

**Padstow Town Council  
Neighbourhood Development Plan Steering Group**

**Notes of meeting held on Tuesday 2 April 2019 at 6.30 pm at Padstow Town Council Offices, Station House, Station Road, Padstow**

**Present:** Councillors A Rickard (Chairman), K Freeman, H M Saunders and C Watson-Smyth

**In Attendance:** Paul Weston (Community Consultant), Kathy Pemberton (Town Clerk), Tracey Trestain (Support Officer and note taker) and 4 members of the public

1. **Apologies:** Apologies were received for Councillors R Higman and D N Vivian.
2. **Declarations of Interest:** There were no declarations of interest.
3. **Public Participation:** One member of the public addressed the group and thanked the Town Clerk for providing him with a copy of the draft Plan. He considered it a very good draft and starting point. He understood that the 1<sup>st</sup> draft consultation document was a working document but wanted to give his thoughts i) PAD1 should include mention of the AONB; ii) PAD5 suggestion of land for Local Green Space consideration - burial ground at Trevone iii) Porthmission Close does have road layout for further expansion which could take place in that area, but understands that this has been a conflicted site.

The Chairman also acknowledged another member of the public who was present and thanked them for their email comments which were received.

4. **Meeting Notes (6 February 2019): RESOLVED** that the meeting notes were a true record of the meeting held on 6 February 2019
5. **Plan consideration and background papers**
  - i) **PAD 6 Settlement Boundaries:** The Chairman asked the Group if it was happy to support the Settlement Area Boundaries as proposed by the Growth Impact Task Group and detailed in the draft plan (Padstow boundary on Map 6, pg29 of draft plan and Trevone boundary on Map 7, pg30 of draft plan).

**Action: Agreed to accept and include the Settlement Area maps (as pg29 & 30 of 1<sup>st</sup> consultation version of the Neighbourhood Plan) for consultation purposes.**

**ii) Housing Land Policy Options:** The Chairman asked the Group if it was happy that a 'criteria-based approach' be taken with PAD 18 Treceus Industrial Estate. The Town Clerk added that the 'criteria-based' approach was approved by the Committee in July 2018 for the PAD7 and PAD11.

**Action: Agreed to accept the use of 'criteria-based approach' for inclusion as PAD18 Treceus Industrial Estate in the Draft Plan for consultation purposes.**

**iii) PAD12 Second Homes:** The Chairman referred the Group to the paper and asked if the members wanted to include a permanent residency policy in the draft plan for consultation purposes. The Town Clerk clarified that over 75% of respondents to the questionnaire had wanted something to be included.

**Action: Agreed to accept the inclusion of the permanent residency policy (PAD12) for consultation purposes.**

**iv) PAD19 Padstow Town Centre:** It was mentioned that MAP 10 (Pg46 of draft plan) was an option to test at consultation. It was likely this may change after further consultation but was a good starting point.

**Action: Agreed to accept and include Map 10 as Padstow Town Centre for consultation purposes.**

- 6. Padstow Parish Neighbourhood Plan:** The Chairman reminded members that the Plan was a 1<sup>st</sup> Version Consultation Plan. He would like to see members agree to this draft version to be sent to Cornwall Council. He considered that this Group could then meet to give consideration to the views of Cornwall Council and then go out to public consultation. After which he then felt it best to give consideration to the outcome from the consultation and update/amend the Plan as necessary.

He went on to say that comments to the draft Plan from both Task Group and Steering Group members have been received. He offered his thanks and commented that overall the comments had been positive. He considered that the next step was testing where we were and hearing back from Cornwall Council and our community, and then reviewing the Plan at that stage and amending as necessary. Copies of these emails were tabled at the meeting for information and future discussion.

