

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 29 January 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

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

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

2018/135 To receive apologies for absence and announcements:

- i) Apologies: Were received from Councillors R Buscombe, A P Flide and D N Vivian.
- ii) Announcements: There were no announcements.

2018/136 Declarations of Interest: There were no declarations of interest.

2018/137 Dispensations: There were no dispensations.

2018/138 Public Participation:

i) 2 members of the public attended the meeting in support of agenda item 9 b) i) Christmas Festivals and the Nadelik Lowen request. In an address to Council the following comments were made:

- Thanks were extended to Council for the loan of barriers, the bandstand and general support during the Nadelik Lowen festival;
- Nadelik Lowen wished to erect a Christmas tree on the bandstand for the whole Christmas 2019 season having received positive feedback that their tree was a "tree for Padstow";
- Consideration had been given to placing the tree in the old Maypole location however this was now Cornwall Council disabled parking and would incur unfeasible costs for i) notices of temporary bay closures and ii) to provide alternative disabled parking.

ii) The Chairman read aloud details of a written submission from a member of the public. He outlined the items to Council that were relevant to the agenda. These updates were noted and included:-
Agenda item 9 b) i) Christmas Festivals, points included:

- The bandstand should be used for groups that benefit Padstow residents directly;
- Residents often feel only one of the 2 festivals benefits them.

Agenda item 9 b) iv) Natural England: Coastal Access, points included:

- Coastal access is in crisis around Cornwall;
- Padstow Town Council should lobby MPs for resourcing to protect and sustain Padstow.

Agenda item 15 Christmas lights, points included:

- Light switch on has previously been contentious;
- The new church Father, in the resident's view, may be placed in a difficult political situation for the coming light switch on.

iii) The Police report for the period 25/10/2018 – 28/01/2019 was delivered by representatives of the local police team, points included:

- New Beat Manager had been appointed, PC 6665 Amy Honeywill, focus would be on addressing anti-social behaviour;
- Tabled police report was good showing decreasing incidents and crimes;
- Sgt Honeywill introduced as Neighbourhood Team Leader for Bodmin, Wadebridge and Padstow, keen to improve ways to engage with Councils and community;
- Clarification that on D&C website Padstow updates fall under Wadebridge;
- Priority listed for Wadebridge - Class A drug supply, not unique to the area, no specific problem. Community asked to be vigilant and report any concerns including concerns for individuals being taken advantage of;
- Community to be mindful of antisocial behaviour;
- Hope that local police team will be out on foot more in near future. Introduction of electric bikes for use on camel trail etc to help with this;
- Keen to uplift volunteers, can help to progress projects such as St Issey speed watch.

iv) There was no Cornwall Councillor report.

2018/139 Minutes Tuesday 27 November 2018: RESOLVED that the minutes of the meeting held on Tuesday 27 November 2018 were a true record of the meeting and they were signed by the Chair.

2018/140 Clerk's Report/Work Programme: The update was noted as per the agenda report. The Town Clerk further updated that Cornwall Council Planning had confirmed Planning Condition 3 had been discharged from the skate park application. The Town Clerk shared that Bendcrete considered lost time on the project could still be made up. The Project Manager, Shaun Watts would be conducting a site visit on the 30 January, he was also liaising with the other contractors whose works, drainage and electrics, had been postponed to March due to the Bendcrete delay. At this time, Mr Watts would also be undertaking first valuation.

Council noted that works to the Victoria Shelter had been delayed by the appointed contractor. The Town Clerk was seeking update on this matter including reasons for the delay from the Outside Services Supervisor.

It was noted that the Tommy figure had been mended and reinforced by MGC, better weather was now needed before it could be reinstated in Stile Field.

2018/141 Committees/Working Group Meetings:

a) **RESOLVED** to adopt the minutes and approve the recommendations of the i) Staffing Committee meeting held on 18 December 2018; and ii) the Leisure, Tourism and Open Spaces Committee meeting held on 15 January 2019.

b) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 18 December 2018; and ii) 22 January 2019.

2018/142 Finance: Monthly Accounts and Payments January 2019

- a) The monthly finance report was received and noted for information.
- b) Car park takings were noted.
- c) **RESOLVED** to i) ratify accounts paid December (a) of £18,084.27 and standing orders/direct debits paid of £13,049.34; ii) ratify accounts paid December (b) of £2,770.99 and direct debits of £102.37; iii) ratify accounts paid January (a) of £5,101.07 and direct debits of £13,031.95; iv) ratify accounts paid January (b) of £3,428.04 and direct debits of £1,452.90; v) approve the Accounts Outstanding for payment January (c) of £1,406.40 and direct debits of £170.55; and vi) approve the addendum to accounts outstanding for payment of £940.21 and cheques written/direct debits paid since last statement of £2,342.46 having been tabled and read.
- d) Business Plan Cash Flow Forecast: At the request of Council, the Chairman had met with the Responsible Financial Officer (RFO) regarding the Business Plan Cash Flow Forecast. He summarised that the forecast had been included at the request of the Finance and General Purposes Committee but could not be directly compared with the budget figures as it was based on the last 3 years actual, including unforeseen income and expenditure. The RFO did not recommend including a cash flow forecast.

