



MINUTES

Full Council – 6 June 2022

Minutes of the meeting of Penryn Town Council held at the following date, time, and location.

Date: Monday 6 June 2022

Time: 7:00 pm

Location: Council Chamber, Town Hall, Higher Market Street, Penryn TR10 8LT

Councillors Present: Tucker (Town Mayor), May (Deputy Mayor), Bennett, Doyle, Hanks, Harrison, Langan, Milan, Ronchetti, Wenmoth, Widdon and Williams

In attendance: Helen Perry (Town Clerk)

Members of the public in attendance: Ryan Morwood (Falmouth Packet)

12. Apologies

Apologies for absence were received from Councillors Hernandez (work), Kirby (ill) and Grant (away).

Councillor Jordan absent, no apology received.

13. Declarations of interest and dispensations

There were no declarations of interest or requests for dispensations.

14. Public participation

No requests had been received from members of the public wishing to speak at the meeting

15. Minutes

RESOLVED that minute numbers 181 to 203 of the meeting of the Council held on 14 April 2022 be approved and signed as a correct record.

Proposed by Councillor May and seconded by Councillor Wenmoth

RESOLVED that minute numbers 1 to 11 of the Annual meeting of the Council held on 12 May 2022 be approved and signed as a correct record

Proposed by Councillor Williams and seconded by Councillor Doyle

16. Committee minutes

The minutes of the meeting of the Planning Committee held on 19 April 2022 were noted.

The minutes of the meeting of the Events Committee held on 3 May 2022 were noted.

The minutes of the meeting of the Planning Committee held on 17 May 2022 were noted.

The minutes of the meeting of the Staffing Committee held on 19 May 2022 were noted.

17. Correspondence

There were no items of correspondence relevant to the Council.

18. Mayor's announcements and engagements

The list of Mayor's engagements for the period 14 April to 5 June 2022 were noted

19. Representations by Cornwall Council members and reports by Councillors attending external meetings

Cornwall Councillor Widdon reported;

- Restructuring at Cornwall Council – currently looking at the priorities and the negotiation of a County deal and how this will affect funding. The Community Networks may be restructured, the Community Link Officers have been reduced, with the Officers now covering two areas. Response times from Cornwall Council are taking longer.
- Active Travel (LCWIP) – Penryn/Falmouth has received funding out of the two billion Government package, the LCWIP are looking at segregated cycleways from Falmouth Rugby Club to Penryn Bridge. The funding needs to be spent by the end of this year. Bus fares have been reduced and work is ongoing trying to get people out of their vehicles onto public transport or walk/cycle. 20 mph has been implemented.
- E-bikes – have been removed from Falmouth until September when the new contractor commences.
- Flood Emergency Plan – trying to put together a flood emergency plan with Falmouth Town Council and residents as we need to be prepared.
- Saracen House – having difficulty contacting the relevant person with regards to the old Council offices at Saracen, there are a few businesses interested in the space, with one company prepared to complete any alterations.
- Homeless PODs – has been delayed until the July central planning committee to enable new parking data to be collected. We need to be vigilant about needing the parking spaces, we are not against accommodation PODS.

Councillor Wenmoth commented on Active Travel - he supports the 20 mph zones but is unsure how it was going to be enforced. Disabled people are missed from the programme as they often need to use the car due to their mobility issues, more disabled parking bays are needed especially as trade vehicles are often parked in them whilst making deliveries.

Councillor May reported;

- Rejuvenation of Commercial Road – an engagement day will take place on Tuesday 21 June from 10am until 4pm at the Fish Factory, Commercial Road. Teas and coffees will be available.

20. Town Clerk's report

The Town Clerk's report was noted.

Due to Ellis Whittam being unable to attend site (covid) to conduct the year 2 and 3 audits, the IOSH course for the Administration Officer and the full fire risk assessment for the Temperance Hall will not be chargeable.

21. Accounts – 1 March to 31 March 2022

RESOLVED that the list of accounts paid and the monthly statement for the period 1 March to 31 March 2022 be approved

Proposed by Councillor Langan and seconded by Councillor Milan

22. Internal audit report

The Council noted the following documents:

- Internal Audit Report by Hudson Accounting for the Year Ending 31 March 2022
- Internal Audit Action Plan
- Annual Internal Audit Report 2021/22 (AIAR) of the Annual Governance and Accountability Return

23. Annual governance statement

It was **RESOLVED** that the Annual Governance Statement for the financial year ended 31 March 2022 be approved and signed by the Town Mayor and the Town Clerk.

