

## **PADSTOW TOWN COUNCIL**

### **Minutes of the Full Council meeting held on Tuesday 25 September 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow**

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

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 2 members of the public (part)

#### **2018/71 To receive apologies for absence and announcements:**

- i) Apologies were received from Councillors F J Bealing, R Buscombe, R Clark, A P Flide, K Freeman, Mrs A E Symons and Mrs T Walter.
- ii) The Chairman made the following announcements:
  - Revd. Stephen Holmes had been appointed as the new Rector for the United Benefice of Padstow with Trevone, St Merryn and St Issey with St Petroc Minor. All members were welcome to attend his licensing service on Thursday 11 October at 7.00 pm in St Petroc Church. The Mayor's invitation had been accepted;
  - Item K of the Councillors Correspondence was an invitation to the Nadelik Lowen Padstow committee meeting on 4 October at 7.30 pm in the Memorial Hall. The group would appreciate the attendance of a Council representative. The Chairman confirmed he'd be happy to attend the meeting of the Nadelik Lowen Padstow as a representative of Padstow Town Council;
  - Padstow Museum had planned a "soft opening" of the Museum for the community on the weekend of 6 and 7 October. An official opening was expected in November.

**2018/72 Declarations of Interest:** Councillor C Watson-Smyth declared an interest in Agenda Item 19: Messrs Steins: Signage Business Units Request.

**2018/73 Dispensations:** There were no dispensations.

#### **2018/74 Public Participation:**

- i) There was no Cornwall Councillor report;
- ii) Police Report: The police report for the period 26/07/2018 – 20/09/2018 was noted for information. It detailed that there had been 21 recorded crimes and 64 recorded incidents. This was an increase on the figures detailed for the same period in 2017 of 5% and 23.1% respectively. The meeting was attended by 2 representatives of the local neighbourhood police team. They provided members with a more detailed update points included:
  - The team had experienced a busy summer. June and July had seen an increase in calls of 20% however crime rates were down by 3.9%;

- This season they had received 2 reports relating to Street Traders with the main concern being the blocking of the highway due to queues;
- Pub Watch Padstow was still operating although it was noted that the latest meeting had not been well supported;
- New volunteers stationed at Bodmin were managing the new watch scheme, Devon and Cornwall Alert. The scheme allows individuals to sign up to online "Alerts" tailored to their area or interests. Volunteers managed the system but Neighbourhood Watch volunteers within the community were still required;
- In response to a member query, it was noted that Neighbourhood Watch schemes could not address all crime such as violent crime. It was noted that most instances were domestic often involving the same individuals. When attending domestic crimes Police Officers graded the risk to individuals, the results of which affected the type of support victims were offered. It was noted that the system was effective provided that the information they were given was accurate;
- The Neighbourhood area had increased and the team had reduced from 3 Police Officers plus PCSOs to 1 part time Police Officer and 1 PCSO;
- They encouraged people to view the Wadebridge Police Station Twitter and Instagram accounts for information;
- It was noted that there had been a spate of thefts from motor vehicles in the last 2 – 3 weeks. Members of the public were urged not to leave possessions on display;
- Police had a suspect in mind for a recent burglary at Padstow garage;
- A robbery had taken place in Padstow where the perpetrator had gained access by posing as a member of Cornwall Council. Members of the public were urged to ask for ID before allowing strangers entry and also to report any suspicious behaviour in residential areas;
- It was mentioned that counterfeit Scottish £50 notes had been seen in the area.

The Town Clerk thanked the team for their quick response to a recent incident in the Railway Car Park. A member expressed thanks to the team for their work particularly in light of the funding cuts that had taken place.

Concern was raised over the speed of vehicles travelling on the Padstow Ring Road and whether a speed camera at the beginning and end of the working day was a possibility. It was advised that a reduction in Traffic Officers meant that there were little resources for this kind of speed watch. If the community were concerned, it might be possible to set up a speed watch similar to that which took place in St Issey. However, in St Issey it was found that whilst it was perceived to have speeding issues, the figures indicated the average speed was only 34 mph. Highways now usually refer to accident statistics to help make determinations of this kind.

**2018/75 Minutes Tuesday 31 July 2018: RESOLVED** that the minutes of the meeting held on Tuesday 31 July 2018 were a true record of the meeting and they were signed by the Chair.

