

PADSTOW TOWN COUNCIL

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

Present: R Higman (Chairman), C Watson-Smyth (Vice-Chairman), A P Flide, K Freeman, 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 3 members of the public.

2018/113 To receive apologies for absence and announcements:

i) Apologies: Were received from Councillors F J Bealing, R Buscombe, Mrs A E Symons and Mrs T Walter.

ii) Announcements: It was noted that the content of the Museum Signage Request was not of a confidential nature and could be moved to public session provided that confidential lease matters were not discussed in public session. It was noted that agenda item 11 Skate Park was not required. It was **RESOLVED** to move agenda item 21 to agenda item 11 and remove the Skate Park from the agenda.

The Chairman made the following further announcements:

- Councillor R Clark's resignation had been received and accepted;
- Councillor Walter was doing well;
- Tommy statue installation was Thursday 20 November 11.45 am – 12 noon, the Chairman hoped that Councillors could attend;
- The opening of the new TIC building was 1 December at 11am. Councillors were asked to notify the Office if attending.
- Nadelik Lowen festival was taking place on 1 December from midday;
- Councillors were reminded that the museum's formal opening was 29 November at 2.30pm

2018/114 Declarations of Interest: There were no declarations of interest.

2018/115 Dispensations: There were no dispensations.

2018/116 Public Participation:

i) A member of the public addressed Council regarding agenda item 10 Coastal Sculpture Cornwall. They had attended a site meeting to discuss logistics with the Chairman and Vice-Chairman. They would be happy to answer any further questions Council may have.

ii) Two members of the public addressed Council in support of new agenda item 11 Museum Signage Request. Points included:

- Thanks were expressed to Council for the museum space at Station House. It was hoped Council agreed that the museum had made a good job of fitting out the new space;
- The museum location was great but was in need of signage to promote this;
- The museum were open to alternative suggestions regarding size, colour and position to those submitted.

iii) The chairman read aloud details of a written submission from a member of the public in respect of agenda item 9 b iii) Request from Padstow Area Library Support (PALS), points included:

- They hoped the Council would make every effort to support a library service close to the centre of the community and fit for purpose;
- They felt Cornwall Council's involvement and support should be kept to the maximum possible, including (Padstow Town Council) only purchasing the core building if Cornwall Council remain tenants running a library service from this location with as many appropriate partners as possible.

A written submission from a member of the public was received in respect of agenda item 10 Coastal Sculpture Cornwall; points raised included:

- Felt the relevant businesses (art galleries) in the town seem to remain uninvolved and as such would not like anything to be agreed until they were;
- Suggested an exact, limited space allocation should be made to keep the area free for all other users, including the dogs that enjoy the freedom of the open space in the proposed areas.
- The fenced off area particularly, should be limited.

iv) Police Report: The police report was tabled for information. It detailed that no significant issues had been reported for the month with overall crime remaining low for the area. The data showed a slight increase in "Violence with and without injury". The reported crimes were unrelated and also included crime data, e.g "Malicious communication" (reported Facebook incidents and similar) along with domestic related incidence. There were no developing trends.

Members felt police reports should include information in respect of prosecutions and that they would be more useful if cumulative data was used rather than small timeframes.

v) There was no Cornwall Councillor report.

2018/117 Minutes Tuesday 30 October 2018: RESOLVED that the minutes of the meeting held on Tuesday 30 October 2018 were a true record of the meeting and they were signed by the Chair.

2018/118 Clerk's Report/Work Programme: The update was noted as per the agenda report. The Town Clerk further added that the Skate Park contractor, Bendcrete, had arrived on site on the 26 November as planned. The Project Manager would be meeting with them on 28 November.

The Town Clerk advised that the Victoria Shelter works were due to commence on 28 January 2019. They were estimated to take approximately 6 weeks.

2018/119 Committees/Working Group Meetings:

a) **RESOLVED** to adopt the minutes and approve the recommendations of the i) Staffing Committee meeting held on 13 November 2018; ii) the Leisure, Tourism and Open Spaces Committee meeting held on 20 November 2018; and iii) the Finance and General Purposes Committee meeting held on 20

November 2018 subject to resolution ii) of minute number FGP2018/23 being referred to the Chairman of Finance and the Responsible Financial Officer for clarification in respect of differences between the Business Plan cash flow forecast and the budgets of 2018/19 and 2019/20.

