

**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 7th February 2022 at 6.00pm

REPORT TO COUNCIL

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

IN ATTENDANCE: Mel Colton-Dyer (Commercial Strategy Director and Town Clerk) (CSD)

		ACTIONS
116	Welcome	
117	Apologies Apologies were received and accepted from Cllrs Powell, Shelley and Sullivan Cllr Jones was absent from the meeting.	
118	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 Holmes Looe Allotment Society Cllr Barker Radio Looe	

119	<p>Questions from Members of the Public To Receive Questions from members of the public.</p> <p>There were no members of the public present.</p>	
120	<p>To Approve the Minutes of the Previous Meeting held on 6th December 2021 It was resolved (proposed for accuracy by Cllr Gregory, seconded by Cllr Hannaford) that the minutes of 6th December 2021, are taken as read, confirmed, and signed by the Chairman. All in favour.</p>	
121	<p>Questions on Clerks report on matters arising from the Minutes of the Meeting held on 6th December 2021.</p> <p>The Mayor confirmed receipt of Clerk’s report and that all Councillors had viewed this. No questions were raised.</p>	
122	<p>Questions on Reports from Cornwall Councillors for East and West Looe</p> <p>East Looe – Cllr Lundy asked whether there was an update on Station Road and Cllr Toms confirmed nothing yet received. Cllr Toms also invited members to another churchyard clean up at St Martins Church on 26th February, 2022 from 9.30am to 2pm</p> <p>West Looe – No questions were raised</p>	
123	<p>To approve the Calendar of meetings 2022-2023 including Finance Committee</p> <p>It was resolved to approve the calendar of meetings 2022-2023. Proposed by Cllr Gregory, seconded by Cllr Toms. All in favour.</p>	
124	<p>To approve Councillor membership of Committees:</p> <p>It was resolved to approve Councillor Leong’s membership of the Policy & Strategy; and Library & Community Hub Committees. Proposed by Cllr Gregory, seconded by Cllr Toms. All in favour.</p> <p>C It was resolved to approve Councillor Remington’s membership of the Policy & Strategy; Finance; and Library &Community Hub Committees. Proposed by Cllr Gregory, seconded by Cllr Hannaford. All in favour.</p>	

<p>125</p>	<p>Questions on report from committees</p> <p>Policy & Strategy</p> <p>It was resolved to approve the adoption of Looe Town Council’s Mission, Vision and Values. Proposed by Cllr Smith, seconded by Cllr Gregory. All in favour.</p> <p>Cllr Smith reminded Chairs of Committees to review the Council Policies assigned to them to ensure updates were completed in the council year prior to re-adoption in May 2022.</p> <p>Members discussed the Scheme of Delegation and the Decision Log available to all Councillors, and the Clerk explained how this was being maintained by Officers. It was resolved to continue with the current Scheme of Delegation and review again in three months’ time. Proposed by Cllr Gregory, seconded by Cllr Smith. All in favour.</p> <p>Services & Asset Management</p> <p>Cllr Hannaford explained a request for help with waste management that had been received from East Looe Town Trust and suggested that this could be a task for the Town Team to focus on. Discussion ensued about the issue and it was agreed to recommend this to the Chair of Town Team.</p> <p>Cllr Gregory explained the situation regarding repairs at the Guildhall Toilets following drainage problems and repairs carried out by a contractor. Members discussed contractual arrangements and timescales and it was resolved to approve the invoice for this. Proposed by Cllr Gregory, seconded by Cllr Toms. All in favour.</p> <p>The Asset Plan had been shared with Councillors and no further questions were raised on this. It was resolved to approve the SAM’s recommendation and appoint Space Architects. Proposed by Cllr Gregory, seconded by Cllr Lundy. All in favour.</p> <p>Cllr Gregory checked that Councillors had read the report circulated about charging at the Millpool Toilets. Members recorded their thanks to the Deputy Clerk for the quality and clarity of her report which had helped the decision-making process. Discussion ensued about disabled access, discounts for Looe residents, likely income generation, and how charging would be publicised. It was agreed that a press release would be prepared for agreement with members prior to publication. Cllr Remington raised a question about the suitability of metal used by Hi-Tech Washrooms for the environment. It was agreed that this would be checked with the supplier prior to progressing.</p>	<p>Chairs of Committees review policies</p> <p>CSD add Review item to May agenda</p> <p>CSD pass to Town Team secretariate</p> <p>Comms & Event Officer draft press release</p>
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	<p>It was resolved to approve the SAM’s recommendation and appoint Hi-Tech Washrooms. Proposed by Cllr Gregory, seconded by Cllr Smith. All in favour.</p> <p>Library & Community Hub Cllr Holmes updated members following an informal meeting of the Library & Community Hub Committee which had included meeting new members of staff.</p> <p>Finance Cllr Barker explained a need to increase the proposed budget for the Neighbourhood Development Plan, in line with documents shared with members, to fund work required to take the Plan to public referendum. It was recognised that this was essential spending for the project and it was resolved to approve the revised NDP budget of £2,866. Proposed by Cllr Barker, seconded by Cllr Gregory. All in favour.</p> <p>Planning No questions were raised on the report circulated by Cllr Lundy.</p>	DC to contact supplier
126	<p>To examine the inaugural LTC priority project list for any omissions</p> <p>The Clerk thanked Cllr Remington for collating the information from Committee Chairs and the Mayor explained that a summary of all the submitted priorities had been circulated. A debate ensued about how setting priorities at this stage fitted with the Council’s vision and strategy and the appropriateness of timing. It was agreed that this would be further discussed at an informal briefing later in February.</p>	CSD to organise briefing
127	<p>To resolve the recommendation regarding the adoption of the Public Telephone box in Buller Quay car park.</p> <p>The Mayor outlined the recommendation and it was resolved to adopt the Public Telephone Box in Buller Quay car park. Proposed by Cllr Gregory, seconded by Cllr Barker. Carried 10/1 abstention Cllr Toms.</p>	CSD to progress
128	<p>Correspondence received – for information/action</p> <p>Correspondence was noted from:</p> <ul style="list-style-type: none"> • Cornwall Council regarding Bonson Close; • Looe Community Housing • Cornwall Council re crazy golf opportunity 	

