

# PADSTOW TOWN COUNCIL

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21 May 2019

## TO ALL MEMBERS OF THE COUNCIL

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

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of Padstow Town Council in the **Council Chamber, Station House, Station Road, Padstow** on **Tuesday 28 May 2019 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

*KE Pemberton*  
Kathy Pemberton  
Town Clerk

## AGENDA

### Public & Press and invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
  - o To receive the Cornwall Councillor's Report
  - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 23 April 2019** having been previously circulated and taken as read. (1-7)
6. **To confirm the minutes** of the Annual Meeting held on **Tuesday 14 May 2019** having been previously circulated and taken as read. (8-9)

7. **Clerk's Report/Work Programme:** To receive an update for information only. (10)
8. **To adopt the minutes** of the meeting of the Annual Parish Meeting held on Tuesday 7 May 2019 having been previously been circulated and taken as read. (11-21)
9. **Committees/Working Group Meetings:**
  - a) To adopt the minutes and approve recommendations (if any) for meetings of the:
    - i) Highways, Roads and Transport Committee (21 May 2019)
    - ii) Leisure, Tourism and Open Spaces Committee (21 May 2019)
    - iii) Staffing Committee (21 May 2019)
  - b) To receive minutes of the Planning Committee (21 May 2019)
  - c) To Elect Committee Members to the vacant positions on the Finance and General Purposes Committee (22)
10. **Finance:**

**Monthly Accounts and Payments May 2019 (23)**

  - a) To receive monthly finance report (24)
  - b) To approve accounts and addendum for payment and ratify payments since the last meeting (25 - 27)
  - c) To note car park takings (28)
  - d) Bank Reconciliations: To note their availability for inspection each month
11. **Correspondence:**
  - a) To note correspondence for information, (29)
  - b) To give consideration to the following:-
    - i) Pre-engagement letter from Cornwall Council: Dogs on Beaches (30-34)
    - ii) Proposed Naming of New Development at Fernbank, Trevone (30-34)
    - iii) Cornwall Council letter to Owner/Occupier regarding PA19/03553 (30-34)  
The Plantation North of Hill Street Padstow Cornwall - T1 Holm Oak
12. **To Elect Council Representative to Padstow Area Library Support (PALS)** (35)
13. **Padstow Core Building:** To be updated on this matter and discuss and decide on way forward (35)
14. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
15. **To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 25 June 2019 at 7.30 pm (36)
16. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
17. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 23 April 2019** having been previously circulated and taken as read. (37)

18. **To adopt the confidential minutes** and approve recommendations (if any) of the Staffing Committee meeting (21 May 2019) (to follow)
19. **Lawns Car Park Improvement Works – Tender List:** To be updated on expressions of interests and give consideration to Project Manager's report in this regard (38)
20. **Workshop Unit – Lease Issue:** To be updated on this matter and discuss and decided on way forward (38)
21. **Padstow Core Building:** To be updated on this matter and discuss and decide on way forward (38)
22. **New Business Units Rent Reviews:** To receive update and discuss and decide on way forward (38)

## PADSTOW TOWN COUNCIL

**Minutes of the Full Council meeting held on Tuesday 23 April 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow**

**Present:** R Higman (Chairman), C Watson-Smyth (Vice-Chairman), M Evans, A P Flide, K Freeman, A Rickard, H M Saunders, Mrs A E Symons, and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker) and 4 members of the public

**2018/191 To receive apologies for absence and announcements:**

- i) Apologies were received from Councillors F J Bealing, R Buscombe and D N Vivian
- ii) Announcements: Agenda order be revised to take item 27 Railway Incident Update before item 26 New Business Units Rent

**2018/192 Declarations of Interest:** Councillor Mrs T Walter declared an interest in agenda item 26 New Business Units Rent

**2018/193 Dispensations:** There were no dispensations.

**2018/194 Public Participation:**

i) 2 members of the public attended the meeting in support of agenda item 17 a) PA19/02527 Land East of Tristan Trevone Road Trevone Padstow. Comments included:

- A previous planning application for the building had been for a 2 bedroom property, however the application from the present owners was for a 3 bedroom property with a more useable inside space more suitable for their family home;
- The design was similar to the previously approved application but utilised the space by increasing the height by 800mm;
- Did not consider that the development would overshadow or overlook neighbouring properties. Obscure windows would be used in places and the Juliet balcony set back;
- The design was of a simple form, similar to others in the area taking account of the location;
- The design makes use of natural materials giving regard to the AONB setting;
- Proposal is an enhancement to the original property;
- Includes off road parking for 2 vehicles as in the previous design;
- Consideration has been given to the surrounding residential area and amenity whilst still meeting the needs of the family;
- Consider design makes efficient use of space.

ii) One member addressed the Council to express an interest in agenda items 18-22.

iii) Cornwall Councillor's Report: There was no report.

iv) The Police report for the period 24/03/2019 to 22/04/2019 was noted. The report detailed recorded 8 crimes down from 10 for the same period in the previous year. 20 incidents were recorded, a

-9.1% difference when compared with the same period in the previous year.

**2018/195 Minutes Tuesday 26 March 2019: RESOLVED** that the minutes of the meeting held on Tuesday 26 March 2019 were a true record of the meeting and they were signed by the Chair.

**2018/196 Clerk's Report/Work Programme:** The agenda report was noted for information. In respect of the Victoria Shelter the Town Clerk further updated that the roof had been completed. It was noted that the Project Manager would be attending the site on Wednesday 24 April and, if satisfied, the scaffolding would be removed.

**2018/197 Committees/Working Group Meetings:**

a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 9 April 2019.

b) **RESOLVED** to adopt the notes and approve the recommendations of the Neighbourhood Development Steering Group Meeting held on 2 April 2019.

**2018/198 Finance: Monthly Accounts and Payments April 2019**

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

b) It was **RESOLVED** to i) ratify accounts paid April (a) of £7,045.59 and standing orders/direct debits paid of £12,433.24; ii) to approve accounts April (b) of £4,002.88 and direct debits of £609.23; iii) to approve accounts April (c) of £18,220.00; and iv) to approve the addendum to accounts outstanding for payment of £626.17 and cheques written/direct debits paid since last statement of £3.14 having been tabled and read.

c) Car park takings were noted.

d) Bank Reconciliation availability was noted.

**2018/199 Internal Control:** Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

**2018/200 Financial Statements:** In response to a member query regarding the recording of the capital receipt relating to the sale of Unit 5b, the Responsible Financial Officer advised that for the purpose of the Annual Governance and Accountability Return, the advice of the Internal Auditor was that this should be entered in the profit and loss account. It was noted that she had detailed that the Central Services income included the capital receipt sale of Unit 5b (p2 of the financial statements, p14 of the agenda pack) for clarity regarding the operation profit. **RESOLVED** to approve the Financial Statements for the year ended 31.3.2019.

**2018/201 Budget to Actual Variance Report:** The Budget to Actual Variance report for the period 1.4.2018 – 31.3.2019 was noted for information.

**2018/202 Internal Audit Report:** The Internal Audit Report from Hudson Accounting Ltd for the year ended 31 March 2019 was noted. The Town Clerk clarified in respect of outstanding items related to the Model Publication Scheme, that it was felt these had been addressed. However, Officers would look into the matter.

**2018/203 Annual Governance and Accountability Return 2018/19**  
**Section 1 Governance Statement:** The Chairman advised that the agenda heading was "Governance" not "Government". Council considered the Annual Governance Statement. Members were satisfied that the check list be answered "Yes" for items 1-8 and it was **RESOLVED** to approve Section 1 – Annual Governance Statement 2018/19 of the Annual Governance and Accountability Return 2018/19 and they were signed by the Chairman and the Town Clerk.

**2018/204 Annual Governance and Accountability Return 2018/19**  
**Section 2 Accounting Statements:** Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting statements 2018/19 for Padstow Town Council in the Annual Governance and Accountability Return 2018/19 and they were signed by the Chairman.