One member wished a date be set to go through the document in detail, he had various comments to make. In his view he felt it was premature to give to Cornwall Council at this stage. It was a large document and he considered it required more finessing before sending to Cornwall Council. He also questioned if it was the right thing to do to send to Cornwall Council as he was aware they were under pressure with recent organisational changes within the planning department. Mr Weston commented that it was common practise to share early draft plans with Cornwall Council, to make sure they comply with the Cornwall Local Plan and other planning documents. He considered this worthwhile to avoid putting a document out for further consultation with the public which could raise expectation and then Cornwall Council come back to say that something could not be included. He thought Cornwall Council would be able to come back within 3-4 weeks, from this members can see what they advise and look to amend or revise policies as necessary. The consultant considered it was key to establish good communication with the local authority on an early version of the Plan.

Members gave this matter their due consideration, comment was made that this was a draft version and could be changed/amended later once comments had come back from Cornwall Council and the public.

**Action: Agreed to accept the 1<sup>st</sup> consultation version of the Padstow Parish Neighbourhood Plan as the version to be sent to Cornwall Council for their comment for consultation purposes. Councillor Saunders requested his name be recorded as voting against this decision.**

- 7. Local Green Space Landowners:** The Town Clerk asked members if they knew any of the landowners who had not been identified in the agenda papers. Comment was made that Dennis Cove was owned by the Harris's and Polpennic Drive and Porthilly View were thought to be in the ownership of Cornwall Council.

The Town Clerk confirmed she would now be able to write to the landowners to advise that their land had been identified as a local green space and to seek their views.

Mention was made regarding Trevone burial site. Mr Weston advised that the burial site is unlikely to meet the criteria for green spaces.

- 8. Project Plan and Budget:** The Town Clerk updated that the plan had slipped. Regarding the budget Locality's funding had been received and the Town Council had budgeted £10,000 for 19/20.
- 9. Date of Next Meeting:** To be confirmed.

The meeting ended at 7.05pm

**Padstow Town Council**  
**Finance Report**  
**Agenda item 8**

- a) to receive the monthly Finance Report.
- b) to approve Accounts and Addendum for payment and ratify payments since the last meeting as follows:  
to ratify accounts paid 'April a' of £7045.59 and standing orders/direct debits paid of £12,433.24.  
to approve accounts 'April b' £4002.88 and direct debits of £609.23.  
to approve accounts 'April c' £18,220.00.  
to approve the Addendum to Accounts Outstanding (as tabled) for payment.
- c) to note the car park takings.
- d) Bank Reconciliations - to note their availability for inspection each month.

**If any Councillor has any queries regarding the Council finances please contact the RFO on the days before the Council meeting.**

## PADSTOW TOWN COUNCIL - FINANCE REPORT - 16 April 2019

### Revenue Income 1 - 16 April 2019 (per Sage)

		£
Central Services	RADAR key	3
Highways Roads and Transport	Railway car park income	4,462
"	Railway excess charges	40
"	Lawn car park income	808
"	car park season tickets 2019-20	12,000
"	misc income (Ladywell space etc)	2,000
Environment - Cemetery	Cemetery fees	306
Environment	seagull-proof sack	3
Investment Properties	rent income 2019-20	49,378
		<b>69,000</b>

### State of the Bank per Sage

Lloyds	Current Account	9,034.32
	Business Call Account	406,434.11
	Wages Account (PAYE & NIC)	10,952.56
	Car park takings account	10,377.50
	Car park takings account	25,463.06
	32 day call notice 0.75% interest	310,360.53
	Client deposit account	790.88
Barclays	Current Account	8,037.74
	Active Saver 0.2% interest	34,117.18
	Wages Account (Net pay and LGPS pension)	15,857.96
	Petty Cash	99.06
		<b>831,524.90</b>

### Permission to Transfer funds

Petty Cash (Petty cash imprest amount is £200)	100.94
Wages	19,142.04
Lloyds to Barclays (PTC bank accounts)	100,000.00
	<b>119,242.98</b>

### Debtors Outstanding for more than 3 months:

one of £142.50, reminder letters have been sent.

