

**MINUTES OF THE COUNCIL MEETING
HELD ON THURSDAY 1 OCTOBER 2009**

Present: Cllr P Moores – Mayor

Cllrs, J Bryson, L Deely, L Emo, B Garvie, P La Broy, L Moores,

F Partridge, H Partridge, R Rowland, I Saltern

Mrs C Kett –Town Clerk

C/145/09 To receive and accept apologies for absence

Cllrs J Blatchford, K Harris, T Macey, N Tucker

C/146/09 To receive Members Declarations of Interests

None

C/147/09 To receive, confirm and sign the minutes of the Council meeting held on 3 September 2009

Resolved: That the minutes are a true and accurate record and they should be signed by the Mayor

C/148/09 To receive & consider reports and minutes of the following committee meetings and adoption of any recommendations contained therein:

(i) Properties Committee – 10 September 2009

Resolved: That the report and minutes be adopted by the Council

(ii) Environmental Services & Highways Committee – 10 September 2009

Resolved: That the report and minutes be adopted by the Council

(iii) Recreation Committee – 10 September 2009

Resolved: That the report and minutes be adopted by the Council

(iv) Planning Committee – 17 September 2009

Resolved: That the report and minutes be adopted by the Council

(v) FS&GP Committee – 17 September 2009 (excluding Recommendations contained within FS/65/09 and FS/66/09)

Resolved: That the report and minutes be adopted by the Council

(vi) Heritage & Culture Committee – 24 September 2009

Resolved: That the report and minutes be adopted by the Council

Resolved: That the Recommendations contained within HC/51/09 (iii) and HC/51/09 (iv) be adopted by the Council

(vii) Planning Committee – 1 October 2009

Resolved: That the report and minutes be adopted by the Council

C/149/09 Mayors Remarks

The Mayor reported that he had attended the following:

- Bideford Regatta
- Budehaven School Health Centre opening
- received collection of books from BC&H Society
- on the following Saturday will be attending departure of Morag Ford on sponsored cycle ride

C/150/09 Correspondence Received: for information

- (i) CC Town & Parish Newsletter September 2009 Edition 7 *copied to all cllrs.*

Noted

C/151/09 Maximum 15 minutes for electors present to put questions or make observations concerning the business of the Council

Matters raised included:

- disappointment was expressed regarding the non attendance of the dual hated BSTC and CC councillor as the elector was hoping for a response to a question put to her at a meeting several months previously
- the proposed surface of the car park at the rear of the Parkhouse Centre
- the cost of the ongoing maintenance for the Bude Light

C/152/09 Opportunity for CC cllrs present to discuss any CC issues relevant to BSTC

None were present

C/153/09

Questions from members

Matters raised included:

- lack of information provided to residents
- Stratton bus stop
- use of mapping system
- none attendance of Cornwall Council councillors at BSTC meetings

C/154/09

Audit of the annual accounts for the year ended 31 March 2008: consideration of External Auditors (Audit Commission) report *copy of Annual Return including*

External Auditors report copied to all cllrs

Regarding the points drawn to the Councils attention:

'No' response: Annual Return was taken to the meeting prior to the expiry of the period in which local electors could exercise their rights as advertised in the local press so technically electors had (at that point) not been able to exercise their rights. It is noted that it is not compulsory to advertise the audit in the local press but ODPM circular 04/2003 sets this out as being good practice to advert the conclusion of the audit and the Town Clerk considered it good practice to advertise in the local press the electors rights under the Accounts and Audit Regulations

Fixed asset depreciation: up until just prior to submission of the accounts BSTC was still classified as a 'Larger Local Council' and the accounts were prepared according to those requirements which included the depreciation of fixed assets. Following representations to the Audit Commission by BSTC the Town Council was at a very late stage 'downgraded' to the status of 'Medium Local Council'. Medium Local Councils do not need to depreciate fixed assets, but due to the late decision the accounts were submitted with the fixed assets depreciated. This has now been changed in subsequent accounting years following the Audit Commissions decision regarding the audit category into which BSTC falls

Accrued interest: this was a technical error, picked up by the Internal Auditor and had already been corrected in the accounts subsequently submitted prior to this opinion being received

Resolved: That the External Auditors opinion is noted and the matters raised have been acted upon

C/155/09

C/124/09: update by Town Clerk on progress of discussions regarding the installation of a conservatory, The Castle

A summary of the meeting with the Conservation Officer (as attached as an appendix to these minutes) was presented

