain residents ownership to the Council work programme.

#### **5. The Town Tourism Committee – Chairman Cllr Jimmy Dingle**

This committee is responsible for all matters relating to the promotion of Tourism and in the promotion of Looe as a Holiday destination.

All matters relating to the Tourist Information Centre is handled through this committee, including liaison with outside organisation such as SECTA and The Chamber of Commerce & Trade.

Some recent activities of the committee include the following:-

The New “Looe Area accommodation Guide 2009”.

Putting in place a promotional advertising agreement for the next two years, so that Looe can be visually promoted as a day trip destination within the “Drake Circus” shopping complex Plymouth.

#### **In Conclusion.**

We do hope this has giving you a good understanding of just how hard working this council is and will continue to be. Hopefully, you now also have a good appreciation of what we are trying to do in order that we can improve the facilities in the Town and the Town generally, for our visitors and all of us who live or work here in the local community.

This report will be available on the Council website, hard copies will also be made available, if required and these can be requested through the clerk at the council offices, together with a copy of the final accounts for the period 2009/10.

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line extending to the right.

**Cllr Michael Joy**  
**Mayor of Looe (2009-10).**

## APPENDIX 'B'

**I find it hard to believe that 12 months have now elapsed since I was given the honour to serve this Town as Mayor.**

**May I take this opportunity of thanking our Deputy Mayor & Mayoress, The Mayors Chaplin Brian McQuillen, all my fellow Councillors, our County Councillors, Officers, Mace Bearers and all residents of this wonderful Town for all the support, encouragement and the warm welcomes that you have given to both Avril and I throughout the last year.**

**I would also like to thank my wife Avril, who has been a great and very supportive Mayoress and has always given up time from her busy NHS Dental Surgery when service to the Town has called out!**

**I would also like to thank the other Town organisation and the various Trusts', including the Harbour Commissioners for the support and encouragement they have all given to me in my role as Mayor.**

**We are certainly a Town working together for the betterment of Looe and let no one doubt it as I can guarantee and prove that it is true!**

**I have thoroughly enjoyed the responsibility and trust you have all placed in Avril and I, as our former late Mayor Ron said, when I took over the role of MAYOR last year "no sooner does it arrive, it has gone, especially if you're having fun!" – How right he was!**

**The last year like most years has had its low points, those being the loss on active service of our two local heroes L/Cpl Paul Upton and Rifleman Sam Bassett, this was then followed by the sad loss in a car accident, just before Christmas of popular and much loved local teenager "Ollie Naismith" and more recently the sad loss of our much respected, and highly praised, former Mayor Ron Overd.**

**Our thoughts and sympathies go out to all those families and others in the Town who have lost a loved one or good friend in the last 12 months.**

**I would now like to make the following presentations:-**

**Lifeboat Mayors Charity £2500**

### **Mayor's Cadet.**

**‘L/cpl O’Connell’**, this young man is always smartly turned out and fine example of all that is good in the youth of Looe today.

### **Citizen of the Year 2010.**

**This lady supports just about every organisation in this Town and the surrounding area helping and advising with applications for grant funding, some examples of where her dedicated hard work in the Town has produced results:-**

**The new Gig or Boat shed**

**Nelson Stature**

**Millpool Play Park Area**

**The Sailing Club and many more which would take far too long to list, My Citizen of the year is:**

**‘Mrs Beryl Tregear’**

### **Burgess.**

**One of my first tasks when I became Mayor was to appoint two Town Burgesses and I’m pleased to say it is also going to be one of my last tasks before I stand down.**

**As you know to be a Town Burgess you have to have made real contribution to the Town either as a retired Councillor or as some very special in the local community, who has really made a difference.**

**The Town Council is allowed a maximum of 12 living Burgesses at any one Time and after today’s appointments that number will stand at 11, so you can appoint at least one next time round Jimmy!**

### **My First Burgess.**

**Is a Gentleman who has served this Town in various roles over a number of years including West Looe Trust where he was a former Chairman?**