Proposed by Councillor Langan and seconded by Councillor Widdon

24. Annual statement of accounts

RESOLVED that the Accounting Statements for the financial year ended 31 March 2022 be approved and signed by the Town Mayor (Chairman), having previously been signed by the Responsible Financial Officer.

Proposed by Councillor Williams and seconded by Councillor Ronchetti

25. Accounts – 1 April to 30 April 2022

RESOLVED that the list of accounts paid and the monthly statement for the period 1 April to 30 April 2022 be approved

Proposed by Councillor Langan and seconded by Councillor Doyle

26. Community Infrastructure Levy report – neighbourhood portion of CIL

The amount of CIL receipts (neighbourhood portion) for the 2021/22 financial year was £3,821.93, there was no CIL expenditure for the same period.

RESOLVED that;

- a) the CIL report (neighbourhood portion) for the financial year 1 April 2021 to 31 March 2022 is approved and submitted to Cornwall Council
- b) the approved report is published on the Town Council's website

Proposed by Councillor May and seconded by Councillor Widdon

27. Confirmation of bank signatories

It was **RESOLVED** that Councillors Tucker (Town Mayor), May (Deputy Mayor), Bennett, Wenmoth and Langan be approved as the bank signatories

Proposed by Councillor May and seconded by Councillor Langan

28. Appointment of Councillor internal auditors for the 2022/23 financial year

RESOLVED that Councillors Milan and Ronchetti be appointed as the Councillor internal auditors for the 2022/23 financial year

Proposed by Councillor Langan and seconded by Councillor Williams

29. Confirmation of suppliers who are paid by direct debit

RESOLVED that the Council approves the following suppliers continuing to be paid by direct debit

- Cornwall Council – Non-Domestic Rates
- South West Water/Pennon – Water Rates
- British Telecom – Telephone and Broadband
- Bulb Energy – Electricity and Gas

- Barclaycard Commercial – Procurement Card Settlement
- Worldpay - Fees for payments taken by debit/credit card
- Iris – Payslips and Auto-enrolment
- Pitney Bowes – Franking Machine Rental and Postage top-up
- ICO – GDPR/Data Protection Registration

Proposed by Councillor Langan and seconded by Councillor Wenmoth

30. Approval to make online payments

RESOLVED that the Council approves the continued use of BACS, Online/internet, and CHAPS for making payments.

Proposed by Councillor Wenmoth and seconded by Councillor Langan

31. Review of burial fees

RESOLVED that;

- a) the item is deferred to the July Council meeting
- b) a calculation of what fees would be charged if RPI had been applied yearly since the last increase
- c) fees charged by other Councils are investigated

Proposed by Councillor Langan and seconded by Councillor May

32. Councillor attendance record 2021/22 municipal year

The Councillor attendance records for the 2021/22 civic (municipal) year were noted.

33. RoSPA reports

The RoSPA Inspection reports for the Memorial Garden and Glasney Playing Field were noted.

The Town Clerk confirmed that the Full-time Caretaker has repaired the fence/railings at the Memorial Garden, the missing bolts have also been replaced in the shelter at Glasney Field.

A brief discussion then took place regarding tree inspections in the Memorial Garden.

34. Definitive map modification order – WCA 526

RESOLVED that the Town Council fully supports the addition of a footpath that runs along the field boundary of St Gluvias Cricket Club.

Proposed by Councillor Langan and seconded by Councillor Widdon

35. Public spaces protection order (PSPO), dogs on beaches restrictions

RESOLVED that the Town Council supports retaining the status quo of the dates and times in the existing PSPO, dogs on beaches restrictions.

Proposed by Councillor Langan and seconded by Councillor Widdon

36. S106 Funds

RESOLVED that the item be deferred to the July Council meeting.

Proposed by Councillor Langan and seconded by Councillor Widdon

There being no further business to transact, the meeting was closed at 7:53 pm

Chairman
