

**LOOE TOWN COUNCIL  
KONSEL TRE LOGH**



**MINUTES OF THE MEETING OF LOOE TOWN COUNCIL  
Held in  
The Council Chamber, Looe Library and Community Hub, The Millpool**

**19<sup>th</sup> September 2023 at 6.00pm**

**PRESENT:** Cllr Stephen Remington (SR) – Deputy Mayor/Chair  
Cllr Martin Gregory (MG)  
Cllr Simon Barker (SB)  
Cllr Chris Harwood (CH)  
Cllr Jon Holmes (JH)  
Cllr Jasper Graham-Jones (JGJ)  
Cllr Michala Powell (MP)  
Cllr Armand Toms (AT)

**IN ATTENDANCE:** Lynda Powell – Town Clerk (TC)  
Karen Vaughan – Deputy Clerk (DC)

**Members of the public:** Four members of the public were present: Mr Dick Harvey to raise a question to Council; and Mr Stuart Haresnape; Mrs Elke Graham-Jones; Mr Jamie Pearn, candidates for co-option to Looe Town Council

	<b>Action</b>
<p><b>Welcome</b></p> <p>Cllr Remington welcomed everyone to the meeting and asked that people introduced themselves when first speaking at the meeting for the benefit of members of the public present. He went on to make some parish announcements:</p> <ul style="list-style-type: none"><li>• Three Looe Town Councillors have now served us for 20 years and often without the thanks and recognition deserved. Cllr Remington said that it would be nice to celebrate this achievement at some date but in the meantime, expressed the Council’s formal thanks and recognition of their efforts for the town: Cllr Edwina Hannaford, Cllr Armand Toms and</li></ul>	

	<p>Cllr Martin Gregory</p> <ul style="list-style-type: none"> <li>• Cllr Remington recognised that Lynda Powell had been formally welcomed at a previous meeting of the Town Council and recorded Council’s thanks for her contribution since joining the organisation and significant achievements in a short space of time.</li> <li>• The Chair mentioned recent reports about the appearance of the town with litter, weeds and rubbish. He stated that Cllr Toms had been working on some areas and the Mayor often litter-picked, as did some other Councillors but that more volunteers were needed.</li> </ul>	
<p><b>31.</b></p>	<p><b>To Receive Apologies for Absence</b></p> <p>Apologies for absence were received. It was <b>RESOLVED</b> to accept apologies, along with the reasons given, from Cllr Hannaford, who was on sick leave, Cllr Smith, on holiday and Cllr Lundy, representing the Council at a planning consultation. Proposed by Cllr Barker, Seconded by Cllr Gregory. All in favour.</p> <p>Councillor Gregory apologised that he would have to leave the meeting at 7pm due to another commitment.</p>	
<p><b>32.</b></p>	<p><b>To Receive Declarations of Interest</b></p> <p>Cllr Remington expressed concern from himself and the Mayor that Councillors must be sure to declare any interests. He stated that Councillors, if in doubt, should declare an interest or discuss with the Town Clerk. Following a question from Cllr Barker, it was confirmed that interests listed on the formal Register of Interests logged with Cornwall Council do not need to be re-declared at every meeting but that Councillors should be mindful of specific agenda items and declare any potential conflict.</p> <p>Cllr Toms declared his interest as a member of Cornwall Council, a Trustee of Looe Development Trust and as a Looe Harbour Commissioner.</p>	
<p><b>33.</b></p>	<p><b>To Receive Questions from Members of the Public</b></p> <p>Cllr Remington invited Mr Harvey to address Council. He expressed his concerns about pedestrians in the road in East Looe streets and Quay Road, West Looe, who appeared unaware that vehicles were entitled to use the roads. Mr Harvey suggested that there should be signage on the footpath along Quay Road telling pedestrians to Keep Left and a notice to point pedestrians to the footpath behind boat rack on the quay side. He stated that he would be going to the press if no action was taken.</p>	

