

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 1st 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