**2018/205 Council IT Provision Update:** As outlined in the agenda report, the Town Clerk reported that she and the Responsible Financial Officer had raised concerns with Councils current IT provider regarding service and unresolved issues. Having met with representatives, who acknowledged and were aware of the issues, she considered there had been some improvement and the recommendation was that Council remain with the current provider for the next 12 months.

It was noted that there was a provision of £8,000 in the Capital/Projects Budget to update the IT equipment much of which was coming to the end of its life and using outdated software. The cost to update the outdated computers, purchase 2 public access computers and an additional tablet/laptop was approximately £7,282. The Town Clerk advised that the public use computers would be done at a different time. This was as more work was required to firm up how this system would operate i.e. time limits on use, onscreen permissions etc . She would arrange a meeting with the IT provider to assist in this regard.

The Town Clerk advised that to prepare for a possible cloud based server, fibre broadband was being installed later in the month. It was noted that the cost of the fibre was cost neutral to the current system as there would no longer be a monthly cost for the telephone line.

**RESOLVED** to approve the purchase of the updated and additional IT equipment as outlined in the agenda report inclusive of 2 x public use computers, further that the cost be taken from the £8,000 provision within the Capital/Projects Budget.

**2018/206 Correspondence**

a) Correspondence for information was noted.

b) (i) **Cornwall Council Traffic Waiting Restriction**

**Consultation:** Members gave consideration to the restrictions affecting Padstow Parish. Namely, the new no waiting time restriction on the Eastern spur of Treceus Industrial Estate, the extension to the no waiting at any time on Fentonluna Lane outside No 24 and amendment to the existing parking restricts at Prideaux Place.

One member considered access to Treceus Industrial Estate was difficult for businesses at present and welcomed the action of Cornwall Council in this regard.

**RESOLVED** to support Cornwall Council's proposals for the waiting restrictions within Padstow Parish at i) Treceus Industrial Estate, ii) Fentonluna Lane; and iii) Prideaux Place as outlined in their Traffic Waiting Restriction Consultation.

**2018/207 Planning Applications: RESOLVED to make the following responses to planning applications:**

a) PA19/02527 Land East of Tristan Trevone Road Trevone Padstow – Construction of dwelling (amended design)

**SUPPORTED**

Councillor Saunders requested his name be recorded as voting against this decision.

b) PA19/02701 Grayne House The Strand Padstow Cornwall PL28 8AQ – Non material amendment to PA17/10616 (Alterations to existing dwelling) for replacing the 3 windows/sliding door with a single 3.69 metre wide window/sliding door.

**SUPPORTED; provided conservation officer satisfied**

**2018/208 Cornwall Planning Partnership:** The Chairman advised that further to the agenda report outlining that Councillor Saunders had put himself forward for the Cornwall Planning Partnership membership, Councillor Freeman had also put his name forward. Members gave consideration to this appointment and felt that as Chair of the Planning Committee, Councillor Freeman be endorsed as the Padstow Town Council representative.

**RESOLVED** to endorse Councillor K Freeman's application to join the Cornwall Planning Partnership.

**2018/209 Coastal Sculpture Cornwall:** Members discussed the request from Coastal Sculpture Cornwall in respect of delaying the project to July 2020. Members expressed disappointment at the lack of progress and communication from the group.

The Town Clerk suggested that if Council was minded to accept the deferment as proposed by Coastal Sculpture Cornwall, they may wish to consider the conditional basis be extended to include all the requirements outlined in its letter of 28 March 2019.

Members felt that the delay should be approved but given the length of time taken so far with little progress, documentation should be required by November 2019.

**RESOLVED** to agree to the request from Coastal Sculpture Cornwall to defer their exhibition to 3 – 26 July 2020 on the same conditions as previously agreed, on the proviso that, the operational documentation as outlined in the letter dated 28 March 2019, be received by 15 November 2019 in order that it be taken to the November meeting of the full Council.

**2018/210 Padstow Parish NDP Update and Designated Local Green Spaces:** The Town Clerk referred members to the update in the agenda report which noted the status of the Neighbourhood Development Plan, namely the preparation of a draft 1<sup>st</sup> Consultation Version.

The Town Clerk advised that within the draft document was a policy to designate and protect "local green spaces". A list of sites had been considered against the National Planning Policy Framework, and sites which were considered to meet the criteria were being recommended for inclusion. Landowners of the sites had been written to, advising them of such. Some of the sites were owned by Padstow Town Council, as outlined in the agenda report, as such Council were asked to give consideration to supporting a policy to designate and protect local green spaces within the parish.

**RESOLVED** to support the inclusion of i) Chapel Stile Field; ii) The Green, Porthmissen Beach, iii) The Lawns Play and Recreation Area; iv) The Plantation; and v) Rope Walk Allotments these being land owned by Padstow Town Council in the proposed draft policy to designate and protect local green spaces within Padstow Parish in the Padstow Parish Neighbourhood Development Plan.

**2018/211 Standing Orders: RESOLVED** to adopt the amended Standing Orders 2019.

**2018/212 Reports from Members/Outside Organisations:** The Chairman reported that he had attended a recent meeting of the Padstow Area Library Support group (PALS). They had noted that in its first week only 1 person outside of the group had used the mobile library service; the second week had been much the same. PALS considered that use of the mobile service would build slowly.

At the Community Network meeting in April, Cornwall Council had shared its aim to be "greener" in its working practices. For example, by removing plastic bottles from Council sites. The network now had a budget available for new traffic schemes, this had funded the new double yellow lines at Treceurus.

The Chairman noted that he had attended 2 flower presentations during April and had officially opened the new Skate Park. He expressed thanks to those who attended in support and to the office for organising the event.

**2018/213 Annual Parish Meeting:** Tuesday 7 May 2019 was noted. The Town Clerk advised that Padstow Fire Station's Station Manger had confirmed attendance as had Sgt Honeywill and Kate Whitford for Padstow School. The Practice Manager of St Petroc's Group Practice remained unconfirmed. It was noted that apologies had been received from Cornwall Councillor Buscombe but a written handout was proposed to be provided.

**2018/214 Meeting Dates:** Next meeting dates of a) Annual Council Meeting: Tuesday 14 May 2019 at 7.00 pm and b) Full Council Meeting: Tuesday 28 May 2019 at 7.30pm were noted.



**2018/215** It was **RESOLVED** to exclude the press and public due to the confidential nature of the business about to be transacted.

**2018/216** **Railway Incident Update:** It was noted that the matter was now concluded as per the agenda report.

**2018/217** **New Business Units Rent Reviews:** Councillor Mrs T Walter left the meeting and did not return. See confidential minutes

Meeting closed at 20.15 pm

## **PADSTOW TOWN COUNCIL**

### **Minutes of the Annual Meeting of Padstow Town Council held on Tuesday 14 May 2019 at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow**

**Present:** R Buscombe, A P Flide, K Freeman, R Higman, A Rickard, Mrs A E Symons, D N Vivian, Mrs T Walter and C Watson-Smyth

**In Attendance:** Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and minute taker) and 1 member of the public (part)