**He has also severed ‘The St John’s Ambulance’ Charity, he is currently President of the Royal British Legion, he is also well known, as the longest serving Army Cadet in the World he is very supportive of this Council and everyone who needs help or advice around Looe!**

### **Mr Louis Portman.**

### **Next Burgess.**

**This lady has only just recently resigned from Council after serving since December 2003, during that period she has worked really hard**

**as a Councillor for this Town and with her husband Gerry delivering the catering for just about every Civic function and service since 2003, this often involved working all day prior to such events and well in the night. They would then get up at the crack of dawn to deliver the prepared food to the venue and then staying on to make sure it was served as it be, and as most you know, these were some of the most wonderful spreads this Town has ever seen!**

**Mrs Barbara King.**

**Now once again, and for the last time I would like to thank the following for their hard work, help and Support over the last 12 months, without which the role of Mayor would be impossible to do well!**

**Rev Brian McQuillen.**

**Deputy Mayor Wally Scarah.**

**Deputy Mayoress Kate Scarah.**

**Mayoress Avril.**

**Mace bearers: Carole Edwards**

**Penny Adamson**

**Deputy Clerk: Annette Keen**

**Town Clerk: Anne Frith.**



## APPENDIX 'D'

### LOOE TOWN COUNCIL NOMINATIONS TO COMMITTEES – 2010/11

#### Finance & Works Committee

Cllrs D Bryan, M Joy, K Smith, D Welch, C Rose and C Lambert and M Gregory

#### Planning Committee

Cllrs M Joy, C Rose, K Smith, A Toms, J Hoskin and B Galipeau

#### Procedures Committee

Cllrs D Bryan, M Joy, C Rose, D Welch, K Smith, M Gregory, B Galipeau and Mrs E Hannaford

#### Environment & Public Protection Committee

Cllrs D Bryan, M Gregory, M Joy, C Rose, J Rothwell, K Smith, A Toms, D Welch, J Hoskin, B Galipeau and C Lambert

#### Town Tourism Committee

Cllrs M Joy, C Rose, B Galipeau and Mrs E Hannaford

#### Town Emergency Committee

Full Council

#### Building Control Forum

Cllrs A Toms, M Joy or K Smith

#### Planning Liaison (CALC)

Cllr K Smith

#### Traffic Working Party Committee

Cllrs M Gregory, C Rose, J Hoskin, B Galipeau, M Joy, D Bryan, K Smith and A Toms

#### Looe Area Partnership Sub-Committee

Cllrs B Galipeau, M Joy, C Lambert, J Rothwell, Mrs E Hannaford, J Dingle, J Hoskin, D Welch and D Bryan

#### Quality Town Status Sub-Committee

Cllrs B Galipeau, M Joy, C Lambert, J Hoskin, D Welch, D Bryan and Mrs E Hannaford

#### CCTV Sub-Committee

Cllrs M Gregory, M Joy, C Rose, D Welch, D Bryan and B Galipeau

APPENDIX 'E'

LOOE TOWN COUNCIL  
REPRESENTATIVES ON OUTSIDE BODIES 2010/11

CAPTC EXECUTIVE COMMITTEE

The Clerk and Mayor

CITIZENS ADVICE BUREAU

Cllr D Welch

LOOE-QUIBERON TWINNING COMMITTEE

The Clerk

LOOE IN BLOOM

J Dingle

LOOE VALLEY RAILWAY STEERING GROUP

Cllr C Rose

LISKEARD & DISTRICT POLICE COUNSULTATIVE COMMITTEE

The Mayor plus Cllrs D Bryan and K Smith

LOOE JUNIOR SCHOOL GOVERNORSHIP

Cllr K Smith

ST. MARTINS P.C.C

Cllr K Smith

EAST CORNWALL LOCAL ACTION GROUP

Cllr Mrs E Hannaford

CHAMBER OF TRADE

Cllr J Dingle

COMMUNITY ACTION THROUGH SPORT

Cllr M Gregory

STREET PASTORS STEERING GROUP

Cllr C Rose