### Creditors Outstanding for more than 3 months:

None

per Sage	16.4.19 £		1.4.19 - 31.3.20 Budget
<b>Actual Income</b>	<b>68,400</b>	car park income to process from 4.4.19	
<b>Budget Income</b>	<b>78,283</b>		<b>729,000</b>
<b>Actual Revenue Expenditure</b>	<b>23,972</b>	wages etc to post to cost centres	
<b>Budget Rev Exp</b>	<b>95,518</b>		<b>694,110</b>
<b>Actual Capital/Project Expend.</b>	<b>450</b>		
<b>Budget Capital/Project Exp</b>	<b>1,000</b>		<b>340,000</b>

*To ratify accounts paid:*

**ACCOUNTS OUTSTANDING**  
**April' a 2019**

<b>Date</b>	<b>Cost centre</b>	<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAI</b>	<b>Total</b>
1.4.19	Env - toilets	Cormac	Solution weekend toilet cleaning & sanitary waste collections 2 months	1340.58	268.10	1608.68
2.4.19	HRT	G4S	car park machine cash collections 1 month	1004.40	200.88	1205.28
1.4.19	HRT	Cobalt	RingGo fees 1 month	769.33	153.86	923.19
1.4.19	Administration	CALC	annual subscription	741.48	98.67	840.15
5.4.19	LTOS	Mount Hawke	skateboard coaching and demonstration	450.00	90.00	540.00
2.4.19	Capital/projects	Nova Surveyors	Skatepark project management			443.00
1.4.19	Env - Cemetery	Duchy Cemetary	excavate grave	231.10	46.22	277.32
1.4.19	Env - toilets	AUK Supplies	toilet rolls, cleaner etc	134.10	26.82	160.92
1.4.19	LTOS	Travis Perkins	paint, rotovator & roller hire etc			111.47
1.4.19	LTOS	SWW	Lawn water			110.00
5.4.19	LTOS	J Blake	facepainting - skatepark opening			95.00
1.4.19	Administration	ICCM	annual membership	75.00	15.00	90.00
2.4.19	Administration	Kestrel Guards	check call service 1 week	50.98	10.20	61.18
3.4.19	Administration	Microtest	internet & telephone lines 1 month			7045.59

**Standing orders or Direct Debits due during following month (regular payments of the same amount):**

1st	Inv Prop	Cornwall Council	Non Domestic Rates - PTC properties	8046.48		
1st	Corporate	WPS Insurance (Aviva)	Commerical combined insurance policy	2142.04		
7th	Corporate	Barclays Bank	bank charges	16.00		
1.12.18	Env - toilets	Churchill Service Solutions	legionella control support package 1 month	107.48	21.49	128.97

**Direct debits and cheques paid since the last statement:**

2.4.19	LTOS	Tillers Turf	wildflower turf	1345.3	269.06	1614.36
1.4.19	LTOS	Biffa	bulk waste bin emptying	353.09	70.62	423.71
3.4.19	LTOS	Mole Valley Farmers	drill, PTC clothing etc	51.4	10.28	61.68

**Approved by 2 Councillors who are bank signatories:**

<b>Date</b>	<b>Name</b>	<b>Signature</b>
	1	2
	1	2

*6*

*To approve accounts for payment:*

**ACCOUNTS OUTSTANDING**  
**April' b 2019**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
						£
10.4.19	Capital/projects		Padstow Christmas Lights			2000.00
10.4.19	Investment Properties	Womble Bond Dickinson	legal advice - various matters	1000.00	200.00	1200.00
11.4.19	Corporate Services	Hudson Accounting	2018/19 Year-end Internal Audit			750.00
12.4.19	Administration	SeaDog IT	website hosting			25.00
1.4.19	Administration	Sea Spray Window Services	window cleaner			20.00
11.4.19	Env - toilets	AUK Supplies Ltd	drain clear	6.57	1.31	7.88
						<u>4002.88</u>