**2018/76 Clerk's Report/Work Programme:** The agenda report was noted for information. The Town Clerk further updated that Cornwall Council had undertaken the rainwater redirection works at Mount Pleasant and installed the wooden runner at Stile Field to redirect the runoff into the overgrowth. Subsequently, the runner had been taken up by the Maintenance Team as it had caused a major trip hazard. The Town Clerk was still awaiting a date for the removal of the material resting against the shelter.

The Chairman advised that the base for the Trevone Flag Pole had been sited.

**2018/77 Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 14 August 2018 and ii) 11 September 2018;
- b) **RESOLVED** to adopt the minutes and approve the recommendations (if any) of the Extra-Ordinary Staffing Committee meeting held on 28 August 2018 having been tabled and read.

**2018/78 Finance: Monthly Accounts and Payments July 2018**

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify accounts paid for August (a) of £5,634.22 and standing orders/direct debits paid of £9,777.46; ii) approve August (b) accounts outstanding for payment of £9,258.39 and ratify direct debits paid of £1,546.06; iii) to approve August c) accounts outstanding for payment of £3,704.70; iv) to approve August (d) accounts outstanding for payment of £12,801.95 and ratify direct debits paid of £2,825.96; and v) to approve the addendum to accounts outstanding for payment of £16,311.17 and cheques written/direct debits paid since last statement of £133.97 having been tabled and read.
- c) Satisfactory completion of the limited assurance review for the year ended 31 March 2018 by external auditors, PKF Littlejohn was noted.
- d) Car park takings were noted.
- e) Bank Reconciliation availability was noted.

**2018/79 Correspondence:**

- a) Correspondence for information was noted.
- b) (i) Gambling Act 2005 Consultation: **RESOLVED** not to respond to the Gambling Act 2005 consultation on the draft revised Statement of Principles.  
  
ii) Licensing Act Consultation: **RESOLVED** not to respond to the Cornwall Council Licensing Act Policy Review consultation.

iii) Christmas Festival Requests. Council gave consideration to the same. The Town Clerk advised that she had yet to receive further information regarding a request for parking spaces from the organisers of the Santa Fun Run. It was understood these would be used to promote the charity benefactor using a display vehicle. The Town Clerk had requested full details including size to ascertain whether the request would impact on other festival requests. Members were supportive of the request provided it could be reasonably accommodated.

It was **RESOLVED** to i) approve the use of the bandstand for the duration of the festival, same uses as in previous years; ii) approve the request for 2 coach spaces for Father Christmas and his horse and carriage, as per the details in the agenda report; iii) to delegate the decision to approve the Santa Fun Run parking spaces to the Town Clerk in consultation with the Chairman, once all details were known; and iv) all approvals subject to receiving the necessary risk assessments and insurance detail.

iv) Cornwall Council Budget Consultations: **RESOLVED** to approve the request for Cornwall Council to use the bandstand on Thursday 25 October 2018 as outlined in the agenda report and at nil cost.

v) Cornwall Council Chairman's "Poppy Ball" Invitation: It was noted that neither the Chairman nor Vice-Chairman were able to attend the event. It was **RESOLVED** to endorse the actions of the Chairman in donating £30 from the Mayor's budget to the cause, this being the cost of the ticket.

**2018/80 Planning:** It was **RESOLVED** to make the following response to planning application PA18/08435 Fulmar Trevone Road Trevone Padstow – Proposed extension and internal alterations.

**SUPPORT**

**2018/81 First World War Centenary:** Members considered the report and were supportive of both the 6ft Tommy and the commemorative plaque. It was noted that the Responsible Financial Officer had advised that a budget of £1000 could be made available via contingency. One member expressed concern that the Tommy may be vandalised as had already been reported in other areas. However it was generally felt it would be good to participate in the campaign. Thoughts were that the Tommy could be placed amongst the poppy flowers in Stile Field.

In respect of the plaque, members would prefer the dedication at the bottom of the plaque to be "tidied up". They considered that the Maintenance Team could create a purpose built stone plinth on which to mount it. It could then be positioned in an appropriate location close to the War Memorial. The Town Clerk advised that any shortfall for the cost of the plinth could be taken from the Property Maintenance Budget.

Council was happy that the office act as a conduit between the School, Church and Royal British Legion in acknowledgement of the schools offer to support the service with readings.

