

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 27 February 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

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

In Attendance: Mrs K Pemberton (Town Clerk and Minute Taker)

2017/167 Apologies for absence and announcements: Apologies for absence were received from Councillor R Buscombe. There were no announcements.

2017/168 Declarations of Interest: Councillor A P Flide declared an interest in agenda item 19 – White Shelter Rental Sites Lease Renewal and agenda item 17 – Unit 5b Treceurus Industrial Estate; Councillor C Watson-Smyth and Councillor T Walter both declared an interest in Agenda Item 8c) Car Park Season Tickets.

2017/169 Dispensations: There were no dispensations.

2017/170 Public Participation: There was no public participation.

2017/171 Minutes Tuesday 30 January 2018: RESOLVED that subject to the following amendments, minute number 2017/147, second paragraph change "stake" to "skate" and page 5 minute number 2017/154 amend spelling of "RESOLVED", the minutes of the meeting held on Tuesday 30 January 2018 were a true record of the meeting and they were signed by the Chair.

2017/172 Clerks Report/Work Programme: was noted for information. In response to some queries, the Town Clerk advised that due to illness/holiday there had been a delay in booking in the percolation test. This was now scheduled for 21 March 2018. This was required to then determine drainage scheme for the project. The Town Clerk clarified further that planning was approved with conditions relating to placement of trees and drainage.

2017/173 Committees/Working Group Meetings:

- a) Minutes for the Staffing Committee and Finance and General Purposes Committee were tabled and read. **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of the:
 - i) Staffing Committee held on Tuesday 6 February 2018.
 - ii) Finance and General Purposes Committee held Tuesday 20 February 2018. Councillors K Freeman and A Rickard asked their names be recorded as voting against.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on Tuesday 6 February 2018

2017/174 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 February 2018 (a) of £5,468.58, direct debits or standing orders the following month (regular payments of the same amount) of £2,148.69 and direct debits/cheques paid of £343.82; ii) ratify payment to

- accounts for February 2018 (b) of £12,461.49 and direct debits/cheques paid of £216.77; iii) pay addendum to accounts for February 2018 of £669.09 and direct debits, online payments and cheques paid since last statement of £711.85;
- c) Car park takings were noted for information.
 - d) Council Energy Supplier: Council noted the update, as per the agenda report and subsequent update concerning moving water supplier from South West Water to Everflow Limited. In response to queries raised, the Town Clerk advised that Love Energy Savings Utility Brokers had been used and had been tasked with obtaining best value for the Council. Subsequent queries were raised on this issue including savings made and cost to Council for the services of the broker. The Town Clerk would request that the RFO provide an update on these matters for each Councillor following the meeting.
 - e) Season Tickets: Councillors C Watson-Smyth and Mrs T Walter both declared an interest and left the room. There was much discussion on this matter with comments made that this year had been exceptional with the allotted number of season tickets sold in the first hour. The Town Clerk confirmed that officers had followed the Policy set for issuing Season Tickets. In total, 7 applicants (resulting in 11 tickets) could not be issued due to the allotted 30 tickets being sold in the first hour. Some Councillors had been contacted by former applicants not happy to not be issued with a ticket especially as they were tenants of Padstow TC. The Town Clerk confirmed she too had been contacted but had referred the applicant to the Policy.

There was much discussion on this matter which ranged from issuing tickets to some tenants to issuing tickets to all applicants that had missed out. There was also the view that the Policy needed to be reviewed by the relevant Committee which should take into consideration the issues that had arisen this year.

In response to some queries, the Town Clerk advised that the applicants on the waiting list had all applied on the due date. She was not sure how many were for business reasons.

It was felt however, that an exception be made this year due to how quickly they were sold out, that all applicants on the waiting list should be issued just one ticket, even if some had requested more.

RESOLVED that i) due to the exceptional circumstances this year that all applicants at the time of the meeting on the waiting list 7 in total, be issued with one permit each, no more, even if the applicant had requested more; and ii) the Highways, Roads and Transport Committee review the Season Ticket Policy in a timely matter before next season.

Councillors F J Bealing and Mrs A E Symons abstained from voting and asked their names be recorded.