**Direct debits and cheques paid since the last statement:**

3.4.19	LTOS	Mole Valley Farmers	Creocote	85.44	17.09	102.53
15.4.19	LTOS	National Windscreens	WK12 DLU door glass	79.08	15.81	94.89
11.4.19	Administration	PureCloud	digital system channel, DDI, tel calls etc	85.94	17.19	103.13
15.4.19	Investment Properties	WPS Insurance Brokers	add skatepark to Commercial Combined policy			308.68
						<u>609.23</u>

**Approved by 2 Councillors who are bank signatories:**

<b>Date</b>	<b>Name</b>	<b>1</b>	<b>2</b>
<b>Signature</b>	<b>1</b>	<b>2</b>	

*To approve payments:*

**ACCOUNTS OUTSTANDING**  
**April' c 2019**

**Grant Release forms received:**

	<u>Group</u>	<u>Amount</u> <u>£</u>
1.4.19	Trevone Village War Memorial	5000.00
"	Padstow Tourist Information Centre	3000.00
"	Trevone Women's Institute	1880.00
"	Padstow United Youth FC	1500.00
"	Cornwall Air Ambulance Trust	1000.00
"	Kernow Players	900.00
"	Padstow Senior Citizens Club	700.00
"	Padstow & District Lions	500.00
"	Padstow & District Lions - Nadelik Lowen	500.00
"	Padstow United Men's Team	500.00
"	Padstow Guides, Brownies & Rainbows	500.00
"	Padstow Pre-school	500.00
"	Friday Fun Club of St Petroc's Church	450.00
"	Padstow Memory Café	400.00
"	Padstow Branch Royal British Legion	300.00
"	The National Lobster Hatchery	240.00
"	Crafternoons	150.00
"	Circling Cornwall CIC	100.00
"	Padstow & District Flower Club	100.00
		<u>18220.00</u>

**Approved by 2 Councillors who are bank signatories:**

<u>Date</u>	<u>Name</u>	
		2
		2



**Padstow Town Council**  
**Railway & Lawn car park takings 2018/19**

n/c 4404	Railway income				n/c 4406	Lawn income			
	2016-17	2017-18	2018-9	Budget 2018-19		2016-17	2017-18	2018-9	Budget 2018-19
Apr '18	31668	38448	36375	35,000	7823	11587	10242	10000	
May	42290	44164	43600	44,000	11515	12327	12287	11000	
Jun	55028	46477	49098	45,000	15533	14039	14352	13000	
Jul	59470	58161	59587	58,000	18882	17210	16345	16000	
Aug	71232	68348	69811	68,000	24510	21149	21050	20000	
Sep	51372	46134	45461	46,000	15390	14276	13871	13000	
Oct	39902	39608	38792	39,000	10199	10117	10819	9000	
Nov	5907	6113	6311	6,000	1577	1446	1555	1000	
Dec	7056	7253	8350	7,000	2059	1955	2056	1500	
Jan '19	3823	5037	4206	5,000	1469	1310	1267	500	
Feb	6303	6977	6731	5,000	1219	1691	1660	1000	
Mar	16427	18511	16379	17,000	3867	3895	3832	2000	
	<b>390478</b>	<b>385231</b>	<b>384701</b>	<b>375000</b>	<b>114043</b>	<b>111002</b>	<b>109336</b>	<b>98000</b>	

n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2016-17	2017-18	2018-9	Budget 2018-19		2016-17	2017-18	2018-9	Budget 2018-19
Apr '18	287	240	165	84	0	0	0	9	
May	320	120	200	84	0	40	0	9	
Jun	560	644	200	84	0	0	0	9	
Jul	820	401	320	84	40	0	0	9	
Aug	1474	480	400	83	200	40	40	8	
Sep	1015	640	196	83	160	40	0	8	
Oct	606	160	239	83	0	0	0	8	
Nov	360	160	120	83	80	0	0	8	
Dec	360	360	121	83	40	0	0	8	
Jan '19	160	360	120	83	0	0	0	8	
Feb	240	120	0	83	0	0	0	8	
Mar	200	0	40	83	0	0	0	8	
	<b>6402</b>	<b>3685</b>	<b>2121</b>	<b>1000</b>	<b>520</b>	<b>120</b>	<b>40</b>	<b>100</b>	