- 2019/1 Election of Chair of the Council/Town Mayor:**  
**RESOLVED** that Councillor C Watson-Smyth be elected as Chairman of the Council/Town Mayor for 2019/20 and he signed his Declaration of Acceptance of Office.
- 2019/2 Election of Deputy Chair of the Council/Deputy Mayor:**  
**RESOLVED** that Councillor A P Flide be elected as Deputy Chair of the Council/Deputy Mayor for 2019/20.
- 2019/3 To receive apologies for absence and announcements:** i) Apologies were received from Councillors F J Bealing, M Evans, H M Saunders; ii) The Chairman expressed his thanks to Councillor Higman for his chairmanship over the last 2 years. His thanks were echoed by his fellow Councillors.
- 2019/4 Election of Committees: RESOLVED** that the following Councillors would form the committees for 2019/20:
- a. **Leisure Tourism and Open Spaces** (7): Councillors F J Bealing, R Buscombe, A P Flide, R Higman, A Rickard, D N Vivian and C Watson-Smyth
  - b. **Highways Roads and Transport** (7): Councillors F J Bealing, M Evans, K Freeman, R Higman, A Rickard, D N Vivian and C Watson-Smyth
  - c. **Staffing** (5): Councillors F J Bealing, R Buscombe, R Higman, A Rickard and Mrs T Walter
  - d. **Planning** (6): Councillors F J Bealing, K Freeman, R Higman, A Rickard, Mrs A E Symons and Mrs T Walter
- 2019/5 Working Groups**  
**RESOLVED** that the Neighbourhood Development Steering Group continue and the following Councillors form the NDP Steering Group for 2019/20: Councillors F J Bealing, A P Flide, A Rickard, D N Vivian, Mrs T Walter and C Watson-Smyth
- 2019/6 Election of Council Representatives: RESOLVED** to elect the following Council Representatives:
- a. Cornwall Association of Local Councils (CALC): Councillors C Watson-Smyth and A Rickard
  - b. Camel Advisory Group: Councillor D N Vivian

- c. Memorial Hall Committee: Councillor K Freeman
- d. Padstow Area Tourism Association: Councillor A Rickard and R Higman
- e. Padstow Sea Cadets Management Committee: Councillor D N Vivian
- f. Wadebridge and Padstow Community Network Meeting: Councillors C Watson-Smyth and A P Flide
- g. Plastic Free Coastlines Steering Group: Councillor R Higman

**2019/7**

**Scheme of Delegation/Committee Terms of Reference:**

**RESOLVED** that each committee, at its first meeting, review its own Terms of Reference and bring any recommendations back to a future meeting of Council.

**2019/8**

**Dates of Council Meetings: RESOLVED** to agree meeting dates for 2019/20 as outlined in the agenda papers.

Meeting closed at 7.17 pm

**PADSTOW TOWN COUNCIL: 28 MAY 2019  
CLERK'S REPORT/ WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

<b>PROJECT</b>	<b>NOTES/UPDATE</b>
<b>FULL COUNCIL</b>	
Station House	Snagging works have been taking place; not quiet finished. TC has requested Project Manager to chase.
NDP	Council had recent report on their green spaces. Initial views from CC have been requested to assist. Group will then need to meet and consider how to take forward informal consultation.
<b>LTOS</b>	
Recreation Facilities (i.e. Tennis Court/Lawns Site/Skate Park)	Skate Park: Some concerns of antisocial behaviour. Met with local police, report will go to Cttee on CCTV. PIR light looking to erect also on blockhouse. MUGA Proposal: Future proofing to be looked at. Contact with Sport England has been made, very interested in ideas. Town Clerk and Cllr Flide to progress matters with Sport England for further advice and support in respect of community use and drafting a community questionnaire to ascertain usage. Works almost complete.
Victoria Shelter	
Victoria Monument	Application made in respect of replacement lightening conductor. This was stolen.
Cory and North Quay Toilets	LTOS agreed to proposal to move forward. Project Manager tasked with working up specification with a view to commence works winter 2019.
<b>HRT</b>	
CC Parking Enforcement	TC to look into this and progress.
Railway Car Park	Works to take place w/c 3 June (subject to weather).
Improvements to Lawns Car Park	This has been included in the Council's Business Plan and the Council agreed a budget of £210,000 for 2019/20. S278 application and planning permission have been made. Item on Council agenda in respect of tender list. Works due to commence winter 2019.

Agenda Item 7

## PADSTOW TOWN COUNCIL

Minutes of the Annual Parish Meeting held on Tuesday 7 May 2019 commencing at 7.30pm at Padstow School, Grenville Road, Padstow

**Present:** Padstow Town Council (PTC): Councillor R Higman (Chair of the Council and Town Mayor) Councillors M Evans, K Freeman, Mrs A E Symons, D N Vivian, Mrs T Walter and C Watson-Smyth

**In Attendance:** 16 members of the public  
Sgt Sue Honeywill Devon & Cornwall Police (until 7.55pm)  
PC Amy Honeywill Devon & Cornwall Police (until 7.55pm)  
Kate Whitford, Padstow School  
Kevin Harris, Padstow Fire Station  
Mrs K Pemberton: Town Clerk, Padstow Town Council  
Mrs S Daly: Support Officer, Padstow Town Council  
Mrs T Trestain: Support Officer, Padstow Town Council

**1** **Apologies:** were received from Councillors F J Bealing, R Buscombe, A P Flide, A Rickard and H M Saunders

**2** **The minutes of the last Annual Parish meeting** held on 8 May 2018 were agreed as a true record of the meeting and signed by the Chair.

**3** **Mayors report:** The Mayor opened the meeting with a 1 minute silence in memory of Laura Smallwood and expressed his sincere condolences to her family and friends on behalf of the Council.

The Mayor welcomed all to the Annual Parish Meeting and thanked the evening's speakers, Sgt Sue Honeywill and PC Amy Honeywill from Devon and Cornwall Police, Kate Whitford, Head of Padstow School and Kevin Harris, Station Manager for Padstow Fire Service for their attendance. He passed on apologies from Cornwall Councillor Buscombe and announced that Councillor Buscombe would be holding a surgery on Thursday 9 May at Station House between 10am - 12pm.

Councillor Higman then provided an update to the community regarding matters of interest from the past year, Council finances and future projects (copy attached).

**4** **Police report:** Sgt Sue Honeywill echoed Councillor Higman's sympathies to the family and friends of Laura Smallwood. She shared that enquiries were continuing in this matter and therefore respectfully asked that no questions be put to the police regarding this during the meeting. Sgt Honeywill then provided a report on matters of interest (copy attached).

Sgt Honeywill concluded that subsequent to writing the report, a number of burglaries had taken place at local commercial properties following the bank holiday weekend which the police were looking into. Overall the service had certain targets however priorities were narrowed to the needs of the local area, for the

Padstow and Wadebridge area these continued to be drugs, anti-social behaviour and parking on pavements.

Some questions were raised after the presentation as follows:-

- In response to a query regarding the nature and increase in non-notifiable offences, PC Honeywill advised that these were typically traffic related. The increase was in part due to a proactive new project called "no excuses". A Bodmin based team using automatic number plate recognition systems were picking up on vehicles which were not insured or taxed and actively stopping and checking vehicles. Whilst the increase may appear negative, the increase was in fact positive.
- Query was raised as to how the Community Speed Watch Scheme was set up in St Issey. It was noted that potential sites first need assessing for a speeding issue. St Issey was found to be on the threshold and volunteers were then sought to operate the speed watch. Sites also have to be deemed safe for volunteers to operate. It was noted that St Issey had passed the safety measures and were in the process of signing up volunteers.

PC Honeywill reminded the community of the Devon and Cornwall ALERT scheme which residents could sign up to, in order to receive accurate information and appeals via email or text, relating to matters in the Wadebridge and Padstow area.

PC Honeywill advised that she was covering both the Wadebridge and Padstow areas and was trying to operate foot patrols. Anti-social behaviour remained a priority and police were always happy to listen to information from the public. It was noted that in Wadebridge recently, the Police had received enough information from members of the public to carry out a "stop and search" of a person which had led to the seizure of drugs and cash and an ongoing investigation.

It was noted that Wadebridge Police Station has its own Facebook page which was a useful resource. In Wadebridge there was currently a problem with parking on the pavement. Police were issuing warning letters to offending vehicles and making visits to owners who receive more than 2 letters.

The Mayor expressed thanks to Sgt S Honeywill and PC A Honeywill, they then left the meeting.

