

LOOE TOWN COUNCIL
KONSEL TRE LOGH



MINUTES OF THE FULL COUNCIL MEETING

Held in St Martins Church Hall, St Martins Road, East Looe
 Telephone: 01503 262255

On Monday 4 April 2022 at 6.00pm

REPORT TO COUNCIL

PRESENT: Councillor Gregory (Mayor)
 Cllr Hannaford, Cllr Leong, Cllr Remington, Cllr Smith, Cllr Barker, Cllr Toms,
 Cllr Lundy.

IN ATTENDANCE: Kate Puckey (Commercial Strategy Manager)
 Karen Vaughan (Administration & Planning Officer) - minutes

		ACTIONS
	Welcome	
137.	To Receive and Accept Apologies Apologies were received and accepted from Cllr Holmes, Cllr Powell and Cllr Truan.	
138.	To Receive Declarations of Interest Declarations of Interest were received from the following: Cllr Toms Cornwall Council, Looe Development Trust, Looe Harbour Commission Cllr Hannaford Cornwall Council Cllr Barker Radio Looe and Looe Live	

139.	<p>To Receive Questions from Members of the Public</p> <p>Two members of the public were present and were invited to address the meeting. The Mayor explained the format of the meeting and members of the public confirmed that they wished to observe proceedings.</p>	
140.	<p>To Resolve to Approve the Minutes of the Previous Meeting held on 7 February 2022</p> <p>It was resolved to approve the minutes of 7 February 2022. Proposed by Cllr Gregory, seconded by Cllr Remington. All in favour.</p>	
141.	<p>Questions on Clerks report on matters arising from the Minutes of the Meeting held on 7 February 2022.</p> <p>Councillors advised that they had not been able to view the video update from previous Town Clerk so this was played for those present.</p> <p>Questions were raised about Town Team meetings and how the outcomes of this group would be fed back. It was agreed that a short report on progress of the Town Team would be given at future Full Council meetings.</p>	<p>KP add standing item to future agendas</p>
142.	<p>Questions on Reports from Cornwall Councillors for East and West Looe</p> <p>East Looe – A report had been provided to all Councillors by Cllr Toms. No questions were raised.</p> <p>West Looe – A report had been circulated and a question was raised about the proposed Mayor of Cornwall and discussion ensued about this. Cllr Hannaford confirmed that a motion would be going to Cornwall Council in this respect later in April and that Town and Parish Councils would be consulted later in 2022.</p> <p>Councillor Remington noted the progress made on Electric Vehicle Charging points, stated that this was good for the town and thanked Cllr Hannaford for her work on this.</p>	
143.	<p>To Resolve to Approve the Amended Calendar of Meetings 2022-2023</p> <p>The calendar was reviewed by all Councillors and a question raised about the number of Finance meetings to which Cllr Barker responded and explained rationale.</p> <p>Cllr Smith requested an additional meeting of all Councillors to discuss Council priorities so that these could be agreed by Policy & Strategy Committee on 25th April before being communicated to Officers. A discussion took place about decision making during pre-election period and the length of time that this work had been ongoing.</p> <p>It was resolved to approve the calendar of meetings 2022-2023. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	<p>KP arrange full council briefing</p> <p>KV update calendar details</p>

144.	<p>To Resolve to Approve Councillor Membership of Committees:</p> <p>It was resolved to approve Councillor Barker’s membership of the Planning Committee. Proposed by Cllr Gregory, seconded by Cllr Remington. All in favour.</p>	KV update committee lists
145.	<p>Reports from Committees</p> <p>Planning - Cllr Lundy provided a verbal update about the continued high volume of planning applications being received. He reminded Councillors that a date had been set for the Neighbourhood Plan referendum and that the formal Notice of this had been posted today. Hard copies of the Neighbourhood Plan were provided to all Councillors along with guidance about permissible activities during the pre-referendum period.</p> <p>Policy & Strategy - Cllr Smith highlighted key points from his written report circulated to all members and Cllr Toms raised a question about the provision of HR advice to the Council</p> <p>Cllr Remington raised a question about the exit interview carried out with previous Town Clerk and it was agreed that this would be added as a discussion item at a future Full Council meeting (Part 2).</p> <p>Services & Asset Management - Cllr Gregory updated members on the charging system being introduced at Millpool toilets and KP explained how the payment card for locals would work in practice. Cllr Hannaford raised a question about how any income from this would be used and it was agreed that this should go towards upkeep/maintenance of the public toilets in Looe.</p> <p>Library & Community Hub - Cllr Holmes had provided a written report to all Councillors and no questions were raised.</p> <p>Finance - Cllr Barker gave a verbal update following the financial year end and advised Councillors of a year end excess of circa £25k which would be paid into reserves. He explained the reasons for this excess and Cllr Gregory confirmed that there had been an expectation of this in the annual budget.</p>	<p>KP add to June agenda</p> <p>KP arrange SAMs meeting</p>
146.	<p>To Consider a Request for Defibrillator Sponsorship Received from the Looe Defibrillator Appeal</p> <p>Cllr Gregory outlined the request made by Tina Hicks for sponsorship of two defibrillators for a further four years to replace those now out of date. A discussion took place about ownership and insurance of the units and which budget should be used to fund this. It was resolved to agree to the request and fund from the ‘community chest’ budget. Proposed by Cllr Gregory, seconded by Cllr Barker. Carried 7/1 - Cllr Toms abstained due to declared interest.</p>	KP respond to LHC
147.	<p>To Resolve to Approve Quote for Updating the Chains of Office for Mayor and Deputy Mayor</p> <p>Cllr Gregory explained the need to update chains of office as these had not been done for some time and expressed a view that work should all be completed at the</p>	