	<p>Cllr Remington thanked Mr Harvey for raising this issue and explained that Council could not debate his issue at this meeting as it was not an Agenda item. He assured Mr Harvey that his points would be taken forward as far as possible and emphasised that not all matters were within control of the Town Council.</p> <p>No further questions were raised.</p>	<p><b>TC ensure on strategic priority list</b></p>
<p><b>34.</b></p>	<p><b>Appointment of New Councillors by Co-Option</b></p> <p>Cllr Remington explained the process of how Councillors were appointed when no election had been called and that decisions to co-opt those who had applied would be made by Council vote. He stated that the three candidates present would each have an opportunity to discuss their application with Councillors at this meeting before a vote was taken. Other candidates would be asked to leave the room whilst each spoke to Council in turn.</p> <p>Stuart Haresnape, Jamie Pearn and Elke Graham-Jones were each invited to meet with Council while the other candidates left the room. Cllr Jasper Graham-Jones absented himself from the meeting whilst Mrs Graham-Jones discussed her application.</p> <p>Cllr Graham-Jones returned to the meeting and all candidates remained out of the room whilst the applications from Stuart Haresnape and Jamie Pearn were discussed by Councillors. The Town Clerk confirmed that there were three Councillor vacancies available and no candidates other than those in attendance at this meeting. Cllr Graham-Jones left the meeting whilst Elke Graham-Jones' application was discussed and remained absent whilst votes were taken.</p> <p>It was <b>RESOLVED</b> to co-opt Stuart Haresnape to the first vacancy on the Town Council. Proposed by Cllr Toms, seconded by Cllr Holmes. All in favour.</p> <p>It was <b>RESOLVED</b> to co-opt Jamie Pearn to the second vacancy on the Town Council. Proposed by Cllr Barker, seconded by Cllr Gregory. All in favour.</p> <p>It was <b>RESOLVED</b> not to appoint to the third vacancy on the Town Council. Proposed Cllr Powell, seconded Cllr Harwood, All in favour.</p> <p>Cllr Gregory left the meeting due to another commitment.</p>	<p><b>TC notify candidates and arrange induction, declarations, etc.</b></p>

<p><b>35.</b></p>	<p><b>Items to be Taken in Private Session</b></p> <p>No matters</p>	
<p><b>36.</b></p>	<p><b>To Approve Minutes of the Full Council and Policy &amp; Strategy Committee</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the previous Full Council meeting held on Tuesday 8<sup>th</sup> August 2023 as a correct record of the meeting. Proposed by Cllr Graham-Jones, seconded by Cllr Harwood. Carried 6/1 abstention (not present on 8<sup>th</sup> August).</p> <p>Insufficient Councillors were present who had attended the Policy &amp; Strategy Committee meeting held on 13<sup>th</sup> April 2023 so it was agreed to defer approval of the minutes to the next meeting of Full Council.</p>	<p><b>TC record and update website</b></p> <p><b>TC add to agenda</b></p>
<p><b>37.</b></p>	<p><b>West Looe Town Trust Council Nominated Trustees</b></p> <p>Cllr Remington reminded those present of discussions at the last meeting of Full Council in this respect. It was <b>RESOLVED</b> to nominate Paul Richardson as a representative of Looe Town Council on the West Looe Town Trust. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour.</p>	<p><b>TC notify parties</b></p>
<p><b>38.</b></p>	<p><b>To Receive Questions on the Report from the Town Clerk</b></p> <p>The Council noted the written report provided by Town Clerk in advance of this meeting. The Town Clerk highlighted key points from the report as follows:</p> <ul style="list-style-type: none"> <li>• There had been some progress with skatepark but the planning application had been delayed whilst feedback from RoSPA was awaited. The Town Clerk stated that she would provide a full update report to next meeting of Full Council.</li> <li>• The Banking Hub was progressing and the Town Clerk informed members that it was likely to be on site in the early Autumn. She emphasised that further details and dates could not be made public at this stage as formal legal agreements were yet to be signed.</li> <li>• Training had been arranged for Councillors and Officers on 6<sup>th</sup> November about Civility &amp; Respect and the Town Clerk stated that it would be appreciated if all Councillors could attend if possible.</li> </ul> <p>No further questions were raised and no matters arising from report</p>	<p><b>TC add to agenda</b></p>