2018/120 Finance: Monthly Accounts and Payments October 2018

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

b) Car park takings were noted.

c) It was noted that the review undertaken by WPS Insurance Brokers recommend Royal Sun Alliance (RSA) when the Council's Long Term Agreement finishes with Aviva on 31.10.19. The renewal premium was £26,023.23 to be taken by direct debit as interest free-instalments.

d) It was noted that the Project Manager had recommended payment of the undisputed amount of the Station House retention of £8,655.48 plus vat and £625.00 of additional works plus vat. The contractor had been given 6 weeks to complete outstanding items, upon satisfactory completion of which the final retention figure of £11,349.48 plus vat could be paid.

e) **RESOLVED** to i) ratify accounts paid November (a) of £21,812.48 and standing orders/direct debits paid of £11,585.31; ii) approve the Accounts Outstanding of November (b) of £15,218.12 and direct debits paid of £101.24; and iii) approve the addendum to accounts outstanding for payment of £4,165.47 and cheques written/direct debits paid since last statement of £6,454.68 having been tabled and read.

f) Bank Reconciliation availability was noted.

2018/121 Correspondence:

a) Correspondence for information was noted. Councillor Freeman requested a copy of item e).

b) (i) Preliminary Consultation ref: proposed diversion and creation of Public Footpath associated with the permitted development PA18/02342: **RESOLVED** that Padstow Town Council respond to the proposal to divert the footpath with "no objections".

(ii) Request from Hospitality Hacks Roadshow: Mention was made by members that the roadshow was supportive of local business and entrepreneurial initiatives and was only for one day.

RESOLVED that Hospitality Hacks Roadshow be permitted to use 2 coach bays free of charge on Thursday 24 January 2019, 1 for a double decker bus and 1 for queuing delegates, subject to receiving details of their public liability insurance and satisfactory risk assessment.

(iii) Request from Padstow Area Library Support (PALS): In response to the request it was **RESOLVED** that Councillor R Higman attend meetings of the Padstow Area Library Support as the Town Council's representative.

2018/122 Coastal Sculpture Cornwall: The Town Clerk apologised for not being able to attend the site meeting, it was noted that the Responsible Financial Officer had attended in her place and written the agenda report for consideration.

One member expressed that most events had the potential to encounter problems but considered it a good idea to give the event a chance. The Town Clerk highlighted that permission for this project should be granted to the CIC not an individual and asked the representative if the CIC had been formed. In response, the Coastal Sculpture representative advised that this would be progressed in the next week.

Question was raised as to whether Council could retain an involvement in the selecting of installations in consideration of the number of young children who use Stile Field and any possible sensitivities. Other members expressed caution at becoming involved in the selection process considering that this could inadvertently make the Council more answerable should any offense be taken to any of the exhibits.

It was noted that access for heavy vehicles would need to be via St Saviours Lane and that careful consideration would need to be given as to where to site heavier exhibits so as to minimise, where possible, the ploughing up of the footpaths and Stile Field. The Town Clerk considered that regular site meetings throughout would be advisable to assist with this and other possible issues.

The general feeling was that the event could be both good for the area and good for Padstow and members were keen to accommodate the event at least in its first year, after which the success of the event could then be reviewed, provided that the CIC was formed and that all necessary Public Liability, Risk Assessments and Planning permissions were received.

RESOLVED to i) approve the use of Chapel Stile Field by the Coastal Sculpture Cornwall CIC for the purpose of an outdoor sculpture competition and exhibition from 5 – 28 July 2019; ii) that this be subject to receiving satisfactory Public Liability Insurance and Risk Assessments for the event and the CIC obtaining any necessary planning permissions; iii) that regular site meetings be held to discuss the details of the event and siting of the sculptures; and iv) the CIC "make good" the area following the exhibition.

2018/123 Museum Signage Request: The Town Clerk reminded Council that consideration had previously been given to replacing the fingerpost on the bandstand and siting an additional one on the Station House platform. At the time it was thought that as these would be used to indicate key places within the town, it was thought best to delay this until after the relocation of the Tourist Information Centre and Museum. As the museum had now moved and the TIC were moving in December members agreed that these should now be progressed.

