

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 24 April 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

Present: R Higman (Chairman), R Clark, A P Flide, K Freeman, A Rickard, H M Saunders, D N Vivian, Mrs T Walter and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker) and 2 members of the public

2017/211 Apologies for absence and announcements: Apologies were received from Councillors F J Bealing, R Buscombe and Mrs A E Symons

2017/212 Declarations of Interest: Councillors A Rickard and D N Vivian declared an interest in Agenda Item 28 in respect of Allotments.

2017/213 Dispensations: There were no dispensations.

2017/214 Public Participation:

i) A member of the public addressed the meeting with regard to Agenda Item 28. Points raised included:

- As a tenant of Padstow Town Council for 8 years his aim was to serve local people at reasonable prices. To maintain a core trade of daily visitors who used the business as a place to "meet and greet".
- He did not consider a 5 year lease long enough in respect of expenditure for maintenance, improvements and security. He felt an extension of a couple of years would make a big difference to the business.
- Each lease renewal encountered legal fees, he was at present renewing for a third time.
- His aim was to continue with his well-established business and operate for as long as possible.

ii) There was no report from Cornwall Councillor Buscombe.

ii) Police Report: It was noted that a police report had not been received.

2017/215 Minutes Tuesday 27 March 2018: RESOLVED that the minutes of the meeting held on Tuesday 27 March 2018, subject to amending "Turro" to "Truro" in minute number 2017/190 bullet point 1, were a true record of the meeting and they were signed by the Chair.

2017/216 Clerks Report/Work Programme: was noted for information.

2017/217 Committees/Working Group Meetings:

a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on Tuesday 10 April 2018

2017/218 Finance: Monthly Accounts and Payments February 2018

a) The monthly finance report was received and noted for information.

b) **RESOLVED** to i) ratify payment to accounts for April 2018 (a) of £20,250 and direct debits or standing orders the following month (regular payments of the same amount) of £9,751.50; ii) ratify payment to accounts for April 2018 (b) of £6,609.03 and

direct debits/cheques paid of £1,781.84; iii) ratify payment to accounts for April (c) of £5,164.88 and direct debits/cheques paid of £493.62; and iv) pay addendum to accounts for April 2018 of £5194.30 and direct debits, online payments and cheques paid since last statement of £1,694.82

- c) Car park takings were noted. Query was raised as to whether the 3 year downward trend in figures correlated with Cornwall Councils promotion of public transport. However, the Chairman advised that improvement works to the Railway Car Park had seen a reduction in parking spaces. It was thought these spaces would be regained in potential plans for redevelopment of the Lawns Car Park. It was suggested that the trend could be reviewed by the Highways, Roads and Transport Committee.
- d) Bank Reconciliation availability was noted.

2017/219 Internal Control: Council considered this matter and **RESOLVED** to approve the effectiveness of the System of Internal Control.

2017/220 Financial Statements: RESOLVED to approve the Financial Statements for the year ended 31.3.18.

2017/221 Budget to Actual Variance Report: The Budget to Actual Variance report for the period 1.4.17 to 31.3.18 was noted for information.

2017/222 Internal Audit Report: The Internal Audit Report from Hudson Accounting Ltd for the year ended 31 March 2018 was noted for information.

2017/223 Annual Governance and Accountability Return 2017/18 Section 1: Council considered the Annual Governance Statement. The Responsible Financial Officer confirmed that all questions in the checklist on page 2 of the report (agenda page 48) would be answered "yes". It was noted that "0" would be entered under the section "Total Borrowings for the Year Ending 31 March 2018" in the space on page 5 (agenda page 51). On that basis it was **RESOLVED** to approve Section 1 - Annual Governance Statement 2017/18 of the Annual Governance and Accountability Return 2017/18 and they were signed by the Chairman and Town Clerk.

2017/224 Annual Governance and Accountability Return 2017/18 Section 2: Following consideration of the accounting Statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2017/18 for Padstow Town Council in the Annual Governance and Accountability Return 2017/2018 and they were signed by the Chairman.

