

## PADSTOW TOWN COUNCIL

### **Minutes of the Full Council meeting held on Tuesday 26 June 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow**

**Present:** R Higman (Chairman), C Watson-Smyth (Vice-Chairman), R Buscombe, K Freeman, H M Saunders and D N Vivian

**In Attendance:** Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker)

**2018/30 To receive apologies for absence and announcements:**

- i) Apologies were received from Councillors F J Bealing, R Clark, A P Flide, A Rickard, Mrs A E Symons and Mrs T Walter
- ii) At the request of Cornwall Councils Standards Committee, the Town Clerk read aloud correspondence from the Committee's Chairman. The aim of the letter was to give local Councillors an idea of the work undertaken by the Standards Committee, and how complaints against Councillors were dealt with. The Committee considered that the letter may be useful given the rise in new Councillors following the May elections. It was also noted that there had been a significant rise in complaints against local Town and Parish Councillors. The Town Clerk confirmed that following the meeting, a hard copy of the letter would be sent to all Councillors.

**2018/31 Declarations of Interest:** There were no declarations of interest.

**2018/32 Dispensations:** There were no dispensations.

**2018/33 Public Participation:**

- i) Cornwall Councillor Buscombe noted that works to address the rock fall and ongoing drainage issues at Mount Pleasant had been delayed until September by Cornwall Council. The Town Clerk confirmed it was disappointing that works had not begun. However, she agreed it was prudent to wait until after the summer months when the town would be quieter. It was noted that the Outside Services Supervisor would be liaising on the project.

Councillor Buscombe advised that the Mayor of Bodmin was holding an informal meeting on 5 July for the Mayors of Bodmin, Wadebridge and Padstow. The purpose of the meeting was to discuss a possible collaborative approach to matters of shared interest to achieve tri-community outcomes. The Town Clerk confirmed that an invitation had been extended to the Mayor which would be passed for his attention.

- ii) Police Report: The police report for the period 26/05/2018 – 23/06/2018 was noted for information. It detailed that there had been 45 reported logged incidents and 15 crimes.

**2018/34 Minutes Tuesday 29 May 2018: RESOLVED** that the minutes of the meeting held on Tuesday 29 May 2018 were a true record of the meeting and they were signed by the Chair.

**2018/35 Clerk's Report/Work Programme:** The updates regarding Station House, Civic Chains, Padstow Carnival and White Shelter were noted as per the work programme. It was noted that the Flag Pole and Skate Park would be discussed under separate agenda items. The Town Clerk confirmed that Council had previously agreed that any flag pole shortfall was to be taken from the Leisure, Tourism and Open Spaces Equipment and Furniture Budget.

**2018/36 Committees/Working Group Meetings:**

- a) The appendix to the minutes for the meeting of the Finance and General Purposes Committee was tabled and read. The Chairman advised that the revisions to the budget were to take account of the 2% national pay rise and the outcome of the recent pay and structure review.

The minutes for the meetings of the Staffing Committee and Highways, Roads and Transport Committee were tabled and read.

**RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of the:

- i) Finance and General Purposes Committee meeting held on 5 June 2018;
- ii) Staffing Committee meeting held on 19 June 2018;
- iii) Highways, Roads and Transport Committee meeting held on 19 June 2018

- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on Tuesday 12 June 2018.
- c) **RESOLVED** to adopt the notes and approve the recommendations (if any) of the Neighbourhood Development Steering Group meeting held on 25 April 2018.

**2018/37 Finance: Monthly Accounts and Payments May 2018**

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) approve accounts outstanding for June (c) of £2,474.54 and ratify direct debits paid of £929.52; ii) approve the addendum to accounts outstanding for payment of £50,544.74 and cheques and direct debits paid since last statement of £620.22 having been tabled and read; iii) ratify accounts paid for June (a) of £2,763.76 and standing orders/direct debits paid of £9,712.69; iv) ratify accounts paid for June (b) of £5,317.27 and standing orders/direct debits paid of £900.26.
- c) Car park takings were noted.
- d) **RESOLVED** to approve the Direct Debits, Standing Orders and Regular Online Payments summary and it was signed by the Chair.
- e) The revised rateable value for Station House was noted.
- f) Council's Project Manager's move from PWH Surveyors to Nova Surveyors was noted.
- g) Bank Reconciliation availability was noted.

