



## 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

Also live streamed via LTC Facebook page

**On Monday 17<sup>th</sup> May 2021 at 6.00pm**

### REPORT TO COUNCIL

**PRESENT:** Councillors S Barker, M Gregory, E Hannaford, J Holmes, C Jones, J Lundy, T Smith, V Sullivan and A Toms

**IN ATTENDANCE:** Mel Colton-Dyer (Commercial Strategy Director and Town Clerk) (CSD)  
Laura Kellaway (Deputy Clerk) (DC)  
Esme Martin (Communication and Events Officer) (CEO)  
A member of the Public

		ACTIONS
1.	<b>Welcome</b> Cllr Gregory welcome all Councillors and members of the public present and viewing via live stream to the meeting.	
2.	<b>To Comment on Past Year Reports from Chairs of Committees and Mayor</b> There were no comments made.	
3.	<b>Questions from Members of the Public</b> There were no questions from the Member of the Public present and none received prior to the meeting.	

4.	<p><b>Apologies</b> Apologies were received from Cllr Dingle.</p>	
5.	<p><b>Election of Town Mayor</b> Cllr Barker nominated Cllr Gregory to re-stand as Mayor for the ensuing Municipal year, seconded by Cllr Sullivan, all in favour.</p> <p>The Mayor then duly read and signed the Declaration of Acceptance of Office.</p> <p>Cllr Grgeory thanked the Council for their ongoing support and advised that a formal Mayor Making Ceremony would take place later in the year.</p>	
6.	<p><b>Election of Deputy Mayor</b> Cllr Sullivan nominated Cllr Hannaford to re-stand as Deputy Mayor for the ensuing Municipal year, seconded by Cllr Gregory, all in favour.</p> <p>The Deputy Mayoress then duly read and signed the Declaration of Acceptance of Office.</p> <p>Cllr Hannaford thanked the Council for their ongoing support.</p>	
7.	<p><b>Declarations of Interest</b> Declarations of Interest were received from the following:</p> <p>Cllr Barker            Looe Live                                  Looe Environmental Group</p> <p>Cllr Hannaford      Cornwall Council</p> <p>Cllr Holmes            Looe Allotment Society</p> <p>Cllr Sullivan           Looe Marine Conservation Group                                  Any matters pertaining to Shutta Road, East Looe</p> <p>Cllr Toms                Cornwall Council                                  Looe Harbour Commission                                  Looe Development Trust</p>	
8.	<p><b>To Approve the Minutes of the Previous Meeting held on 6<sup>th</sup> April 2021</b> It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Hannaford) that the minutes of 6<sup>th</sup> April 2021 are taken as read, confirmed and signed by the Chairman. All in favour.</p>	
9.	<p><b>Questions on the Clerk’s Report on Matters Arising from Minutes of the Previous Meeting held on 6<sup>th</sup> April 2021</b> Cllr Toms advised that he wished to take former Cllr Miller’s place on mesh wifi working group. Cllr Hannaford enquired about progress on the branding of Visit Looe.</p>	