2017/225 Correspondence:

- a) Correspondence for information was noted. Members were advised that the Community Network Highways Scheme outlined in Item C would be added to the next Highways, Roads and Transport Committee agenda.
- b) (i) National Planning Policy Framework consultation: A draft response, prepared by the Planning Committee Chairman and Councillor Saunders in consultation with Planning Committee members and the Town Clerk, was tabled for the meeting.

RESOLVED to approve the tabled copy of the prepared draft and forward accordingly as Padstow Town Council's response to the National Planning Policy Framework Consultation.

- (ii) Plastic Free Padstow – Recycle Bins a): There was much discussion on this item. The Chairman advised that the request had occurred following a miscommunication regarding location. However upon reflection the intended suggestion, the pavement beside the bandstand, would see large pedestrian traffic and could become congested. With regard to the request, concern was expressed that to accommodate it would see valuable seating lost. It was also noted that there was not an appropriate storage area for any seating that would be required to move. Members considered smaller bins could be more easily accommodated. One member expressed concern that these would be used for general waste, however members were keen to be supportive of the initiative.

RESOLVED to propose Cornwall Council place smaller bins on the bandstand during May Day for the purpose of recycling plastic, and that Cornwall Council be requested to empty the same regularly.

Recycle Bins b): In response to a request from Plastic Free Padstow, Council **RESOLVED** to place an Every Can Counts recycling bin near to the Council offices on a 12 month trial basis provided that i) the bin be emptied regularly; and ii) that Padstow Town Council operatives not be responsible for emptying the bin.

- (iii) Memorial Request: **RESOLVED** to approve the memorial application for grave space E78 in Padstow Cemetery described as a 12" x 18" 4" sloping to 2" desk tablet, being outside of the Padstow Town Council Cemetery Regulations 2014

- (iv) Marie Curie Request: In response to a request from Marie Curie, Council **RESOLVED** to approve the use of a camper van bay on the day of the Camel Trail Bike Ride fundraiser and b) to agree a) for future years provided that the relevant risk assessments and public liability insurances are received each year.

2017/226 Data Protection: Council noted the update in the agenda report. The Town Clerk considered an onsite visit from the Local Council Public Advisory Service would be worthwhile. This would be at an additional cost of £200 if Council so wished. The Town Clerk further advised that confirmation of the rescheduled training date had been confirmed in May and staff members rebooked.

RESOLVED to request at an additional cost, a visit from the Local Council Public Advisory Service to perform onsite checks in respect of the new GDP Regulations. Town Clerk to arrange the date at a time appropriate to progress.

2017/227 Skate Park: The results of the percolation test and recommendation of the Project Manager, Shaun Watts were noted.

As per the report, the Town Clerk updated that the percolation test had been conducted and successful. As such a soakaway drainage within the confines of the site had been designed. Council may wish to consider future proofing the scheme by investigating a mains sewer connection at such time as the Lawns car park is redeveloped.

To progress the matter, Mr Watts suggestion was to submit to Cornwall Council the plan from EDS which should see one of the planning conditions lifted. It was estimated that this would take Cornwall Council approximately 8 weeks. It was considered that during this time the Leisure Tourism and Open Spaces Committee could work with the Town Clerk to set a plan of works.

An update was provided on the grant money that the Wheel Jubilee Parc Trust hoped to transfer to the skate park project. Unfortunately, it had been confirmed by the grant provider that this would not be permitted. The Trust were now required to pay back the sum. The Town Clerk was still awaiting further information regarding Section 106 monies.

It was felt that works on the project could provisionally start in July. It would be necessary to ensure the site was clear and to formally instruct Bendcrete. The Town Clerk advised that she had not received any interest in respect of the redundant play equipment. She sought Council's approval to arrange for their disposal through Michael Vanstone.

RESOLVED to a) approve the submission of the report from EDS to Cornwall Council in order to lift the planning condition; b) instruct Michael Vanstone to clear the redundant play area equipment if the Town Clerk had exhausted all efforts; and c) that the Project Manager be formally requested to push the project forward as a matter of urgency.

2017/228 Trevone Flag Pole: The Town Clerk updated that advice from Planning Officers at Cornwall Council was that it would be necessary to submit a "Do I Need Planning Permission" form.