<p><b>39.</b></p>	<p><b>To Receive Questions on Reports from Cornwall Councillors</b></p> <p>Cllr Toms had provided a written report to Councillors in advance of the meeting and confirmed that the Police Enquiry Office in Looe was due to re-open in October 2023.</p> <p>Cllr Toms informed the meeting that he had taken a motion to Cornwall Council regarding the A38 and improving safety. He stated that his proposal divided the A38 into three sections Saltash – Trerulefoot – Dobwalls – Bodmin, all of which had experienced a high number of accidents and some fatalities. Cllr Toms said that the motion would now be considered by the Cabinet of Cornwall Council; £20m of funding was available for improvements to A38; and that plans would need to be developed for each of 3 sections. He pointed out that this work was unlikely to be a top priority for Highways so may not commence for some years.</p> <p>It was <b>RESOLVED</b> to write a letter of support to Cornwall Council for the proposed work on the A38 to improve safety for road users. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour.</p> <p>Cllr Toms went on to say that he wished to hand over responsibility for the CORMAC volunteer scheme currently run by him in Looe. He informed Councillors that required documents and forms had been forwarded to the Town Clerk and, whilst he would like to continue to be involved, Looe Town Council were better placed to lead the initiative.</p>	<p><b>TC letter to Cornwall</b></p>
<p><b>40.</b></p>	<p><b>To Receive Questions on reports and current priorities from Council Committees:</b></p> <p>Reports were noted from:</p> <ul style="list-style-type: none"> <li>● <b>Planning Committee</b> – Cllr James Lundy No questions were raised</li> <li>● <b>Finance &amp; Strategy Committee</b> – Cllr Simon Barker No questions were raised</li> <li>● <b>To consider a report and recommendations on Strategic Themes and specific actions for 2024</b> – Cllr Stephen Remington</li> </ul> <p>Cllr Remington explained key items and urgent matters on the revised Strategic Priorities produced after recent meeting of Finance &amp; Strategy Committee and listed the suggested Themes to those present.</p> <p>It was <b>RESOLVED</b> to accept the recommended changes to the Strategic Priorities to enable the Officer team to develop an action plan and budget proposals. Proposed by Cllr Barker, seconded by Cllr Harwood. All in favour.</p>	<p><b>TC share with Officers / Action plan</b></p>
<p><b>41.</b></p>	<p><b>Council Working Groups</b></p>	

	<ul style="list-style-type: none"> <li>• <b>Business &amp; Learning Hub Working Group</b> - Cllr Remington explained that a report had been circulated to Councillors which proposed some different approaches to the project and he briefly listed the points made within the report.</li> </ul> <p>It was <b>RESOLVED</b> to accept recommendations from this report, being.</p> <p><i>(a) the shift of emphasis of the remit of the Working Group as described in the report, and</i></p> <p><i>(b) the commissioning of a consultant, to be selected, to undertake further stakeholder and community engagement on available options for business and learning initiatives and the development of relevant business cases</i></p> <p>Proposed by Cllr Remington, seconded by Cllr Barker. All in favour.</p> <ul style="list-style-type: none"> <li>• <b>Visit Looe Working Group</b> – The Town Clerk confirmed that Council had agreed their commitment to undertake a review of Visit Looe. She stated that the written report provided to Councillors set out the purpose, scope, timing and outcomes for this piece of work. The Town Clerk confirmed that the working group was meeting every two weeks and that meetings would be starting with stakeholders shortly.</li> </ul>	<p><b>SR take to working group</b></p>
<p><b>42.</b></p>	<p><b>Safer Looe Partnership</b></p> <p>Cllr Harwood explained the reasons behind a group being brought together to discuss safety in Looe. He briefly talked through the written report already circulated to Councillors. Council acknowledged the success of this group.</p> <p>It was <b>RESOLVED</b> to report the success of this initiative to Cornwall’s Police &amp; Crime Commissioner. Proposed by Cllr Harwood, Seconded by Cllr Powell. All in favour.</p> <p>It was <b>RESOLVED</b> to facilitate the Safer Looe Partnership by providing administrative support from Council Officers. Proposed by Cllr Remington, Seconded by Cllr Barker. All in favour.</p> <p>It was <b>RESOLVED</b> to appoint Cllr Harwood as the Council’s representative on the Partnership for the Council year to May 2024. Proposed by Cllr Remington, Seconded by Cllr Graham-Jones. All in favour.</p>	<p><b>TC send letter to PCC</b></p>

43.	<p><b>Christmas Office and Community Hub Opening Hours</b></p> <p>The Town Clerk stated that a report had been circulated to Councillors and outlined her recommendations for an office closure between Christmas and New Year with additional leave granted to staff for the closure period.</p> <p>It was <b>RESOLVED</b> to accept the Town Clerk’s recommendation for office closure and to delegate authority to the Services, Assets &amp; Community Committee to make comparable arrangements for the cleaning team. Proposed by Cllr Toms, Seconded by Cllr Harwood. All in favour.</p>	DC inform staff and add SAC agenda
44.	<p><b>Part 2 - Exclusion of Members of the Press and Public</b>  <b>In accordance with 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.</b></p> <p>No matters</p>	
45.	<p><b>Date of the next meeting: 31<sup>st</sup> October 2023</b></p>	

The meeting concluded at 8.05pm

Signed \_\_\_\_\_

Date \_\_\_\_\_