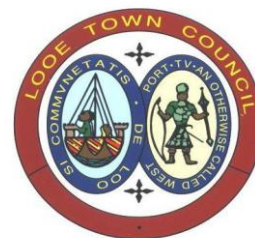


**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE FULL COUNCIL MEETING

Held on Zoom

On Monday 3rd August 2020 at 6.00pm

REPORT TO COUNCIL

PRESENT: Chairman: Councillor M Gregory
Councillors: E Hannaford, J Lundy, C Rose, A Toms,
B Richardson, J Dingle, J Newman, S Barker, J Miller, V Sullivan,
C Jones and L Harrison

OFFICERS: Mel Colton-Dyer – Commercial Strategy Director and Town Clerk (CSD)

42	Apologies Cllr J Holmes and Cllr M Powell.	ACTIONS
43	Declarations of Interest relating to matters on the Agenda Cllr A Toms declared an interest in Looe Development Trust, Looe Harbour Commission and Cornwall Council. Cllr Hannaford declared an interest in Cornwall Council.	
44	Questions from Members of the public There were no members of the public present	
45	Minutes of the previous meeting One amendment - Cllr Lundy not present It was resolved (proposed by Cllr Gregory and seconded by Cllr Sullivan) that the minutes of the meeting, held on Monday 6 th July May 2020 are taken as read, confirmed and signed by the Chairman after amendment (Cllr Gregory).	CSD
46	Matters arising: The Clerk provided a report via Zoom on matters arising. Comments/questions on Matters arising from Councillors: Cllr Lundy raised item 34 and will send evidence to CSD for action. Ongoing for action: 33 - NDP budget information to be investigated. Progress has been made but finalisation still ongoing.	JL CSD/RFO

	<p>37 – Devolution - a Cornwall Council Officer meeting has been requested but has not yet taken place with Looe Town Council.</p> <p>Clerks report - the Council felt that this was a valuable initiative and would like the Clerk to continue to provide this update on matters arising in this format in future.</p>	CSD
47	<p>Cornwall Councillors reports</p> <p>West Looe, Cllr Hannaford – highlighted a Facebook Live session future visioning session on Thursday at 7.30 pm and encouraged Councillors to engage with the session.</p> <p>She met with the Minister for housing in Newquay last week as an ambassador for Parish and Town Councils and the Environment. There has been a DEFRA update today which may mean that LTC could access finance for a community fridge/freezer.</p> <p>Cornwall Council are budget setting at the moment which is taking the majority of Cllr Hannaford’s time at present. She highlighted the casework that she has been undertaking and raised concerns of individuals suffering from anxiety.</p> <p>East Looe, Cllr Toms – also highlighted individuals with anxiety and businesses struggling. He spoke about additional care provision tender which is in procurement at present. There are multiple briefings currently. Cllr Toms is now on the track and trace Board for Cornwall. He also highlighted ‘fake’ reports on social media that claim to have Covid-19. This is extremely concerning and causes undue suffering for local people. Cllr Toms urged Councillors to be vigilant. Cllr Hannaford supported this statement.</p>	EH to send link
48	<p>Finance</p> <p>Cllr Barker presented a highlighted overview. Currently we have a positive variance against budget. Cllr Barker will be working with the RFO and CSD to enhance reporting over the next few months.</p> <p>At next months meeting the aspiration is to present Full Council with more detailed figures. Cllr Gregory reminded the Council that a negative budget was agreed by full Council in January. Cllr Barker will send the information presented to the CSD for upload to teams.</p>	<p>SB, RFO, CSD</p> <p>SB</p>