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**Padstow School:** Kate Whitford, Head of Padstow School addressed the meeting. Mrs Whitford expressed thanks to Padstow Town Council for the grant awarded to the Friends of Padstow School. She also gave thanks for the funding received from Paul Ainsworth, Rick Stein and the PTFA. The school had now been able to purchase 30 chrome books and a recharging station allowing the children better access to technology needed for the curriculums computing element.

It was noted that the school had received 2 monitoring visits from Ofsted since the last annual parish meeting. One in June 2018 and one in February 2019. Both visits had been positive with Ofsted commenting that i) Leaders and managers were taking effective action toward the removal of special measures; ii) the trusts statement of action was fit for purpose; and iii) the schools' action plan was fit for purpose. A 3<sup>rd</sup> visit was expected at any time and it was hoped this would be converted into a full inspection which could take the school out of Special Measures and into Requires Improvement. The school would then have 2 years to continue to improve to achieve Good or Outstanding. Mrs Whitford expressed thanks to the staff and community for their support, without whom so much could not have been achieved in such a short space of time.

Mrs Whitford highlighted that the school were keen to improve the outdoor environment to provide outdoor learning spaces. Current fundraising efforts were focused on this. Thoughts were to clear the garden pond, create a willow area and fire pit area and convert the space outside class 1 into a usable outside space. Mrs Whitford also expressed a need for outside shade during the summer term, noting that last year it had been necessary to keep the children in on occasions when it was too hot due to a lack of adequate shade for the children.

The school was pleased to have introduced some new camp experiences for the children this year with Year 5 going to Nine Ashes Scout Camp and Year 6 spending time in Bristol on a city experience linked to their learning topic Isambard Kingdom Brunel.

The Mayor expressed thanks to Kate Whitford.

## 6

**Local Fire Service:** Kevin Harris, Station Manager at Padstow Fire Station addressed the meeting. He highlighted that the team covered a small local area and as such were rarely called to support other crews so as not to leave Padstow without support. The current team comprised of 10 members with an 11<sup>th</sup> member currently in training. 2 further team members were needed and anyone interested was encouraged to call into the station on a Thursday evening; applicants needed to be 17 ½ years of age and up.

The team trained every week on a Thursday and also trained regularly with the RNLI. They also carry out free home safety checks and if necessary fit free smoke alarms. Mr Harris urged people to let them know of anyone who may benefit.

Mr Harris advised that due to its location, the fire station was relatively quiet. Last year there had been 62 call outs, only 9 of which were property fires such as a barn fire and industrial estate fire and 11 had been Road Traffic Collisions. An increase in gorse and field fires was seen last year due to the hot weather.

The team were also seeing an increase in calls to assist ambulances to make entry to properties in place of police due to lack of police

funding. The service was part of a safeguarding initiative with South Western Ambulances where both parties pass on the details of those in need i.e vulnerable people living in clutter, to Cornwall Council for assessment.

It was noted that most other call outs were false alarms with good intentions, for example instances where the fire is controlled.

Another aspect of the teams work was fire safety within the community and they often visited schools in the area. Recently Padstow School visited the fire station with models of buildings related to their Great Fire of London topic to demonstrate how quickly fire spreads.

The Mayor expressed thanks to Mr Harris.

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**Open Forum:** The following questions and comments were received from members of the public:

i) Did the Council have any plans to upgrade the top path of Stile Filed as it was hard to walk on 3 abreast, being that it was patchy and narrow? and; ii) The brambles at Stile Field should be cut back as they were in danger of overgrowing and taking over.

- The Mayor advised that these matters could be looked in to.

iii) Was there an update on the issues to the path from Stile Field to St George's Well?

- The Town Clerk advised that the path belonged to Cornwall Council and the matter had been flagged with them. The Town Clerk would encourage members of the public to forward any concerns to Cornwall Council as an additional voice however she would also chase the matter again.

iv) Why did the Town Council consider it necessary to support more parking restriction in Fentonluna Lane at a recent meeting?

- The Mayor advised that the matter had been raised through Cornwall Councillor Buscombe and the money had been funded via a ring-fenced budget from the Community Networks. He understood the initial case had been brought to Councillor Buscombe via members of the public.

v) When did the Town Council expect to hear back from Cornwall Council with comments regarding the draft 1<sup>st</sup> Consultation Version of the NDP?

- The Town Clerk confirmed it was not the formal submission version that had been sent to Cornwall Council (CC). It was felt a good idea to seek CC's thoughts on this draft version's conformity prior to an informal consultation. She advised that the Steering Group would then need to consider the same alongside its views on how to progress with the informal consultation. She estimated that the informal consultation could take place in a couple of months and encourages all members of the public to participate.



vi) In light of the police comments regarding parking on pavements, who should be responsible for A-frames obstructing pavements as this is was also a danger and obstruction?

- The Mayor advised this was a matter for Cornwall Council (CC) however he understood from Cornwall Councillor Buscombe that in the past CC had taken the signs away to a depot only for them to be collected and reinstated by the business owners. It was suggested that the matter be raised with Councillor Buscombe during his surgery. The Town Clerk advised that this would also be raised with the Neighbourhood Beat Manager, as they could possibly help or work with CC on this issue.

Meeting closed at 8.12pm

## COUNCILLOR HIGMAN'S SPEECH (7 MAY 2019)

Firstly I would like to express my sincere condolences to Laura Smallwood's family and friends on behalf of the Council, it is a really sad time for our community and our thoughts are with everyone concerned.

Welcome to the meeting, I appreciate you all coming this evening, I would like to introduce you to Sgt Sue Honeywill and PC Amy Honeywill from Devon & Cornwall Police, Kate Whitford, Head of Padstow School and Kevin Harris, Station Manager for Padstow Fire Service, thank you for your attendance.

We had a new Councillor join us recently. We welcomed Councillor Matt Evans to his first meeting in March and we are all very much looking forward to working with him.

Apologies from Councillor Buscombe our Cornwall Councillor for not being able to attend this evening. He was initially intending to do a written update however, instead he has asked that I let you know that he will be holding a surgery at our Council Offices at Station House on Thursday 9 May, from 10 am to 12 pm. Any queries or questions please come along so he can help. There are leaflets available for anyone interested in meeting with Richard.

I'd like to take a moment to update you on what our Council has been doing since our last Annual Town Meeting.

**Skate Park:** Last year I advised that we had received planning permission and were able to move forward with this project. As I'm sure you know we have completed the skate park project, which we celebrated with a grand opening which took place over the Easter holidays. Our opening was also a fun day with face painting, Easter games and support from the Social Club in providing a BBQ. We also invited Mount Hawke Skaters who did a demonstration and supported the young people on the day. We also had support from Padstow School with us arranging for Year 6 students to undertake a "test day" with Mount Hawke skaters, this went down very well and was enjoyed by all who attended – even the teachers! Pupils also designed skate safe posters which we used to decorate the skate park. We will soon be awarding the prizes for the best posters. The cost of this project was £87,500

**Neighbourhood Development Plan:** We have been progressing the NDP. A draft 1<sup>st</sup> Consultation Version of the Padstow Parish Neighbourhood Development Plan has been developed, which was considered by the NDP Steering Group. The Group agreed to send this to Cornwall Council to give the local planning authority an early opportunity to peruse the document and flag any potential issues of non-conformity with the Local Plan's strategic policies or intentions. The Steering Group will then give consideration to their views. After this, the intention is to undertake an informal community consultation on this 1<sup>st</sup> version. This will give yourselves and other local stakeholders an opportunity

to make comment on its contents. The consultation will "test" whether the draft properly reflects local views and aspirations. So watch this space, as we hope consultation events will be arranged soon and I would urge you all to participate - I'd like to stress that a Neighbourhood plan comes from the community so please do take part in any consultations. Regular updates are available to view on the Town Council website.