n/c 4404	390478	385231	384701	375000	n/c 4406	114043	111002	109336	98000
n/c 4405	6402	3685	2121	1000	n/c 4407	520	120	40	100
<b>Railway</b>	<b>396880</b>	<b>388916</b>	<b>386822</b>	<b>376000</b>	<b>Lawn</b>	<b>114563</b>	<b>111122</b>	<b>109376</b>	<b>98100</b>
sub totals					sub totals				
Apr 2018 - Mar 2019					Apr 2018 - Mar 2019				

Apr-Mar	2016-17	2017-18	2018-19	Budget 2018-9
<b>Railway</b>	396880	388916	<b>386822</b>	376000
<b>Lawn</b>	114563	111122	<b>109376</b>	98100
	<b>511443</b>	<b>500038</b>	<b>496198</b>	<b>474100</b>

**Car park takings**

April 2018 - March 2019 car park takings are £496,198 which is £22,098 more than the Budget 2018-19 and £3840 less than 2017-18.

NB

3.4.19

**Padstow Town Council - Full Council 23.4.19**  
**Budget Report**

	Year to Date			Prior Year		
	1.4.18 -	1.4.18 -	Variance	1.4.17 -	1.4.17 -	Variance
	31.3.19	31.3.19	£	31.3.18	31.3.18	£
	Actual	Budget		Actual	Actual	
	£	£	£	£	£	£
<b>Income</b>						
Central Services	197012	10	197002	197012	9497	187515
Highways, Roads & Transport	532462	495100	37362	532462	530799	1663
Environment	8440	5010	3430	8440	9717	-1277
Leisure	7219	1000	6219	7219	7120	99
Investment Properties	241979	217000	24979	241979	265864	-23885
Other Operating Income (int recvd)	2593	400	2193	2593	1501	1092
	<b>989705</b>	<b>718520</b>	<b>271185</b>	<b>989705</b>	<b>824498</b>	<b>165207</b>
<b>Operating Expenses</b>						
Democratic Core	3844	3800	44	3844	633	3211
Corporate Services	82474	83330	-856	82474	79154	3320
Central Services	25000	25000	0	25000	25000	0
HRT Railway Car Park	91084	103900	-12816	91084	86581	4503
HRT Lawn Car Park	25388	27350	-1962	25388	24647	741
HRT Lighting	0	450	-450	0	0	0
Environment Cemetery	17427	29900	-12473	17427	18678	-1251
Environment Toilets	53579	55800	-2221	53579	51687	1892
Leisure Sport & Recreation	0	4000	-4000	0	0	0
Leisure Tourism	871	1850	-979	871	780	91
Leisure Open Spaces	144617	173830	-29213	144617	122275	22342
Investment Properties	31868	35000	-3132	31868	32084	-216
Administration	141731	155800	-14069	141731	131037	10694
	<b>617883</b>	<b>700010</b>	<b>-82127</b>	<b>617883</b>	<b>572556</b>	<b>45327</b>
<b>Other Operating Expenses</b> (Capital/Project items)	131228	415000	-283772	131228	408046	-276818
<b>Net Profit/(Loss)</b>	<b>£240,594</b>	<b>-£396,490</b>	<b>£637,084</b>	<b>£240,594</b>	<b>-£156,104</b>	<b>£396,698</b>

## **Full Council meeting 23.4.19**

### **Budget to Actual Variance Report 2018-19 1.4.18 – 31.3.19**

#### **Overview**

Total income from 1.4.18 – 31.3.19 is £989,705 compared with the budget of £718,520, this includes the capital receipt from the sale of Unit 5b of £193,860.