Councillors C Watson-Smyth and Mrs T Walter returned to the meeting.

- f) Bank Reconciliation availability was noted.

2017/175 Correspondence: a) Correspondence for information was noted. Councillor Higman requested a copy of item a) Stepper Point News. Councillor Freeman requested a copy of item d) Cornwall Council Pop up Sites.

b) Padstow Lions Carnival Request: Mention was made that last year's carnival had seen more floats and participants than in previous years. This was obviously good to hear and the Town Council supported the carnival. However, it was considered that a meeting be arranged with the organisers to discuss the future arrangements to ensure that any issues are discussed and addressed prior to the event.

RESOLVED that i) permission be granted for the Padstow Lions to use the bandstand on the 4 August; ii) permission be granted for the carnival to have use of the coach spaces for the presentations however, this was subject to a meeting, to be arranged with the organisers, Chairman of the Council, Chairman of Highways, Roads and Transport Committee and the Town Clerk to ascertain the detail in arrangement, any issues to be reported back to Council; and iii) that the organisers provide relevant insurance and risk assessment documentation.

2017/176 Unit 5B Treceus Industrial Estate: The Chairman advised that this item would be considered under confidential agenda item 17.

2017/177 Date Protection: The Town Clerk wished to raise awareness to Councillors of the new General Data Protection Regulation which will come into effect from 25 May 2018 replacing the current Act. It was the biggest overall in over 25 years increasing individuals' rights on personal data. There would also be significant fines for any data breaches. Currently the maximum was £500,000. The new regulations will see these increase to £17m or 4% of annual turnover. Officers had been booked on a training course on this matter but unfortunately due to the recent bad weather this had been postponed. A new date was awaited. It was also expected that Councillor training would also be required. Other issues were the appointment of a Data Protection Officer for compliance. The Town Clerk was looking into this matter, at the moment the general feeling across other Councils was to look to a body to undertake this work on behalf of the Council. It had been advised the Town Clerk and RFO would not be able to take on this role.

Question was raised concerning appropriate advice for Councillors. The Town Clerk advised that she would contact relevant bodies such as CALC and Cornwall Council for any advice in this regard.

The Town Clerk concluded that further updates and consideration of this matter would be discussed at future meetings as this issue evolved.

Council noted the oral update for information at this stage.

2017/178 Report from Members/Outside Organisations: Councillor Freeman updated on the Memorial Hall AGM meeting. There had been no changes and the Committee would continue as normal.

2017/179 Meeting Dates:

- a) Date of next meeting of Tuesday 27 March 2018 at 7.30 pm and future meetings were noted.
- b) **RESOLVED** to agree meeting dates for 2018/19 as per the tabled paper.
- c) **RESOLVED** that the Annual Town Meeting take place on Tuesday 8 May 2018. Venue to be confirmed. Potential items were Council Finances, NDP and skatepark updates. It was also felt that as well as involvement from the local police and Cornwall Councillor that a representative from Padstow Surgery and Padstow School be invited to participate. As the Council was supporting the Plastic Free Padstow initiative, Mr Stevenson be invited to give a presentation on the same.

2017/180 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2017/181 Confidential Minutes Tuesday 30 January 2018: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 30 January 2018, were a true record of the meeting and they were signed by the chair.

2017/182 Committee/Working Groups meetings: A tabled copy of the confidential minutes of the Staffing Committee meeting held 6 February 2018 were circulated and read.

RESOLVED to adopt the confidential minutes and approve recommendations for the meeting of the Staffing Committee held on Tuesday 6 February 2018.

2017/183 Unit 5B Treceus Industrial Estate: See Confidential Minutes.

2017/184 Office Furniture: The update as per the agenda report was noted.

2017/185 White Shelter Rental Sites Lease Renewal: See Confidential Minutes.

2017/186 Lease/Tenant Issues Update: Updates relating to the Allotment Lease, Old Oss Lease, Block House and Museum Lease were noted, as per the agenda report. The Town Clerk added that she was seeking further advice from Council's insurers in respect of the key safe the museum wish to attach to the building as they may determine model or type. There was no issue expressed by Council for this. See Confidential Minutes in respect of update for Crib Box Lease.

Meeting closed at 8.58 pm