**Remembrance Day:** As with every year, and with thanks to our Local Royal British Legion, our Remembrance Day was well attended and supported by our community. This year was particularly important as it was the Centenary of the end of the First World War. The Town Council worked alongside the local branch of the Royal British Legion to complement the day, marking this anniversary with a plaque which was positioned close to the War Memorial. This was unveiled jointly by the Town Council and the Royal British Legion. The Town Council also bought a 6 foot commemorative Tommy figure which unfortunately arrived too late for Remembrance Day therefore, we held a separate ceremony at Stile Field with our Tommy being unveiled and with a blessing from our vicar.

**Victoria Shelter:** Due to its age and exposure to the elements the Victoria Shelter was in much need of attention. The main area for attention was the roof and trusses. This is almost complete and will be returned to his former glory and providing shelter for those walking the Saints' Way. The cost of this project is £28,623

A flagpole has been put on The Green at Trevone for the Blue Flag and Seaside Award and many general repairs of play equipment etc. have been financed.

**The Railway toilets:** The toilets now have a new tiled floor at a cost of £14,735 which is more durable for the thousands that use this facility. These toilets and the others around the Quay are provided free of charge to the public.

**Grants:** The Council is again delighted to offer a community grants scheme with £25,000 in total given to Padstow or Trevone based, not for profit organisations. Grants range from £100 to several thousand pounds and really helps local charities.

**Council Finances:** The income from the car parks and rental units pays for the running costs of Padstow Town Council and has also been invested in capital projects in the last few years.

The Accounts for year ending 31<sup>st</sup> March 2019 detail the car park income of £532,462 and rental income of £241,979. This enables Padstow Town Council to be the only town council in Cornwall not to set a precept (Padstow Town Council is the only town council in Cornwall not to set a precept).

The old Council offices, Unit 5b Treceus Industrial Estate, have been sold and the money must be reinvested in to capital projects, this is likely to be the Lawn car park improvements.

The Railway and Lawn car parks cost £116,472 to run. The Council's open spaces such as Stile field etc cost £144,617 to maintain. Padstow Town Council toilets cost £53,579 pa to run. Administration expenses are £141,731 pa. The Cemetery costs £17,427 pa.

Overall the Council had an excess of revenue income over revenue expenditure of £177,962. This will be used to finance capital projects and maintain reserves.

The Council has received positive internal and external audit reports for the last few years and Councillors and staff work hard to obtain best value for the community.

Further details of Padstow Town Council finances are available on its website [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk) or please call in at the office if you have any queries.

So to future plans.....

The Town Council has made a formal offer to buy the Core Building from LiveWest, for the benefit of the whole community, we are awaiting a formal acceptance.

**Lawns Car Park Improvements:** On our display board you will see plans for improvement. Planning permission has recently been submitted as well as an application to change the entrance. As you will all know the entrance is very narrow and causes congestion problems. We are also improving the layout which will see more car park spaces, approximately 25 which will be welcomed during our busy periods and also generate more revenue for the Council. We hope, all going well, that these works will commence this winter and completed in time for Easter next year.

**Cory and North Quay Toilets:** These have not had much attention for a number of years and are well used. We are currently engaging the services of a surveyor to undertake a survey to help us to redesign the space and pull together a specification. Again we are hopeful these works could take place this winter. We are also investigating the possibility of a hoist in our Railway Toilets to assist with disabled users. We are waiting on expert advice to ascertain if this is a possibility.

I would like to introduce our first speaker, Sgt Sue Honeywill.

## Padstow Town Council Annual Meeting 7<sup>th</sup> May 2019 Police and Crime Report

The below report provides a direct comparison of crimes and incidents over a twelve month period to the 1<sup>st</sup> May 2019. The statistics reflect only those crimes / incidents that took place in the Padstow & St Merryn area.

### Crimes:-

Offence	Recorded Crime 01/05/2018 to 30/04/2019	Recorded Crime 01/05/2017 to 30/04/2018	Recorded Crime % Difference
Violence with Injury	37	26	42.3%
Violence without Injury	64	49	30.6%
Rape	3	7	-57.1%
Other Sexual Offences	4	9	-55.6%
Burglary Dwelling	15	5	200.0%
Burglary Non-Dwelling	10	15	-33.3%
Vehicle Offences	13	8	62.5%
Shoplifting	7	6	16.7%
Other Theft	34	41	-17.1%
Criminal Damage	33	45	-26.7%
Public Order Offences	6	5	20.0%
Possession of Weapons	0	3	-100.0%
Possession of Drugs	2	1	100.0%
Other Offences	2	5	-60.0%
<b>Total</b>	<b>230</b>	<b>225</b>	<b>2.2%</b>
Non Notifiable Offences	20	11	81.8%



## Incidents:-

Incident Closing Category	Incidents - 01/05/2018 to 30/04/2019	Incidents - 01/05/2017 to 30/04/2018	Incidents % Difference
Anti Social Behaviour	60	79	-24.1%
Crime Not Recorded	1	5	-80.0%
Crime Recorded	66	76	-13.2%
Public Safety	350	292	19.9%
Transport	163	159	2.5%
<b>Total</b>	<b>640</b>	<b>611</b>	<b>4.7%</b>

This year's May Day celebrations have been sadly overshadowed by the tragic loss of Laura Smallwood. Her death is currently being investigated as unexplained and enquiries are continuing. Our thoughts and sympathies are with the family and friends of Laura and we respectfully ask that no questions are put to us this evening about this matter.

You will see from the statistics that there has been a slight increase (2.2%) in overall recorded crime reported over the past twelve months when compared to the previous twelve months. There is a similar increase (4.7%) in incidents. Whilst any increase is unwelcome, this is a very small rise and is smaller than the East Cornwall LPA as a whole (4.9% increase in crime).

Offences of violence have increased in line with the force and national trend; and no particular concerns have been identified that are specific to your local area. Some of this rise is due to a change in the way that crimes have been classified, with crimes such as Harassment and Malicious Communications (for example abuse over Facebook), now being included within the 'Violence' crime categories.

Dwelling Burglary has seen a 200% increase, but it must be stressed that the actual number of offences is very small. Only 15 offences were recorded for the entire year from 1<sup>st</sup> May 2018 to 30<sup>th</sup> April 2019. Some of these will fall within the series of offences that took place from November 2018 to February 2019, where we saw a number of holiday homes targeted across the north coast of Cornwall and into Devon. Some arrests have been made and some convictions secured. Enquiries into some of these offences continue with positive lines of enquiry.

County Lines Drug activity has been and remains the top priority for Police Teams across the Bodmin & Wadebridge sector. Over the past year we have executed 18 Misuse of Drugs Act Warrants and secured two Premise Closure Orders. Numerous people have been arrested. Significant quantities of drugs have been taken off the streets and cash and weapons have been confiscated. Whilst this may appear concerning, the vast majority of this activity has taken place in the Bodmin area.

We continue to urge members of the public to contact us to report anything suspicious which might relate to drugs activity. This can be done by visiting our Station Enquiry Offices during weekdays; by telephoning us on 101; by emailing through our website, or by phoning Crime Stoppers on 0800 555111.

We are pleased to say that we have gained two additional PCSOs in Bodmin Sector - PCSOs Jenny Michell and Anita Parry. Both are experienced PCSOs and are a valuable addition to the team. Amongst her other tasks, Anita will be asked to work with the county's Rural Crime Officer – PC Chris Collins - to develop initiatives to combat rural crime and incidents.

In January 2019 PC Amy Honeywill replaced PC Helen Lentern as the Wadebridge / Padstow NBM. Amy joins the team after a period of ten years as a Firearms Officer. She too brings plenty of experience and is embedding well into the neighbourhood team.

Over the past year we have grown our Citizens in Policing establishment. We have recruited a number of Local Police Support and Neighbourhood Watch Volunteers. We have also recently recruited volunteers to run a Community Speedwatch Scheme in St Issey. We are grateful for the time dedicated by our volunteers to assist us; and we aim to grow our numbers over the coming twelve months.