	<p>same time if possible. Two options had been provided to Councillors for consideration and it was noted that the figures quoted were now out of date.</p> <p>It was resolved to progress with option A subject to any change in costs being within +/- 10% of quotes supplied. Proposed by Cllr Gregory, Seconded by Cllr Hannaford. All in favour.</p>	KV progress revised quotes and arrangements
148.	<p>To Resolve to Agree the Recommended Tender Scoring Matrix for Approval of Suppliers</p> <p>A question was raised about the date on the matrix circulated and KP confirmed there had not been changes to the standard template. She explained that approval of this standard format would assist Officers with developing an Approved Supplier list for the Council. It was resolved to agree the tender scoring matrix as recommended. Proposed by Cllr Toms, seconded by Cllr Hannaford. All in favour.</p> <p>- To review tenders for the adjacent land beside the library</p> <p>It was resolved to move this item to Part 2 of meeting due to commercially sensitive information involved. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour</p>	
149.	<p>To Discuss the Licencing of Events in Looe</p> <p>Cllr Barker raised a question about the issue of licencing one event compared to all local events. It was confirmed that the Council could only licence events for which they were responsible for managing and in charge of insurance, risk assessments, etc.</p>	
150.	<p>To Discuss Options for Management of the Looe Hardship Fund and Agree Necessary Actions</p> <p>Cllr Toms advised that the Treasurer of Looe Hardship Fund was retiring so there was a need for another local body to take over management of the funds from Looe Development Trust. He suggested that a Community Interest Company (CIC) was established by the Council as a charitable organisation and explained the benefits that would come with this. Cllr Hannaford agreed with Cllr Toms about the need to investigate setting up a CIC for the future. She explained that there was, however, a more urgent issue for a registered body to hold the funds but no formal request to take this over had been received by Looe Town Council.</p> <p>It was agreed that Cllr Barker would speak to the outgoing Treasurer and provide a written report to the next meeting of Full Council to enable an informed decision to be made.</p>	Cllr Barker contact CT and produce report
151.	<p>Correspondence received – for information/action</p> <p>Correspondence was noted from Warwick Estates with regard to works to take place at Polkirt Arcade. The Mayor thanked KP for investigating financial responsibilities under the lease and saving excess expenditure for the Council.</p>	

	Councillors considered correspondence from Looe Harbour Commission about a proposal for new Christmas lights in Looe and a discussion took place about designs, preferences and Town Council's current financial support to other lighting for the festive period. It was agreed that the Commercial Strategy Manager would respond to LHC about this proposal.	KP draft letter to LHC
152.	To Discuss the Renewal of Membership to the Cornwall Association of Local Councils It was resolved to renew the subscription to CALC. Proposed by Cllr Remington, Seconded by Cllr Gregory. All in favour.	FWJ process payment to CALC
153.	Update on Working Parties - Platinum Jubilee celebrations – to resolve options for LTC commemorative objects Councillors considered the questions which had been circulated in this regard and it was resolved to provide a souvenir of the Jubilee something to all children in Looe up to and including age 16. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour It was agreed that families would be asked to apply for their souvenir and the merits of different commemorative items were discussed. It was resolved to issue enamelled coins which would be funded from budget set for jubilee celebrations. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour - Housing Cllr Hannaford advised that the first meeting of the Housing working party was not well attended and suggested that with the Town Council's lack of power to take any direct action, this could not be a priority for the Council. Cllr Toms shared up to date figures about homelessness and housing need locally. It was recognised that a lack of affordable housing was an issue for many and it was agreed to write to Cornwall Council, neighbouring parishes and the local MP about the housing emergency and Looe Town Council's support for taking action.	KV to order and arrange distribution Cllr Hannaford to draft letters and a 'housing manifesto' for approval by Full Council
154.	To Receive an Update on Bidding for Funding Through CNP Highways Scheme Cllr Lundy confirmed that information had been circulated to all members and a meeting had taken place to agree what to bid for. Expressions of Interest had been subsequently submitted to Cornwall Council for several schemes and a response was awaited.	
155.	To Receive an Update on the Campervan Survey Completed at Hannafore Survey results had been circulated in advance of meeting and some of the issues raised were discussed. Cllr Barker raised questions about the strength of evidence that camper vans were an issue and asked how any restrictions would be enforced.	