**2018/38 Correspondence:**

- a) Correspondence for information was noted.

b) (i) Local Government Boundary Commission: New Electoral Arrangements for Cornwall Council: Draft Recommendations. Council noted the recommendations and that points previously raised had been taken into account.

(ii) Request from Trevone Village Hall: Members were generally supportive of the trustee's efforts to improve the facility but raised a number of concerns regarding the implications of the request. Advice from Cornwall Council was that to be eligible for the reduced fees, Padstow Town Council would need to become the applicant. It was acknowledged that by doing so the Town Council would be acting as the applicant for a planning application which they had not been a part of. This could be problematic both practically and as a potential conflict with the Town Council's status as a Cornwall Council Planning Consultee.

Members also considered that by granting the request it could set a difficult precedent for them with other organisations.

There was some discussion as to the merits of requesting that Cornwall Council consider extending the remit of applications eligible for discounted fees. However, members generally felt that Cornwall Council would be unlikely to make any changes due to potentially difficult precedents for themselves.

**RESOLVED** to decline the request to formally take on the planning application for Trevone Village Hall due to concerns raised regarding Padstow Town Council becoming the applicant and the setting of a precedent.

**2018/39 Railway Toilets:** As per the agenda report, the Town Clerk advised that the Project Manager had confirmed that Council can retain the retention money for the Railway Toilet project as the unsatisfactory issues with the altro flooring and some of the doors remained outstanding.

Council was now able to seek alternative quotes to resolve the issues. To avoid delay, the Project Manager had gone ahead and sought quotes to replace aluminium doors and to fix the altro flooring on parts where it had lifted.

The Town Clerk advised that Councillor Bealing wished her to raise the suggestion that, having now seen how much use the facility receives, the Council seek further quotes from the contractors for ceramic tile flooring and skirting which he considered would be harder wearing in the longer term. These could then be compared against the quotes to replace the altro flooring already received.

It was noted that the retention fee was £4,972.23 and that the Responsible Financial Officer had confirmed any shortfall could be provided from the Capital and Project budget heading.

**RESOLVED** to seek further quotations for tiled flooring and skirting in the ladies and gents toilets from the contractors who had already submitted a quotation and compare the same at the next meeting against the original quotations.

A member raised concern over the quotations for the replacement doors being of a higher grade with an additional lock, this implied that the original doors in the specification were inadequate. The Town Clerk commented that the improvement was to take account of the amount of usage these toilets were receiving and some abuse.

The Town Clerk clarified that the replacement flooring was related to a fault with the original fitting and was the reason for being able to retain the retention fee. The suggestion from Councillor Bealing to replace with tiling was in light of how well used the facility was and as there were issues with the fitting of the Altro, which needed to be remedied, perhaps now was the time to reconsider the material. A member considered that this was again an issue of specification.

**RESOLVED** that the Town Clerk raise concerns with the Project Manager in respect of the original specification on the doors and flooring.

**2018/40 Data Protection:** The updates were noted as per the agenda report. The Town Clerk confirmed she was still awaiting sign off from Council's Data Protection Officer (DPO) with regard to guidance for Councillors. She hoped to send this out by post later in the week.

The Town Clerk highlighted that advice received was that most data breaches occur by email and she sought member's thoughts on moving to separate Councillor email addresses. Council's IT company, Microtest was advocating the use of a small Office 365 web based mailbox at a cost of £1.50 per mail box plus costs to upgrade some officer accounts to access an online drop box for confidential items. The Town Clerk advised that Microtest had supported other Councils to adopt this approach.