A total of 4 crimes were recorded in Padstow on 1<sup>st</sup> May 2019. Of these two were assaults and the other two were Thefts.

Questions.

**PADSTOW TOWN COUNCIL: 28 MAY 2019**

**AGENDA ITEM 9c): FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERSHIP:**

The membership of the Finance and General Purposes Committee is 8 members drawn from chairs of LTOS, HRT, Staffing and the Mayor and Deputy Mayor along with 3 further members.

Each of the relevant Committees who form membership of this Committee are due to appoint their chairs at their meetings on the 21 May 2019. The Town Clerk will update accordingly as to these appointments at the meeting. Council will then be asked to appoint to the remaining vacant positions.



**Padstow Town Council**  
**Finance Report**  
**Agenda item 10**

- 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 'May a' of £40,882.06 and direct debits paid of £12,343.83.  
to ratify accounts paid 'May b' £5923.02 and direct debits of £1210.98.  
to ratify accounts paid 'May c' £2564.54 and direct debits of £773.72.  
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 May 2019**

**Revenue Income 16 April - 16 May 2019 (per Sage)**

		<b>£</b>
Central Services	filming fee & Radar key	103
Highways Roads and Transport	Railway car park income	44,127
"	Railway excess charges	240
"	Lawn car park income	13,133
"	misc income (Ladywell space etc)	2,888
Environment - Cemetery	Cemetery fees	1,904
Environment	seagull-proof sack	9
Investment Properties	rent income 2019-20	261
"	misc rent	4,350
Other operating income	interest received	273
		<b>67,288</b>

**State of the Bank** per Sage

Lloyds	Current Account	1,000.00
	Business Call Account	385,331.44
	Wages Account (PAYE & NIC)	29,982.75
	Car park takings account	0.00
	Car park takings account	17,835.61
	32 day call notice 0.75% interest	310,564.67
	Client deposit account	790.88
Barclays	Current Account	12,739.79
	Active Saver 0.2% interest	44,970.27
	Wages Account (Net pay and LGPS pension)	13,390.18
	Petty Cash	124.82
		<b>816,730.41</b>

**Permission to Transfer funds**

Petty Cash (Petty cash imprest amount is £200)	75.18
Wages	21,609.82
Lloyds to Barclays (PTC bank accounts) (Wages months 1 and 2 - gross pay, NIC ER's & LGPS ER's £53,407.17)	100,000.00
	<b>121,685.00</b>

**Debtors Outstanding for more than 3 months:**

None

**Creditors Outstanding for more than 3 months:**

None

per Sage	16.5.19 £		1.4.19 - 31.3.20 Budget
<b>Actual Income</b>	<b>136,288</b>	car park income posted up to 7.5.19.	
<b>Budget Income</b>	<b>169,157</b>	Budget if for the whole month.	<b>729,000</b>
<b>Actual Revenue Expenditure</b>	<b>123,460</b>		
<b>Budget Rev Exp</b>	<b>150,905</b>		<b>694,110</b>
<b>Actual Capital/Project Expend.</b>	<b>36,233</b>		
<b>Budget Capital/Project Exp</b>	<b>56,667</b>		<b>340,000</b>

*To ratify accounts paid:*

**ACCOUNTS OUTSTANDING**  
**May' a 2019**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
30.4.19	Capital/projects	WMS Ltd	Victoria monument shelter refurbishment	24547.90	4909.58	29457.48
24.4.19	Capital/projects	Ian Dawe - electrical contractor	electrical installation to hut & garages	2699.35	539.87	3239.22
30.4.19	Corporate	Cobalt	RingGo fees 1 month	2122.94	424.59	2547.53
30.4.19	Env - toilets	Wallgate	hand washer/dryers service contract 1 year	2088.00	471.60	2505.60
24.4.19	Env - toilets	AUK Supplies Ltd	toilet rolls, bleach, drain clear etc	611.19	122.24	733.43
23.4.19	Leisure - events	Mouth Hawke Youth Group	skateboard coaching & demonstration			580.00
30.4.19	LTOS	Padstow Petrol Station	fuel 1 month			559.17
23.4.19	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave	465.98	93.19	443.00
1.4.19	Env - toilets	Churchill Service Solutions	legionella control support - toilets	214.96	42.98	257.94
26.4.19	Corporate	Kestrel Guards	check call service 2 weeks	150.00	30.00	180.00
1.5.19	Administration	Microtest	analogue line, internet & tel line services	88.46	17.69	106.15
25.4.19	HRT	Flowbird City UK Ltd	Smartfolio Easy Plus 1 month	80.45	16.09	96.54
29.4.19	Administration	Golant Fire & Security	bi-annual fire alarm service	75.00	15.00	90.00
1.5.19	Corporate	Port Isaac Practice	medical report	30.00	6.00	36.00
23.4.19	LTOS	South West Seeds	Nectar flower seed mixture			30.00
29.4.19	Administration	Sea Spray Cleaning Services	window cleaning			20.00
						<u>40882.06</u>

**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	8054		
1st	Corporate	WPS Insurance (Aviva)	Commerical combined insurance policy	2196.93		
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
						<u>10395.90</u>

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

26.4.19	Administration	EE phone	mobile phone contract 3 phones 1 month	46.2	9.24	55.44
30.4.19	LTOS	Biffa	bulk waste bin emptying 1 month	856.92	171.38	1028.30
1.5.19	Administration	Sage UK	Sage Accounts subscription 1 year	720	144.03	864.19
						<u>1947.93</u>

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

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

*To ratify accounts paid:*

**ACCOUNTS OUTSTANDING**  
**May' b 2019**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
7.5.19	Capital/projects	Nova Surveyors	Project mananagement - Lawn car park & Victoria shelter	2870.00	574.00	3444.00
2.5.19	HRT	G4S	car park machine cash collections	967.20	193.44	1160.64
10.5.19	Env - Cemetery	Duchy Cemeterys	excavate grave (recharged to funeral director)			443.00
13.5.19	HRT	Clear-flow	waste disposal and jet drains	277.00	55.40	332.40
8.5.19	LTOS	DVLA/Post Office	WK12 DLU vehicle tax			260.00
10.5.19	Administration	Konica Minolta	photocopier rental	142.98	28.60	171.58
8.5.19	Administration	Panel Warehouse	noticeboard	72.00	14.40	86.40
12.5.19	Administration	SeaDog IT	website hosting & maintenance			25.00
						<u>5923.02</u>

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

3.5.19	Env - toilets	Mole Valley Farmers	hooks, tape etc	47.09	9.42	56.51
10.5.19		Opus Energy	PTC sites			912.71
1.5.19	Env - toilets	Churchill	legionella control support package	107.48	21.49	128.97
10.5.19	Administration	Pure Cloud Solutions	telephone digital system channel & call charges	93.99	18.80	112.79
						<u>1210.98</u>

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

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

*Agenda item 10b*

*To ratify accounts paid:*

**ACCOUNTS OUTSTANDING**  
**May' c 2019**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
						£
14.5.19	Capital/projects	Philip Price Surveyors	North Quay & Cory toilets survey drawings	750.00	150.00	900.00
17.5.19	Administration	Konica Minolta	photocopying	373.63	74.73	448.36
13.5.19	HRT	Paragon ID UK	car park tickets	306.50	61.30	367.80
16.5.19	LTOS	Derrys Garage	WK15 0BF Isuzu truck MOT & full service	303.19	49.64	352.83
17.5.19	Env - toilets	AUK Supplies Ltd	toilet rolls & drain clear	190.52	38.10	228.62
8.5.19	Corporate Services	Kestrel Guards	check call service 2 weeks	150.00	30.00	180.00
17.5.19	Administration	Complete Business Services	stationery	72.44	14.49	86.93
						<u>2564.54</u>