	<p>Cllr Gregory stated that any proposal for restrictions should be submitted through the Community Network Panel scheme rather than as a Traffic Regulation Order and it was agreed that Cllr Hannaford would progress the matter through contacting Highways team and Cornwall Council.</p>	<p>Cllr Hannaford progress through CC/Cormac</p>
<p>156.</p>	<p>To Ratify the Earmarked Reserves for 2021-22 by the Finance Committee on 14 March, minute 117.6</p> <p>Cllr Hannaford asked for an amendment to the description of the Learning & Business Hub to remove reference to Kilminorth therein. It was resolved to ratify the earmarked reserves approved by Finance Committee on 14 March 2022. Proposed by Cllr Barker, seconded by Cllr Gregory. All in favour</p>	
<p>157.</p>	<p>To Receive an Update on Town Vitality funding and Town Team</p> <p>This item had been discussed at Staffing Committee and regular update to Full Council would be provided at future meetings (per minute 141 above).</p>	
<p>158.</p>	<p>To Approve the Actions Undertaken by the Clerk Under the Scheme of Delegation</p> <p>It was resolved to delegate financial decisions to the RFO under the Scheme of Delegation until a new Town Clerk had been appointed. Proposed by Cllr Gregory, seconded by Cllr Barker. All in favour.</p>	
<p>159.</p>	<p>Exclusion of members of the press and public</p> <p>To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.</p> <p>Tenders for vacant land by the library Merits of the top two scoring tenders were discussed and a number of questions and concerns were raised about income generation, length of lease, holistic benefits to town, and benefits to residents. It was resolved to offer the space to the successful tender for a period of one year. Proposed by Cllr Gregory, seconded by Cllr Barker. Carried 6/2.</p> <p>A) To discuss complaint received following recent Freedom of Information requests</p> <p>Cllr Gregory outlined request from complainant that Full Council consider his appeal against the response previously provided by the Mayor. Councillors discussed the points of the complaint and reviewed the response given. It was agreed that there was learning to be taken about the way decisions were taken and how information was stored/actioned by Looe Town Council. Councillors recognised that errors in the process had occurred and that there were issues in the way that Council Officers had communicated decisions and responded to questions. However, there was no evidence to suggest that the decision was not taken by Full Council in good faith based on the information and expertise available to them at the time.</p>	<p>KP contact tender submissions</p>

	<p>It was resolved to uphold the Mayor’s response, dismiss the appeal and reiterate apologies from Looe Town Council for process errors of the past. Proposed by Cllr Hannaford, seconded by Cllr Remington. All in favour.</p> <p>Councillors also discussed suggestions about how the relationship with the complainant could be re-built and shared ideas about how to move forward with this in a positive way for all parties involved.</p> <p>B) To discuss Tourism Information asset enhancement</p> <p>Cllr Gregory explained the enhancement requested by Officers to increase the attractiveness of Visit Looe site to potential tourism partners. The timescale for this was discussed and a number of questions raised about the costs/benefits to client businesses, and who would benefit from any income generated. It was agreed that the Business Development Officer would arrange a meeting with website provider and Councillors to allow further investigation of the enhancement in practice.</p> <p>It was resolved to agree in principle to the enhancement subject to further understanding and information about the details of what was involved. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour</p> <p>C) To discuss interim arrangements and recruitment of Town Clerk</p> <p>The Mayor explained that this has been discussed at Staffing Committee and a further advertisement had been placed for the Town Clerk vacancy.</p> <p>D) To formally approve additional working hours for Admin & Planning Officer and Business Development Officer as agreed by 2/3rds of Staffing Committee</p> <p>It was resolved to approve the additional working hours for Admin & Planning Officer and Business Development Officer as recommended by Staffing Committee Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	<p>KP respond to complainant</p> <p>LGF arrange meeting with Simpleview, KP, Cllr Barker and Cllr Holmes</p>
<p>160.</p>	<p>Date of next meeting</p> <p>Annual Meeting and Town Meeting: Monday 16th May</p>	

The Meeting closed at 8.35pm

Signed

Date.....