The Town Clerk considered that separate individual email accounts would help to protect Councillors and could also be beneficial under the Freedom of Information Act and the separation of duties. Set up could be relatively quick and further, the DPO was satisfied with the suggestion.

One member suggested that Councillors did not receive emails from third parties in their Town Councillor capacity. The Town Clerk advised that Councillors did but perhaps didn't realise, citing the Neighbourhood Development Plan as an example. Furthermore, without a separation of personal and public accounts, matters could arise from the perception that a member is acting in their Councillor capacity whether they were in fact or not.

There was some hesitation from Councillors on this issue, as this was another email account to check and manage. However, a Councillor commented that if it was protecting Councillors and in light of GDPR it should be pursued.

**RESOLVED** to request Microtest set up individual Town Councillor email addresses using Office 365.

**2018/41 Trevone Flag Pole:** The Town Clerk provided the meeting with the relevant block map which had been purchased as per Cornwall Council's request and the Chairman marked the map accordingly.

One member expressed strong dissatisfaction with Cornwall Council's approach to the application, especially when considering the flag pole was a replacement of one which used to be there a number of years ago.

**RESOLVED** that the changes made at the meeting to the block map indicating the flag poles location be sent to Cornwall Council Planning.

**2018/42 Skate Park:** The Town Clerk updated that the Project Manager estimated mid-end of December for completion of the project.

Three quotations for the removal of the trees and stump had been sought, with only two being received. These were from TMS and Michael Vanstone.

**RESOLVED** that TMS remove the trees and stump as per their quotation of £3,650 (excluding VAT).

The Town Clerk advised Council that it was proving difficult to pass on the redundant play equipment, the problem lay with recipients having to install the equipment and associated issues with insurance. She reminded members that if all efforts had been exhausted, Michael Vanstone contractors had provided a quote for removal and disposal, which Council had advised previously they were happy to accept.

It was noted that Cornwall Council had lifted planning condition 4. The Project Manager had now contacted Bendcrete for a quote to undertake the drainage works to both reduce the number of contractors on site and to contain liability for the site to one company. The Town Clerk advised that there was circa £8,000 left in the budget but works still to be funded were the removal of the play equipment, trees and tree stump. Therefore any shortfall for drainage works could be funded from the Grounds Maintenance Ear Marked Reserve. It was also noted that future proofing of the electrics was ongoing. She was also looking into the Section 106 which could go towards this project.

**RESOLVED** to avoid delay, it be approved that any shortfall be taken from the Grounds Maintenance Ear Marked Reserve but that it be capped at £10,000, for additional works such as drainage.

**2018/43 Reports from Members/Outside Organisations:** The Chairman advised that he had recently attended some milestone birthday presentations, a golden wedding presentation and some local Mayor Making ceremonies.

**2018/44 Meeting Dates:** Future meeting dates were noted. In addition, an extra-ordinary meeting of the Leisure, Tourism and Open Spaces Committee to be held on Tuesday 10 July at 6.30pm was noted.

- 2018/45** It was **RESOLVED** to exclude the press and public due to the confidential nature of the business about to be transacted.
- 2018/46** **Confidential Minutes Tuesday 29 May 2018: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 29 May 2018, were a true record of the meeting and they were signed by the chair.
- 2018/47** **Confidential Minutes:** The confidential minutes for the meetings of the Staffing Committee and Highways, Roads and Transport Committee were tabled and read. **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of the:  
i) Staffing Committee meeting held on 19 June 2018; and  
ii) Highways, Roads and Transport Committee meeting held on 19 June 2018.
- 2018/48** **Padstow Core Building:** See confidential minutes.
- 2018/49** **Station House:** It was noted that this matter had now been resolved as per the update in the agenda report.
- 2018/50** **Lease/Tenant Issues Update:** See confidential minutes.

Meeting closed at 8.35 pm