**Cheques and direct debits paid since last statement:**

18.5.19	Env - toilets	Everflow Water	water 1 month			773.72
						<u>773.72</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>

*Agenda item 10b*

Padstow Town Council									
Railway & Lawn car park takings 2019/20									
n/c 4404	Railway income				n/c 4406	Lawn income			
	2017-18	2018-9	2019-20	Budget 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	38448	36375	41415	36,000		11587	10242	11988	10200
May	44164	43600		43,000		12327	12287		12300
Jun	46477	49098		49,000		14039	14352		14300
Jul	58161	59587		59,000		17210	16345		16300
Aug	68348	69811		69,000		21149	21050		21000
Sep	46134	45461		45,000		14276	13871		13900
Oct	39608	38792		38,000		10117	10819		10000
Nov	6113	6311		5,500		1446	1555		0
Dec	7253	8350		7,000		1955	2056		0
Jan '20	5037	4206		3,500		1310	1267		0
Feb	6977	6731		5,000		1691	1660		0
Mar	18511	16379		15,000		3895	3832		0
	385231	384701	41415	375000		111002	109336	11988	98000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2017-18	2018-9	2019-20	Budget 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	240	165	200	40		0	0	0	0
May	120	200		40		40	0		0
Jun	644	200		40		0	0		0
Jul	401	320		40		0	0		0
Aug	480	400		40		40	40		0
Sep	640	196		40		40	0		40
Oct	160	239		60		0	0		0
Nov	160	120		40		0	0		0
Dec	360	121		40		0	0		0
Jan '20	360	120		40		0	0		0
Feb	120	0		40		0	0		0
Mar	0	40		40		0	0		0
	3685	2121	200	500		120	40	0	40
n/c 4404	38448	36375	41415	36000	n/c 4406	11587	10242	11988	10200
n/c 4405	240	165	200	40	n/c 4407	0	0	0	0
Railway	38688	36540	41615	36040	Lawn	11587	10242	11988	10200
sub totals					sub totals				
Apr 2019					Apr 2019				
Apr	2017-18	2018-19	2019-20	Budget 2018-9					
Railway	38688	36540	41615	36040					
Lawn	11587	10242	11988	10200					
	50275	46782	53603	46240					
Car park takings									
April 2019 car park takings are £53,603, which is £7363 more than the Budget 2019-20 and £6821 more than 2018-19. Easter was in March-April in 2018 and in April in 2019.									
NB									
9.5.19									

## AGENDA ITEM 11a: CORRESPONDENCE

### Councillors Correspondence for Information – May 2019

Item	From	Referring To	Notes
A	Padstow Tourist Information Centre	Grant thank you email.	
B	Kernow Players	Grant thank you email.	
C	Rainbows/Brownies/Guides & Leaders	Grant and parking permit thank you.	
D	St Petroc Senior Citizens	Grant thanks you letter	
E	St Petroc News	Church magazine May addition	
F	Harbour Commissioners	Minutes of the meeting held on the 18 April 2019	
G	Trevone WI	Grant thank you letter	
H	Cornwall AONB Latest News Email	<ul style="list-style-type: none"><li>• Recruiting Cornwall AONB Partnership Manager</li><li>• Wheal Buzzy Project</li><li>• Royal Cornwall Show – Cornwall AONB Stand</li></ul>	

**AGENDA ITEM 11bi: Pre-engagement letter from Cornwall Council: Dogs on Beaches**

Cornwall Council has written to local town and parish councils and private beach owners to seek early views regarding the renewal of the Public Open Space Orders (PSPO's), relating to seasonal dogs on beach restrictions. The PSPO's must be renewed every 3 years, the existing orders end in April 2020. They are asking for early views prior to a formal public engagement planned for August 2019, the deadline for responses is 18.6.19.

Within the letter Cornwall Council have put 'The forthcoming consultation could present an opportunity to harmonise seasonal dogs on beaches restrictions across Cornwall, which would make it simpler to understand, avoid confusion when restrictions apply and make it easier to ensure compliance. Equally as key partner we are keen to hear your views about this.'

Within our parish there are currently 2 beaches with dog restrictions: St Georges Well & Trevone Beach both with restrictions from Easter Day – 30 September, appended are maps showing the restricted areas (appendix 1 & 2).

Council may like to know that last summer Padstow Town Council offices did have a number of complaints about dogs on St Georges Well, and that it seemed a lot of people didn't know about the restrictions. Our Support Officer contacted Cornwall Council about this issue and highlighted that this beach causes confusion and that it must be hard to ensure compliance as the restriction is just for the 'well' part of the beach. There does seem to be a number of access points to this beach, one being walking around from lower beach (where the ferry runs at low tide). An Officer from Cornwall Council (Mr Fitzgerald) did make a site visit and agreed that there is a number of entry points to the beach and currently only signage at the main entry point - as you enter the 'Well' from via the steps/slope down from the north coast pathway. Therefore Council may wish to consider this, if they would like to put forward any comments on the early engagement.

**AGENDA ITEM 11bii: Proposed Naming of New Development at Fernbank, Trevone**

Mr Mason from Amazon Construction Ltd emailed as follows:-

*"I am writing regarding the name of the new development of 3 houses at Fernbank, Trevone. The new houses have been built in what was the garden of Fern Bank. We have created a new entrance and the property have a shared entrance and drive. If you have passed the development, you may be aware from the advertising board depicting the project, its refers to as the THE ROCKS. We have been in contact with the council's Naming manager Steven May, to register The Rocks as the address and he has confirmed that the name satisfies the council policy on names. I am emailing the parish council, out of curtesy, to make sure you are **happy with the development being named the Rocks.**"*

Council is asked if wish to give this matter their due consideration.

**AGENDA ITEM 11biii: Owner/Occupier Letter – Plantation:**

Appendix 3 details letter on this issue from Cornwall Council. The Planning Application is due for consideration by the Planning Committee at its meeting on the 21 March 2019. The member of the public did contact the Council in this regard requesting that these works be undertaken by the Council. However, there were no issues raised in respect of this tree in the latest tree inspection so the Town Clerk sought further advice from the Tree Consultant, providing the



photo below also. In the option of the Tree Consultant, he advised that on his inspection there was adequate clearance of the neighbouring property and therefore the tree does not require any work by the Council at this time. Therefore, the Town Clerk duly wrote to the member of the public and advised that *"I am therefore minded to take his advice in this regard. However, I will ensure that on his next inspection he reviews this matter again."*