<p>49</p>	<p>Matters arising from Committees/discussion:</p> <p>Formal approval for actions already taken by Staffing Committee with regards to the Community Hub restructure. It was resolved to formally adopt the recommendations from the Staffing Committee. Cllr Gregory proposed, seconded by Cllr Hannaford. All in Favour</p> <p>Representative for the Looe Marine Conservation Group. It was resolved that Cllr Sullivan would be Looe Town Council's representative with Cllr Richardson as reserve. Cllr Gregory proposed. Cllr Dingle seconded. All in favour.</p> <p>Delegated authority for pavement licencing. This was discussed and 3 councillors were nominated and given delegated authority to respond within the 7-day protocol as set down by Cornwall Council. The Councillors with delegated authority are Cllr Sullivan, Cllr Jones and Cllr Dingle who will meet via Zoom and provide a report to the planning committee if any proposals are received. Proposed by Cllr Gregory seconded by Cllr Dingle. All in favour.</p> <p>Delegated authority to respond to the Governments proposals regarding planning regulation was discussed. It was resolved that delegated authority be handed to the Planning committee with the Town Clerk to check and approve all external communication. Letters should be sent by officers on behalf the Town Council. Cllr Gregory proposed, Cllr Dingle seconded. All in favour.</p>	<p>APCO to formally inform LMCS and add to internal documentation and website</p> <p>APCO to note</p>
<p>50</p>	<p>Policies</p> <p>Social Media Policy – Previously approved by the Policy, Strategy and Finance Committee. Cllr Hannaford highlighted the section regarding what a member and what an officer can action. It was resolved to adopt the policy with an amendment to allow the Mayor or deputy mayor to appoint proxies if required. Cllr Gregory thanked Cllr Hannaford for her work. Cllr Hannaford proposed, Cllr Gregory seconded. All in favour</p> <p>The Donations policy was discussed. The CSD and RFO recommend that all organisation complete the official form for fairness and transparency. Looe in Bloom, Christmas lights and the burial ground have their own budget lines and will only be asked for financial records. The above was resolved and it was also resolved that all Policies be reviewed and adopted at the September full council meeting. Cllr Gregory proposed, Cllr Dingle seconded. All in favour.</p>	<p>CDS to amend and add to standing orders</p> <p>CSD to add to the agenda</p>

<p>51</p>	<p>Terms of Reference for standing committees</p> <p>Environment and Devolution Committee ToR – it was recommended that Cllr Rose resumes communication with Cllr Powell regarding the ToR and offer support.</p> <p>Staffing Committee ToR. It was resolved to approve the ToR. Cllr Gregory proposed, Cllr Dingle seconded, all in Favour.</p> <p>It was resolved that PSF, Library and Community Hub and Environment and Devolution ToR to be moved to September with priority list in a similar format. Cllr Barker proposed, Cllr Gregory seconded. All in favour.</p>	<p>CR</p> <p>CSD to add to Standing Orders</p> <p>JM to sense check on the format of the ToR's with Chairs.</p>
<p>52</p>	<p>Hannaford road and West Looe square, Bonson Close – residents parking scheme</p> <p>The existing TRO was discussed. The designated Councillors and Officers had met and discovered that there was a shortfall of £16,500 in legal costs which was not actively communicated to the Council in the previous year over and above the previously agreed £9,500 for works. The work by Cornwall Council has already been undertaken so LTC have no recourse other than to pay for these works. The officer team have requested deferment to next year for payment which has been agreed. Cllr Hannaford thanked the Environment and Devolved services manager on her investigative skills. It was resolved that the Policy, Strategy and Finance committee would discuss the best way forward. Cllr Gregory proposed, Cllr Dingle seconded. All in favour.</p> <p>Bonson Close – The ongoing situation was discussed. It was resolved that Looe Town Council, with Cllr Hannaford's support, will write to Cornwall Housing, Head of Highways (with legal officers) and Cornwall Council to arrange a meeting and attempt to resolve the impasse.</p> <p>West Looe – previously circulated ideas were discussed regarding a 20 mile per hour limit on West Looe Quay, railings opposite the amusement arcade and improved signage to use the tunnel under the bridge for access and egress. Safety issues regarding visitors walking into the Town from holiday parks was also raised. It was resolved that LTC approach the Rotary regarding permanent signs for walking routes to Looe with active involvement from LTC and that Cllr Jones, Cllr Barker, Cllr Lundy, Cllr Hannaford, Cllr Powell and Cllr Toms form a working party to discuss the Community Network Panel fund to develop recommendations for the next full Council meeting. Cllr Hannaford proposed, Cllr Gregory seconded. All in favour.</p>	<p>CSD to add to PSF agenda</p> <p>EDM, CSD and EH to meet to organise</p> <p>EDM to arrange meeting and provide officer assistance.</p>

53	Other business as determined by the Chairman None	
	Date of Next meeting Monday 7 th September 2020.	

The Meeting closed at 19.56 pm.

Signed

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