	CSD advised that this was still in progress and guidelines are being written by Hub Manager for Cllr review and approval.													
<b>10.</b>	<p><b>Appointment of Standing Committees</b></p> <p>Cllr Toms advised that he wished to join the Planning and Finance Standing Committees</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Hannaford) that, subject to the addition of Cllr Toms to the Planning and Finance Standing Committees, the Standing Committees of</p> <p><b>Planning</b>  <b>Finance</b>  <b>Policy and Strategy</b>  <b>Service and Asset Management</b>  <b>Community Hub</b>  <b>Staffing</b></p> <p>are appointed for the ensuing Municipal year and that their Terms of Reference are readopted. All in favour.</p>													
<b>11.</b>	<p><b>Appointment of Standing Committee Chairs</b></p> <p>It was <b>resolved</b> (proposed by Cllr Hannaford and seconded by Cllr Holmes) that the recommended Standing Committee Chairs (as per Appendix 1) namely:</p> <table border="0"> <tr> <td>Planning</td> <td>Cllr Lundy</td> </tr> <tr> <td>Finance</td> <td>Cllr Barker</td> </tr> <tr> <td>Policy and Strategy</td> <td>Cllr Smith</td> </tr> <tr> <td>Services and Asset Management</td> <td>Cllr Dingle</td> </tr> <tr> <td>Community Hub</td> <td>Cllr Holmes</td> </tr> <tr> <td>Staffing</td> <td>All Chairs of Standing Committees</td> </tr> </table> <p>are appointed for the ensuing Municipal year. All in favour.</p>	Planning	Cllr Lundy	Finance	Cllr Barker	Policy and Strategy	Cllr Smith	Services and Asset Management	Cllr Dingle	Community Hub	Cllr Holmes	Staffing	All Chairs of Standing Committees	
Planning	Cllr Lundy													
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<b>12.</b>	<p><b>Appointment of Working Parties and Outside Body Representation</b></p> <p>CSD advised that she had inadvertently omitted the Neighbourhood Plan Working Party and that she would amend the list accordingly.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Barker) that, subject to this amendment, the Working Parties and Outside Body Representation (as per Appendix 1) are appointed, with a full review to be undertaken at the next Full Council meeting in June. All in favour.</p>													
<b>13.</b>	<p><b>Councillor Attendance 2020-2021</b></p> <p>Cllr Smith had queried his % attendance record prior to the meeting and CSD was able to advise that this related to apologies received from Cllr Smith for Community Hub and Full Council meetings in Nov 2020.</p>													

	There were no further queries or comments.													
<b>14.</b>	<p><b>Standing Orders, Financial Regulations, Staff Subscriptions, Council's Expenditure incurred under S137 of the Local Government Act 1972 or General Power of Competence, and Asset Register</b></p> <p>CSD advised that:</p> <table border="0"> <tr> <td>Standing Orders</td> <td>Reviewed Nov 2020</td> </tr> <tr> <td>Financial Regulations</td> <td>Readopted Dec 2020</td> </tr> <tr> <td colspan="2">* Both of these are fit for purpose and follow NALC guidelines</td> </tr> <tr> <td>Staff Subscriptions</td> <td>NALC, SLCC and CALC annual subscriptions for Council and Clerk</td> </tr> <tr> <td>Expenditure under S137 LGA 1972/General Power of Competence</td> <td>No expenditure incurred under S137 or GPC</td> </tr> <tr> <td>Asset Register</td> <td>Comprehensive and up to date</td> </tr> </table> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Barker) that the above are confirmed and adopted for the ensuing Municipal year. All in favour.</p>	Standing Orders	Reviewed Nov 2020	Financial Regulations	Readopted Dec 2020	* Both of these are fit for purpose and follow NALC guidelines		Staff Subscriptions	NALC, SLCC and CALC annual subscriptions for Council and Clerk	Expenditure under S137 LGA 1972/General Power of Competence	No expenditure incurred under S137 or GPC	Asset Register	Comprehensive and up to date	
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<b>15.</b>	<p><b>Code of Conduct</b></p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Toms) that the new Cornwall Council 2021 Members Code of Conduct is adopted for the ensuing Municipal year. All in favour.</p>													
<b>16.</b>	<p><b>Emergency Scheme of Delegation</b></p> <p>Cllr Gregory asked that the proposed review date is brought forward from Sept to July 2021.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Sullivan) that, subject to the above amendment, the Emergency Scheme of Delegation is adopted for the ensuing Municipal year with a review to be undertaken no later than 1<sup>st</sup> July 2021. All in favour.</p>													
<b>17.</b>	<p><b>Schedule of Meetings</b></p> <p>Cllr Gregory asked that, in light of the amendment to the review date for the Emergency Scheme of Delegation, the proposed Schedule of Meeting is also reviewed in July 2021.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Jones) that, subject to the above amendment, the Schedule of Meetings is adopted for the ensuing Municipal year with a review to be undertaken no later than 1<sup>st</sup> July 2021. All in favour.</p>													