RESOLVED to i) purchase an updated fingerpost to replace the one on the bandstand; and ii) purchase a second fingerpost to be

located close to Station House, it's exact position to be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman.

Members were referred to the request from the Museum in the agenda report regarding signage on the Museum and around the car park. Members considered that the A frame in image 4 would not be appropriate for reasons of health and safety and consistent message regarding their use in this location.

It was noted that in recent years an audit of signage in the Railway Car Park was undertaken and a decision had been made to pare this back. One member commented that they considered fewer signs to be more effective.

The Town Clerk raised concern over the proposal in Image 11 which inadvertently directed pedestrians away from walkways and into traffic. It was felt this should not be permitted for reasons of health and safety.

Members had no issue with the design and colour of the signs generally. Image 12 was thought a logical suggestion. It was mentioned that for the uniformity of the building anything above the Museum door should be mirrored on the Town Council door.

RESOLVED to i) approve the detail and position of signage as outlined in images 3, 8, 10 and 12 of the Museum's request for signage; ii) that no other wording or signage be approved; iii) that the Museum undertake any actions that may be required in respect of planning permission; and iv) that the Town Council replicate the design of image 3 on its own entrance for uniformity.

2018/124 Wheal Jubilee Parc (WJP): The Town Clerk provided an oral update on this item. General upkeep of WJP had always been undertaken by the Town Council however, responsibility for its insurance and the maintenance of the skate park structure lay with the WJP trustees. It had come to the Town Clerk's attention that the insurance had not been renewed for the current year and that the insurers were unaware of the skate park structure. Further, the trustees had indicated to the Town Clerk that they wish to resign. For these reasons and in light of works progressing on the skate park at Lawns, she requested the Outside Services Supervisor and his team remove the wooden skate park.

The Town Clerk had spoken with Council's insurers in respect of adding WJP to Council's own insurance and was advised that this would cost approximately £300. To be pragmatic, the Town Clerk approved that this be added. It was hoped that some or all of this could be recovered from the Trust's funds prior to the Trustees formal resignations. Council was content with the actions of the Town Clerk in this regard.

2018/125 Tree Inspection Report: Members gave consideration to the Tree Inspection Report and were satisfied with the recommendations and the proposed/specialist inspection regime schedule.

RESOLVED that i) the recommendations within the Tree Inspection Report be progressed; and ii) the proposed/specialist inspection regime schedule on page 59 of the agenda pages be approved.

2018/126 Reports from Members/Outside Organisations: The Chairman outlined a number of engagements he attended on behalf of the Council and confirmed that he would be attending the Nadelik Lowen festival on Saturday 1 December.

A member advised that new appointments had been made to the management team of Padstow Sea Cadets. Numbers had increased to 26 Cadets. Praise was expressed by both a member and the Chairman for the young Cadet Bugler who had played the Last Post at the remembrance parade.

The Chairman of the Highways, Roads and Transport Committee confirmed he had attended a recent parking consultation presented by Cornwall Council which would be followed by a public consultation in December. He had found the presentation interesting and had come away with ideas for regulating Council's Car Parks particularly in relation to the ceasing of season tickets.

2018/127 Meeting Dates: Date of next meeting Tuesday 29 January 2019 at 7.30 pm and future meeting dates were noted. The office Christmas closure from Monday 24 December 2018 – Wednesday 2 January 2019 was noted.

2018/128 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2018/129 Confidential Minutes Tuesday 30 October 2018: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 30 October 2018, were a true record of the meeting and they were signed by the chair.

2018/130 Confidential Committee Minutes: RESOLVED to adopt the confidential minutes and approve the recommendations (if any) of the Staffing Committee meeting held on 13 November 2018.

2018/131 Padstow Core Building: The agenda report was noted. The Town Clerk had chased this matter again but no further update had been received.

2018/132 Crib Box: See confidential minutes.

2018/133 Railway Car Park Incident: See confidential minutes.

2018/134 Lease/Tenant Issues Update: The Town Clerk advised that the sale of Unit 5b, Treceus Industrial Estate had completed and the keys had been collected by the new owner.

Meeting closed at 20.37 pm