Resolved: That the Council initially approach all four suggested architects and ask them to visit on site to gauge their interest in the project and ascertain if they are suitable with a view to narrowing the number of architects down to two. Subsequently ask the chosen two to produce some ideas and sketches (probably at some cost to BSTC). At this point obtain the opinion of the Conservation Officer prior to commissioning detailed plans

C/156/09

Representation on liaison groups and outside groups: invitation to nominate members to serve on local panels *copy of functions and services circulated to all cllrs*

Resolved: That before nominating members more information is required regarding venues, frequency of meetings etc and this Council would like to know what mechanism will be in place for feeding back information to the Council if a BSTC rep is unable to attend

C157/09

Community Network Panels: A strong relationship with town and parish councils, call for evidence: *consultation response required by 29 October 2009*

Resolved: That the BSTC response to the three questions posed are:

1. comprehensive, accurate & timely information is required along with regular attendance of Cornwall Councillors at Town Council meetings to listen to

what the Town Council has to say to Cornwall Council in order to facilitate two way communication

2. regular cycle of meetings (possibly quarterly) with officers attending Town Council meetings
3. Community network is already in place in the form of the democratically elected members of town and parish councils who are bound by the Local Government Code of Conduct

C/158/09 **Sustainable development for the smaller settlements in Cornwall: report on the workshop attended by Cllr Deely**

Cllr Deelys report (as attached as an appendix to these minutes) was discussed in some detail

C159/09 **RNLI: request for permission to hold event in The Castle Grounds 27 August – 6 September 2010 together with request for permission to hold fireworks display on Shalder Hill**

Resolved: That permission be granted for the erection of a tent in The Castle Grounds for the period 27 August – 6 September 2010 (subject to any conditions agreed with the Town Clerk and Outdoor Supervisor)

Resolved: That permission be granted for the use of Shalder Hill for the associated firework display on August Bank Holiday Monday 2010

C160/09 **Rating appeal, The Castle: report by Town Clerk and consideration of the negotiators recommendation**

The Town Clerk explained the result of the negotiations which had been taking place for two years between an agent appointed by BSTC and the VOA

Resolved: That the recommendation of acceptance of the reduced rating assessment (£26,750 from £44,000) for The Castle be agreed (with effect from 29 July 2007)

C/161/09 **Financial Report:**

- (i) Schedule of payments already made 18 September – 1 October 2009 (V535)

Resolved: That all payments already made (V535: £75.00) be approved

- (ii) Schedule of payments to be made 18 September – 1 October 2009 (V536 – V565 inc)

Resolved: That all payments to be made (V536 – V565 inc: £10,062.91) be approved

Resolved: That all additional payments to be made (V566 – V571 inc: £197.37) be approved

C/162/09 **Resolved: Public Bodies (Admission to Meetings) Act 1960 S1(2) & S1(6) “That in relation to the following item publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw”. The following item is confidential and the meeting will proceed ‘in committee’**

The following minutes are currently confidential and only available to councillors

The Mayor closed the meeting at 8.45pm

Signed:Date:.....

COUNCIL

1 October 2009

Agenda Item:11

C/124/09: update by Town Clerk on progress of discussions regarding the installation of a conservatory, The Castle

1. Background

C/124/09 Resolved: That the Town Clerk and the Chair of the Properties Committee approach the Conservation Officer to explore potential options for building a conservatory on The Castle

2. Current Situation

The Town Clerk and the Chair of the Properties Committee met with the Conservation Officer on 9 September 2009. Initial advice was that:

- Included in any application the business case for the development should be made both in terms of its potential benefit for the lessee and the Town Council
- Any development should be in contrast to the original structure i.e. simple, modern lines rather than trying to blend in with the architecture of the original building. The case for this type of development would be supported by the style of the approved structure by the shop entrance (planning permission already granted, but not so far actioned)
- Suggested suitable architects from within the region:
 - i. pdp Green
 - ii. Parkes Lees
 - iii. Studio Winter
 - iv. Gilmore Hankey Kirke

3. Recommended

Initially approach all four suggested architects and ask them to visit on site to gauge their interest in the project and ascertain if they are suitable with a view to narrowing the number down to two. Subsequently ask the chosen two to produce some ideas and sketches (probably at some cost to BSTC). At this point obtain the opinion of the Conservation Officer prior to commissioning detailed plans

**Christine Kett
Town Clerk
30 September 2009**