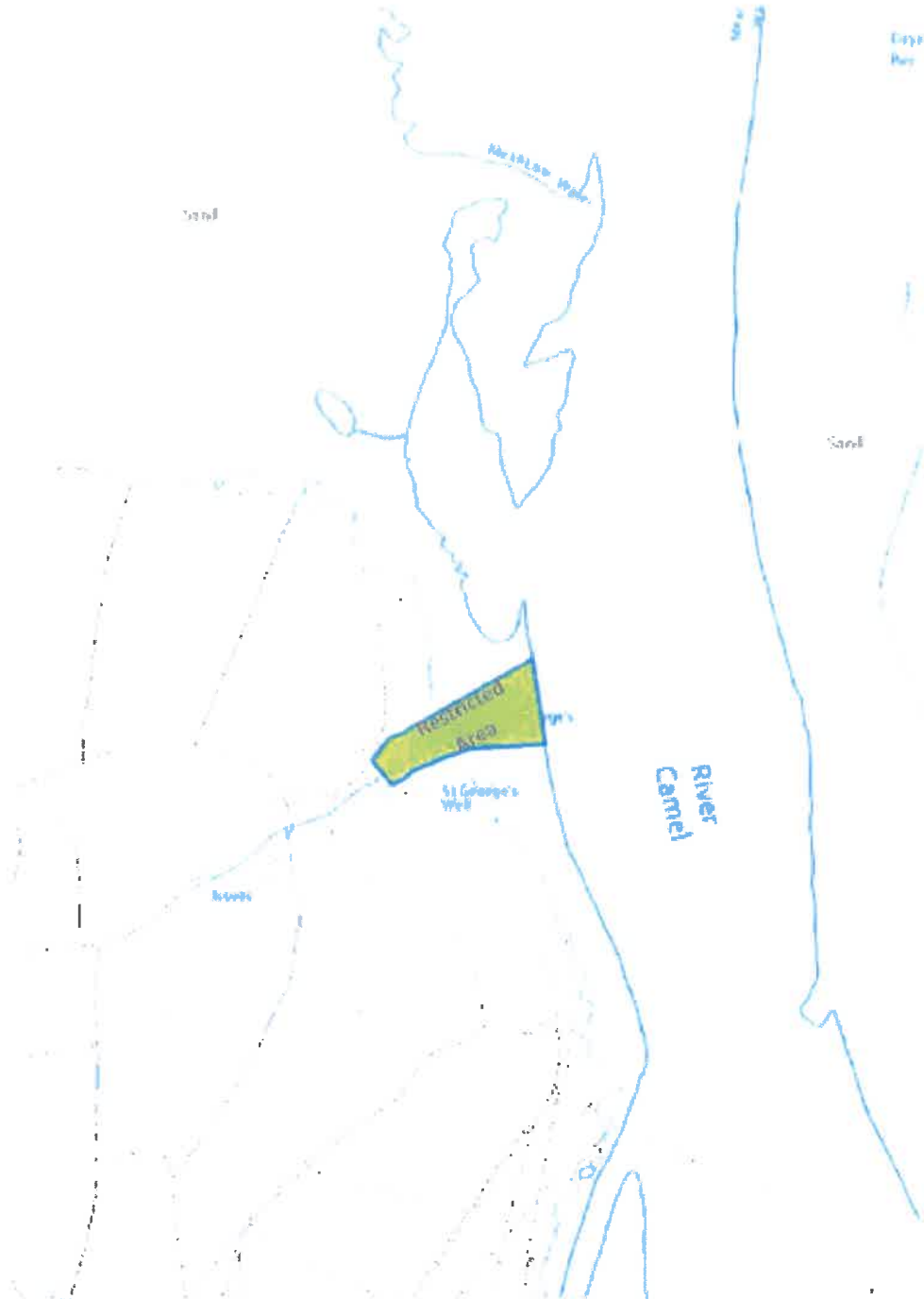
The Town Clerk has informed the Tree Consultant of the application made. He advised further that *"I looked at this tree again on 1 st May (evergreen not Turkey Oak) [this was undertaken when doing other work]. I confirm that I don't consider you need to take any action at this time however the proposed work [is] acceptable. Just one query which boundary are they referring to, yours or theirs."*

Council's views are sought in regards to this request. It should be noted that any permission to undertake any works should stipulate that it is undertaken by a reputable firm, have PLI and risk assessment information in place, to the satisfaction of our H&S advisor and insurer and that works are undertaken at times convenient to the Council. What do Council wish to do?





Map 38 St Georges Cove, Padstow



Map 4.3 Trevone Beach, Padstow



RECEIVED

07 MAY 2019



The Owner or Occupier  
Mrs Kathy Pemberton  
Padstow Town Council  
Station House  
Station Road  
Padstow  
PL28 8DA

**My ref:** PA19/03553  
**Date:** 3 May 2019

Dear Sir/Madam

**Application** PA19/03553  
**Proposal** T1 - Holm Oak. Height 13m crown spread 11m. Re-reduce the Holm Oak back to the boundary.

Crown reduce East side of crown over property and back to boundary by 2.5m leaving 8.5m crown spread. back to previous reduction points

**Location** See map and images  
**Applicant** The Plantation North Of Hill Street Padstow Cornwall  
Mr Roy Franklin

We have received the above planning application for determination which affects a tree(s) in your ownership. For information, the applicant will still need your consent to carry out works to the tree(s) following any approval from the local planning authority, unless removing any vegetation overhanging their property.

The application, plans and other documents submitted can be viewed on our website at <http://planning.cornwall.gov.uk/online-applications> or inspected at any of the main Council Offices between 9am and 5pm weekdays.

If you have any comments on the proposal they should be made online through the online planning register (see web address above), within 21 days of the date of this letter. You can also send your comments to the address below quoting the above application number.

All comments will be noted but only those relevant to material planning considerations will be taken into account as part of the application's determination. Please note that any representations received will be available to view through the online planning register and open to public inspection by the applicant, interested parties and the general public. To ensure that any comments are accurately reflected, please can you include either "representation", "support" or "objection" at the start of any correspondence.

**If you have no comments there is no need for you to respond.**

Yours faithfully

**Aimee Williams**

**Senior Development Officer**  
**Tel: 01208 265702**

Planning and Sustainable Development Service  
Cornwall Council  
Chy Trevail Beacon Technology Park Bodmin Cornwall PL31 2FR  
planning@cornwall.gov.uk  
Tel: 0300 1234 151 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

**PADSTOW TOWN COUNCIL: 28 MAY 2019**

**AGENDA ITEM 12: ELECTION OF COUNCIL REPRESENTATIVE TO PADSTOW AREA LIBRARY SUPPORT (PALS)**

Currently the representative is Councillor Higman. The Town Clerk omitted this from the list for consideration at the Council's meeting annual meeting on the 14 May 2019. Council are therefore asked to give this due consideration.

**AGENDA ITEM 13: PADSTOW CORE BUILDING**

As Council will know following memo sent to Councillors on the 3 May 2019 from the Town Clerk LiveWest confirmed that there were no issue with "claw back" and they have consent from the funders to pursue the sale of the Core Building with Padstow Town Council. There is a confidential agenda item on this matter.



**PADSTOW TOWN COUNCIL**  
**NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS**  
**FOR 2019-2020**

Date	Time	Meeting
<b>2019 DATES</b>		
<b>Tue 28 May</b>	<b>7.30pm</b>	<b>Full Council</b>
Tue 4 June	7.00 pm	Highways, Roads & Transport Committee
Tue 4 June	7.30 pm on the rising of HRT whichever the later	Leisure, Tourism and Open Spaces Committee
Tue 11 June	7.00 pm	Planning Committee
Tue 18 June	6.00 pm	Staffing Committee
<b>Tue 25 June</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 9 July	7.00 pm	Planning Committee
<del>Tue 16 July</del>	<del>7.00 pm</del>	<del>Finance and General Purposes Committee</del>
Tue 23 July	7.00 pm	Finance and General Purposes Committee
<b>Tue 30 July</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 13 August	7.00 pm	Planning Committee
Tue 3 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 September	7.00 pm	Planning Committee
Tue 17 September	6.00 pm	Staffing Committee
<b>Tue 24 September</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 1 October	7.00 pm	Highways, Roads and Transport Committee
Tue 8 October	7.00 pm	Planning Committee
<b>Tue 29 October</b>	<b>7.30pm</b>	<b>Full Council</b>
Tue 5 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 12 November	7.00 pm	Planning Committee
Tue 19 November	7.00 pm	Finance and General Purposes Committee (budget)
<b>Tue 26 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 10 December	6.00 pm	Staffing Committee
Tue 10 December	7.00 pm or on the rising of Staffing whichever the later	Planning Committee
<b>2020 DATES</b>		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee
<b>Tue 30 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 11 February	7.00 pm	Planning Committee
Tue 18 February	7.00 pm	Finance, General Purposes Committee (grants)
<b>Tue 25 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 4 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 11 March	7.00 pm	Planning Committee
Tue 18 March	6.00 pm	Staffing Committee
<b>Tue 25 March</b>	<b>7.30 pm</b>	<b>Full Council</b>

All meetings held at Council Offices, Station House, Station Road, Padstow PL28 8DA  
 Extra meetings to be arranged as required