Total revenue expenditure from 1.4.18 – 31.3.19 is £617,883 compared with the budget of £700,010. Capital/project expenditure is £131,228 and the budget is £415,000.

Explanations for significant variances are detailed below:

#### **Income:**

##### **Central Services**

Central Services income is £197,002 more than the Budget because Unit 5b sold during the year for £193,860. This is a capital receipt and kept in a separate Earmarked Reserve on Sage and must be used for capital expenditure.

##### **Highways, Roads & Transport**

HRT income is £37,362 greater than the Budget because a prudent approach is taken with Budget setting, as the income from car parks etc finances all expenditure.

##### **Environment**

Environment income is £3430 more than the Budget due to more income from burials etc.

##### **Leisure**

Leisure income is £6219 more than that included in the Budget. The Budget was reduced to allow for Cornwall Council paying less for cutting the Link road, footpaths etc.

##### **Investment Properties**

Investment Properties income is £24,979 more than the Budget because leeway charges are greater than anticipated.

##### **Other Operating Income**

Other operating income (interest received) is £2193 greater than the Budget because capital expenditure was less than anticipated and consequently more money was on deposit for longer at better interest rates.

## **Expenses:**

### **HRT Railway car park**

HRT Railway car park costs are £12,816 less than the Budget because £10,000 was requested by HRT for enforcement officer visits and Cornwall Council was only able to offer limited availability, which cost £1708.

### **Environment Cemetery**

Environment Cemetery expenses are £12,473 less than anticipated because staff costs in this cost centre are not as much as estimated. Staff costs are allocated to the cost centres from the timesheets each month, so vary from year to year and between cost centres.

### **Leisure Sport & Recreation**

Leisure Sport & Recreation costs are £4000 less than the Budget set as it was hoped to offer skatepark sessions but the provider was not available.

### **Leisure Open Spaces**

Leisure Open Spaces expenses are £29,213 less than the Budget because staff costs are less (the new Outside Services Supervisor started later than planned) and the contingency was not required.

### **Administration**

Administration costs are £14,069 less than anticipated because staff costs are lower following a member of staff leaving.

### **Capital/projects expenses**

Capital/projects expenses are £283,772 less than the Budget because there were delays with planning for the skate park and other projects have not started yet.

## **Prior Year Report**

### **Overview**

**Total income** from 1.4.18 – 31.3.19 is £989,705 compared with £824,498 for the year 1.4.17 – 31.3.18.

**Central Services income** is £187,515 more than last year because it includes the proceeds for the sale of Unit 5b (£193,860).

**HRT Car park income** is £1663 more than the previous year.

**Investment Properties income** is £23,885 less than the prior year because back rent, following a rent review, was received last year.

**Total revenue expenditure** from 1.4.18 – 31.3.19 is £617,883 compared with £572,556 for the same period last year.

**Democratic Core expenses** are £3211 more than the previous year due to the purchase of the mayor's chains.

**Corporate Services expenses** are £3320 more than the same period last year because RingGo usage has increased and therefore fees are more; legal fees are also higher.

**HRT Railway car park expenses** are £4503 more because equipment, services and repairs are greater than the prior year.

**Environment toilets expenses** are £1892 more because water consumption has increased and weekend toilet cleaning costs are greater.

**Leisure Open Spaces expenses** are £22,342 more than last year because wages are higher (following an extra member of staff and pay award) and Equipment, furniture & materials are greater.

**Administration expenses** are £10,694 more than the previous year because staff costs, rates, energy and computer costs are greater.

**Other operating expenses** (capital and project expenditure) are £131,228 (Lawn skate park, NDP, Railway toilet flooring, ride on mower, lamp post repairs etc) this year and £408,046 (Station House) last year.

NB  
16.4.19