The Town Clerk advised that 2 quotations for the flag pole and installation had now been received. The quotations differed in their detail of works with one based on assumptions that the flag pole would be set in earth and would not involve any traffic management or specialist equipment. It was considered that the difficult access to the green was unlikely to be covered in this quotation. As such the Support Officer had tried to obtain a revised cost but nothing further had been received.

The second quote, from Michael Vanstone was over budget but more comprehensive. It was noted that any shortfall could be taken from the Leisure, Tourism and Open Spaces Equipment and Furniture Ear Marked Reserve.

There was discussion regarding the location of the flag pole with some suggestions including on the beach for shared use by the

lifeguard, on the green close to the previous location and on the green close to the car park.

RESOLVED to i) instruct Michael Vanstone contractor to carry out works to install the flag pole; ii) any shortfall to be taken from the Leisure, Tourism and Open Spaces Equipment and Furniture Ear Marked Reserve and iii) the location on the "Do I Need Planning Permission" be described as "in the vicinity of the x". The x being that indicated on the map in Agenda Item 18 Appendix 1.

2017/229 Standing Orders: Council discussed proposed changes to Standing Orders as suggested by a member.

16ai – Councillors attending confidential section if not on relevant Committee: There was considerable discussion of this point. It was suggested that as members are privy to all confidential minutes upon their submission to the meeting of the Full Council they should be permitted to attend confidential sessions of any committee meeting but speaking only at the invitation of the Chair.

It was agreed that if members had a specific interest this could add value to committees and they should be permitted to contribute at the discretion of the Chair. It was however generally felt that this should be limited to the open session of a meeting. The Committees were appointed by Council who should therefore entrust them to undertake their work. Mention was made that Committees could turn into full Council meetings. It was noted that other Councils follow this same practice.

RESOLVED that subject to the Town Clerk taking advice on the appropriate wording, Standing Order 16ai be amended to reflect that: any Councillor attending a Committee meeting but not a member of that Committee, shall be permitted to participate in debate, but not vote, at the discretion of the chairman during open sessions of the meeting. Councillors attending a Committee meeting but not a member of that Committee will be excluded from the confidential session.

29 – Press and media: Some members considered that a Standing Order could not prevent a member of an authority stating their opinion on issues. In response it was raised that even in a personal capacity comments would be taken as opinion of the Council by association and that members should respect a collective responsibility to the Council. It was felt press and media should continue through the Proper Officer. This was the same practice as in other Councils.

RESOLVED that the current Standing Order 29 remain. No change be made.

Election of Committee Chairman: Suggestion was made to move the election of Committee Chairmen to the same night as the Annual Meeting of the Council. It was thought this could prove more efficient.

The Town Clerk advised that the current process was the same in other councils. It was noted that the last committee to be elected would be Finance and General Purposes and this would take place

at the end of May's Full Council meeting with the election of Chair the following week in June.

RESOLVED that the current practice that Committees appoint their Chairmen at their first meeting remain. No change be made.

Lease matters for discussion by the Finance and General Purposes (FGP) Committee: The Town Clerk clarified that under the current Terms of Reference FGP already had these powers. Previously matters had gone to Full Council in order to avoid delay. The Town Clerk's recommendation was that FGP look at ways to improve the current approach.

- 2017/230 Reports from Members/Outside Organisations:** None.
- 2017/231 Annual Parish Meeting: Tuesday 8 May 2018:** It was noted that all speakers had been confirmed with the exception of St Petroc's Group Practice whom the Support Officer would chase.
- 2017/232 Meeting Dates:** Date of next meetings and the bringing forward of the Finance and General Purpose Committee meeting to June were noted.
- 2017/233 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2017/234 Confidential Minutes Tuesday 27 March 2018: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 27 March 2018, were a true record of the meeting and they were signed by the chair.
- 2017/235 Crib Box Lease Renewal:** See confidential minutes.
- 2017/236 Railway Incident:** See confidential minutes.
- 2017/237 Furniture Update:** See confidential minutes.
- 2017/238 Lease/Tenant Issues Update:** See confidential minutes.

Meeting closed at 9.10 pm