129	<p>Questions on Update on the 20-is-Plenty Campaign</p> <p>The Mayor checked that all members had seen the update on this and pointed out that further information had been requested by the campaign. It was agreed that this would be moved to Policy & Strategy Committee for response.</p>	CSD add to P&S agenda
130	<p>Update on Working Parties</p> <p>Members discussed the proposed working parties for Platinum Jubilee Celebrations and Affordable Housing. CSD shared the lists of Councillors on each working group.</p> <p>Discussion took place about the role of Looe Town Council in organising events, the potential need for road closures, issues of licencing and public liability insurance and how decisions would be made about associated spending. The Mayor proposed that a decision was taken at this meeting on the theme for jubilee events so that a more detailed plan could be agreed, along with any associated costs, with other town organisations and volunteers. It was suggested that the public should be encouraged to notify Looe Town Council of any street parties being arranged. It was resolved to support the 1950's theme for town jubilee celebrations. Proposed by Cllr Gregory, seconded by Cllr Holmes. All in favour.</p>	
131	<p>CNP Highways Opportunity</p> <p>The Mayor explained that there was an opportunity to work with other local Councils as part of a Community Network Panel to deliver the local transport plan. It was agreed that Cllr Lundy would take responsibility for setting up a working group to consider this and arrange a Full Council briefing in 4 weeks' time to look at proposals so that an Expression of Interest could be submitted by the end of March.</p>	Cllr Lundy arrange working party
132	<p>To receive an update on Devolution regarding the priority list for Cornwall Council</p> <p>The Mayor confirmed that all members had seen the shared document and some of the figures in the report were discussed. It was resolved that CSD would send revised list to Cornwall Council after check these amounts. Proposed by Cllr Gregory, seconded by Cllr Toms. All in favour.</p>	CSD check amount and submit to CC

133	<p>Questions on update on Town Vitality funding and Town Team</p> <p>CSD provided a brief update to members about meetings that had taken place and the re-forming of the Town Team.</p>	
134	<p>To discuss potential Tour commissioning.</p> <p>Information had been shared with members about a cycle tour and the costs of hosting this event were discussed. It was resolved that, CSD would write to Cornwall Council to request Looe’s inclusion in the Tour De Cornwall route instead of commissioning a separate event. Proposed by Cllr Gregor, seconded by Cllr Hannaford. All in favour.</p>	
135	<p>Exclusion of members of the press and public 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>A) Proposals received regarding usage of the land beside the Community Hub</p> <p>The Mayor explained that several expressions of interest had been received by the Council to make use of idle land next to the Hub building. Concerns were raised that the opportunity to use this area had not been openly advertised and that a more formal process should be used to decide the criteria for usage and select a suitable project/organisation.</p> <p>It was resolved to advertise availability of this space and request a business case from any interested parties so that Councillors could compare proposals in terms of community benefit and potential income. Proposed by Cllr Barker, seconded by Cllr Toms. All in favour.</p> <p>B) Proposals regarding the seafront toilets</p> <p>CSD informed Councillors that a suggestion had been made to go out to tender for a tenant at these premises, and she pointed out that Looe Town Council lease these premises on a long-term basis from the Harbour Commission. It was, therefore, resolved to continue with the ‘rolling’ agreement with the current tenant at this stage. Proposed by Cllr Barker, seconded by Cllr Leong. All in favour.</p> <p>C) Staffing</p> <p>The Mayor informed Councillors of the resignation of the Commercial Strategy Director & Town Clerk and the CSD explained her decision to members. The Mayor and other members thanked CSD for all of her efforts and achievements at Looe Town Council during a particularly challenging and busy period. It was agreed to review the role profile</p>	<p>CSD advertise space and draft Expression of Interest form to support selection criteria</p> <p>DC to action</p>

	and current requirements of the Council before beginning the recruitment process for a replacement.	
136	Date of next meeting Monday 4 th April at 6pm	

The Meeting closed at 8.20 pm.

Signed

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