**RESOLVED** to i) purchase a 6ft Tommy silhouette at a cost of £776.30 to be placed amongst the poppy flowers at Stile Field, exact location delegated to the Town Clerk in consultation with the Chairman; ii) to purchase a commemorative plaque as outlined in the agenda paper at a cost of £216.60, exact wording and location to be delegated to the Town Clerk in consultation with the Chairman; and iii) to request the Maintenance Team build a custom made stone plinth on which to mount the plaque, shortfall for this to be funded via the Property Maintenance budget.

**2018/82 Skate Park Project:** The update regarding progress was noted as per the agenda report. In respect of the drainage works required as per the planning condition, it was noted that Bendcrete were not experts in this area but that they would provide a quotation for the works if Council provided further drawings at a cost of £720 (excluding VAT). To move matters forward, the Project Manager Shaun Watts had also contacted Michael Vanstone contractors for a quote. It was noted that Vanstones were grounds specialists and had already carried out other works for the project. The quote was provided without a need for costly additional drawings and met the requirements of the planning condition. It was noted that if appointed, Michael Vanstone Contractors would undertake the works after the installation of the Skatepark and would at the same time future proof the works to allow for their later connection to mains drainage.

The Town Clerk updated that Michael Vanstone's had also provided a quotation for excavation and ducting works to address the issues with the electric supply to the garages and the scout hut. By using the opportunity of the Skatepark to carry out this excavation work it was considered a more cost effective solution to the problem in the long term. One member expressed concern that other avenues should be explored to reinstate the electric supply. Generally however the excavation works were considered a pragmatic solution.

The Town Clerk further added that local electrician, Ian Dawe had confirmed he could undertake the electrical works. It was noted that these costs could be included within the current budget.

**RESOLVED** to appoint Michael Vanstone Contractors to undertake the works to address the Skatepark planning condition in respect of drainage at a cost of £6,450 (excluding VAT).

**RESOLVED** to appoint Michael Vanstone Contractors to undertake the excavation and ducting work in the Lawn Car Park as outlined in the agenda report and that this be at a cost of £1,650 (excluding VAT).

**RESOLVED** to appoint Ian Dawe electrician, to carry out works to reinstall the electric supply to the buildings in the Lawn Car Park as outlined in the agenda report. Cost to be taken from the existing Skatepark budget.

**2018/83 Victoria Monument Shelter:** An update regarding the Victoria Monument Shelter detailing revised quotes was tabled and read. The revised quotes remained slightly over budget but were much closer to the originally approved £24,000. This was due to the Project Manager's revised specification which gave consideration to reducing the preliminaries and amending the schedule of works, where appropriate, without compromising the standard of the project. It was noted that any shortfall could be taken from the Properties Maintenance Earmarked Reserve.

**RESOLVED** to i) appoint West Country Maintenance Services Ltd to undertake works to the Victoria Shelter as per their quote of £28,623.24 ; ii) that any budget shortfall be taken from the Properties Maintenance Earmarked Reserve; and iii) that the Project Manager where possible make steps to see the project delivered within the original budget.

**2018/84 Camel Community Alliance:** There was a general discussion on this item. The Chairman advised that the purpose of the group was for a collaborative approach to discussions with Cornwall Council on matters of commonality between the 3 Councils. Member's thoughts on issues within the area included bus links and infrastructure. It was noted that any initiatives or ideas agreed upon by the group would need to be taken back to their respective Councils for endorsement.

**2018/85 Meeting Dates:** Date of next meeting Tuesday 30 October 2018 at 7.30 pm and future meetings were noted.

**2018/86 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2018/87 Confidential Minutes Tuesday 31 July 2018: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 31 July 2018, were a true record of the meeting and they were signed by the chair.

**2018/88 Confidential Committee Minutes: RESOLVED** to adopt the minutes and approve the recommendations (if any) of the Extra-Ordinary Staffing Committee meeting held on 28 August 2018 having been tabled and read.

**2018/89 RESOLVED** to revise the agenda order taking item 19 Messer Steins: Signage Business Units Request after item 21 Lease/Tenant Issues Update.

**2018/90 Padstow Core Building:** See confidential minutes.

**2018/91 Lease/Tenant Issues Update:** See confidential minutes.

**2018/92 Messer Steins: Signage Business Units Requests:** See confidential minutes.

Meeting closed at 9.10 pm