RESOLVED to remove the cash flow forecast from the business plan.

- e) Bank Reconciliation availability was noted.

2018/143 Correspondence:

- a) Correspondence for information was noted. Councillor H M Saunders requested a copy of item I: letter from Police and Crime Commissioner regarding online poll.

b) (i) Christmas Festivals: Members gave consideration to the 2 requests received to use the bandstand and coach bays over the December 2019 Christmas period. The first request, from the Padstow Christmas Festival was for the same use of the bandstand and coach parking spaces as in previous years. The second was from Nadelik Lowen who requested use of the bandstand for the purpose of a Christmas tree from 30 November 2019 to 3 January 2020. It was clarified that in 2018, Nadelik Lowen had requested the space on set dates outside of the already approved Padstow Christmas Festival dates.

Members were generally keen to see both requests accommodated although some were unsure as to whether both requests would fit. At the Chairman's request, a member of the public clarified that the Nadelik Lowen Christmas tree would be placed in the "corner" of the bandstand, close to the electric supply and close enough to the railings for support in adverse weather if necessary.

Mention was made that a site meeting could be convened to ascertain whether the 2 requests could be accommodated safely and successfully.

RESOLVED to i) approve the request from the Padstow Christmas Festival for use of the bandstand and 2 coach bays, on the same basis as previous years, noting the festival dates for 2019 as 5 – 8

December 2019; ii) to approve the request from Nadelik Lowen to place a Christmas tree on the area of the bandstand closest to the electrics from 30 November 2019 – 3 January 2020; iii) that both requests be granted on the understanding that the space is shared and should any health and safety issues arise, the matter be referred back to the full Council; and iv) the offers be subject to each party providing relevant risk assessments and Public Liability Insurance.

(ii) Request from PALS regarding library signage: Council gave consideration to the request from PALS. It was **RESOLVED** to approve the request for a library sign at the entrance to the lawns car park "in principle" should it be determined that the future of the library be to remain open to the public in its current location.

(iii) Request to erect signage on Council land: Mention was made that a consistent approach in regard to signage in this area should be adopted and members were cautious that approval could set a precedent going forward. It was **RESOLVED** not to grant permission to erect signage on Council land to the former tenant of the Railway Space.

iv) Natural England: Coastal Access: The letter from Natural England and the indicative coastal access proposals for land owned by Padstow Town Council were noted. It was highlighted that Stile Field could be considered an exception due to the buildings and gardens and also of note was its use to access the ferry. No exception could be seen for Trevone Green.

RESOLVED to respond to Natural England with the suggestion that Stile Field be considered an exception site due to the buildings, gardens and ferry access located there.

v) Community Governance Review: Consideration was given as to whether Council believed the parish needed a community governance review.

A member commented that he had received correspondence on the Review from Cornwall Councillor Richard Buscombe raising question as to whether this would be something of interest for Trevone. He commented he had no strong view either way but perhaps it was advisable to approach residents of Trevone in this regard seeking their view.

There was some discussion on this matter and it was noted that any consultation with the community was best to be inclusive of the whole parish not just Trevone. Generally it was felt there was nothing to suggest a review was needed at this time, it was also noted that there would be further opportunities for Council to review its position during the review.

RESOLVED that the Community Governance Review be responded to with "No".

vi) Bus Stop Improvements – Padstow: Members gave consideration to the proposal of bus stop improvements. It was noted that one of bus stops outlined for works was located on Railway Car Park land. It was **RESOLVED** to note the intended

improvement works and approve the necessary remedial works that would take place in the Railway Car Park subject to receiving all necessary public liability insurance and risk assessments.

vii) Cornwall Council (Off Street Parking Places) Order 2019: Notice of the new Order was noted.

Members expressed concern over the implications of a proposed pay to exit scheme in the Link Road Car Park. It was noted that the car park was used for access to the mobile bank, recycling, chapel of rest and possibly the interim mobile library service. It was felt Cornwall Council should consider introducing a system which would allow access free of charge for a short period.