18.	<p><b>Risk Management</b></p> <p>CSD advised that the Financial Risk Management Policy and Risk Management Strategy had been reviewed in the last 3 months and so remains current and relevant.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Barker) that the Risk Management policies are adopted for the ensuing Municipal year. All in favour.</p>	
19.	<p><b>Policies</b></p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Smith) that all Policies are adopted for the ensuing Municipal year. All in favour.</p> <p>Cllr Gregory proposed moving the meeting to the Ordinary Business of the Council. All in favour.</p>	
20.	<p><b>Finance</b></p> <p>Cllr Barker recommended that the payment due to the NHP consultants Lavigne Lonsdale, is approved subject to approval by NHP Co Chairs (Cllrs Lundy and Hannaford and CSD) of the final report.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Toms) that the supplier invoice list be approved for payment, subject to the above recommendation. All in favour.</p>	
21.	<p><b>To Discuss Adoption of BT Telephone Boxes</b></p> <p>Cllr Gregory advised that as a further cost saving exercise, BT are proposing removal from service of 3 phone boxes, being Station Road (next to Rail Station), Buller Quay car park and a further box at Millendreath (outside of Looe parish).</p> <p>CSD advised that further to a FB post asking for expressions of interest in adopting a box, an EOI was received from Radio Looe for the Rail Station box. CSD recommended that the Buller Quay box is also adopted by LTC and repurposed as a pop-up TIC. There has been no interest in box at Millendreath however Cllr Toms advised that St Martins parish have asked BT to retain the box and service as the mobile signal in the area is poor. Cllr Toms asked that Councillors add their support to St Martins parish in their request to retain the box at Millendreath.</p> <p>Cllr Lundy asked that any further requests of this nature are copied to Planning in order for their consideration from a Conservation aspect.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Hannaford) that the 2 boxes in Station Road and Buller Quay be</p>	

	<p>adopted from BT and that full Council support be given to St Martins parish with regard to the Millendreath box. All in favour.</p> <p>Cllr Gregory enquired regarding the box at Hannafore, part of a previous BT reduction. CSD advised this was being investigated with BT.</p> <p>Cllr Toms recommended that CSD liaises with Looe Harbour Commission as the Buller Quay box resides on their land.</p>	
<b>22.</b>	<p><b>Questions on Reports from External Bodies</b> No questions were raised.</p> <p>Councillors thanked Cllr Sullivan for her ongoing work on the Looe Environmental Group.</p> <p>On behalf of the Council, Cllr Hannaford thanked officers for their work in ensuring this meeting adhered to covid restrictions and Government guidance.</p>	
<b>23.</b>	<p><b>Exclusion of members of the press and public</b> <b>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.</b></p> <p>The Member of the Public left the meeting.</p>	
<b>24.</b>	<p><b>Financial Requests Received</b> There were 2 requests for financial assistance received. Looe Allotment Society – a request for £306 for 2 raised beds for wheelchair use as prescribed plot.</p> <p>It was <b>resolved</b> (proposed by Cllr Gregory and seconded by Cllr Hannaford) that £306 be given to Looe Allotment Society. All in favour, (Cllr Holmes abstained).</p> <p>Looe Bowling Club – a request for £386 for putting green work, storm damage to pavilion and help with funds lost through enforced lockdown closure.</p> <p>It was <b>resolved</b> (proposed by Cllr Toms and seconded by Cllr Gregory) that £386 be given to Looe Bowling Club. All in favour.</p> <p>Cllr Smith enquired how many members the club currently has.</p>	

25.

**DWP Bid**

CSD updated the Council regarding a bid opportunity (deadline of 4<sup>th</sup> June) with £171K funding available for projects that provide internet access and training for those who don't have internet access or IT skills for deprived areas of Cornwall. CSD has recently had a meeting with Wildanet to introduce the possibility of mesh wifi for East Looe as well as Woodlands View, Sunrising and St Martins by Looe parish. It could also be potentially used to improve and increase the current CCTV camera provision.

Councillors raised questions regarding identification of those in need, as well as engagement with local schools and other town organisations. Concerns were raised about free wifi availability for all.

All Councillors were in agreement that this would be an extremely beneficial asset to the town and additional ccv coverage could aid the police with antisocial behaviour.

It was **resolved** (proposed by Cllr Gregory and seconded by Cllr Barker) that CSD be given the authority to progress this project forward on behalf of the Council and submit a bid for funding.

**The Meeting closed at 6.50 pm.**

Signed .....

Date.....