RESOLVED to respond to Cornwall Council's notice of new Order with concerns over the suitability of a pay to exit system in the Link Road car park in light of it being the access to local services, further that these concerns be raised with Cornwall Councillor Buscombe.

viii) Museum Signage Update: The update was noted. It was **RESOLVED** to i) permit revisions to the height and size of sign No 2 as outlined in the agenda report; and ii) not permit any fixings to be attached to the door in respect of sign No.4.

2018/144 Council Vacancy (Padstow Ward): Members were referred to the agenda report and appendices. The Town Clerk advised that the Co-Option application papers had been prepared based on best practice. It was noted that a data protection statement would be added to the bottom of the application form. The Town Clerk sought Council's permission to advertise the vacancy.

RESOLVED that i) the application form and eligibility form be adopted, as per the agenda papers, with the inclusion of relevant data protection statement; and ii) applications for Co-Option to Padstow Town Council be invited with a deadline of Friday 15 February 2019 and applications to be considered by Council at its meeting on 26 February 2019.

2018/145 Health and Safety Review 2018: It was noted that the 2018 Health and Safety Review was good with a score of 94% again. The Town Clerk advised that there were very few actions to be addressed however, an action plan was being worked up and would be brought to a future meeting. Councillors noted their own responsibilities in regard to health and safety as outlined in the agenda report.

RESOLVED to receive the 2018 Health and Safety Report for Padstow Town Council.

2018/146 Health and Safety Review Policy Update: Members gave consideration to the policy update which reflected the changes arising from the introduction of the Outside Services Supervisor role.

RESOLVED to agree the updates to the Organisation Chart and Responsibilities page and replace associated papers in the Council's Health and Safety Policy.

2018/147 Land Usage Policy: It was noted that Council received a frequent number of requests from organisations to use Council Land. The Town Clerk considered it would be helpful to formalise the process currently undertaken when these are received. The agenda papers outlined a draft Land Usage Policy and application form. The Town Clerk considered that having this information readily available on Council's website would prove more efficient and would also highlight the amount of approval time organisations needed to factor into their request.

It was suggested that The Green (Trevone) be added to the itemised list in 2.1. The Town Clerk clarified the list of sites was not exhaustive.

RESOLVED to adopt the Use Of Council Land Policy and associated Application Form, subject to adding The Green (Trevone) to the list in paragraph 2.1.

2018/148 Coat of Arms – Barclays Bank: The Town Clerk referred members to the agenda report. It was noted that when the Responsible Financial Officer became aware that the Coat of Arms belonged to the Town Council a valuation was sought, it was added to the asset register and insurance cover of £27.63 per annum arranged.

Mention was made as to the merit of discussing moving the Coat of Arms given the closure of the bank. The Town Clerk advised that Barclays was aware that the piece belonged to the Town Council, furthermore had advised they were not looking to sell the freehold at this time.

2018/149 Christmas Lights: One member considered that Padstow Town Council had contributed a lot to the Christmas lights over the years and expressed concern that fewer lights had been put up in 2018. The member had been unsuccessful in finding a satisfactory answer for this but considered it appropriate to ask given Council's financial contribution.

At the invitation of the Chairman, members of the public addressed the meeting in this regard. Advice was that a joint arrangement had evolved between Nadelik Lowen and the Christmas Lights Committee. Nadelik Lowen had found that a number of the lights had failed beyond economic repair. Further, that a lot of the lights around the quay were in need of replacement and the electrician had found it difficult to get them working to a safe standard. It was thought that the lights around the quay now consisted of 10 meter sections which were more maintainable.

Members considered that it would be beneficial to invite representatives of the Christmas Lights Committee, Nadelik Lowen and Padstow Town Council to a meeting to find out more about the lights going forward.

RESOLVED to invite Mr England, being a representative of the Christmas Lights Committee and to invite a representative of Nadelik Lowen to have a conversation with the Chairman, Vice Chairman and Town Clerk about the future Christmas lights

provision for Padstow, further that this take place at the Town Council Offices.

2018/150 Reports from Members/Outside Organisations: The Chairman outlined a number of engagements he attended on behalf of the Council including a Diamond Wedding anniversary and two 90th birthdays.

2018/151 Meeting Dates: Date of next meeting Tuesday 26 February 2019 at 7.30 pm and future meeting dates were noted.

2018/152 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2018/153 Confidential Minutes Tuesday 27 November 2018: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 27 November 2018, were a true record of the meeting and they were signed by the chair.

2018/154 Confidential Committee Minutes: RESOLVED to adopt the confidential minutes and approve the recommendations (if any) of the Staffing Committee meeting held on 18 December 2018.

2018/155 Core Building: See confidential minutes.

2018/156 Library Update: See confidential minutes.

Meeting closed at 8.55 pm