

PADSTOW TOWN COUNCIL

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18 September 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 24 September 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

K E 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 30 July 2019** having been previously circulated and taken as read. *(pg 1-4)*
- 6. To confirm the minutes** of the Extra-Ordinary Full Council Meeting held on **Tuesday 17 September 2019** having been previously circulated and taken as read. *(to be tabled)*

- 7. Clerk's Report/Work Programme:** To receive an update for information only (pg 5)
- 8. Committees/Working Group Meetings:**
- a) To adopt the minutes and approve recommendations (if any) for meetings of the:
 - i) Finance and General Purposes Committee (13 August 2019) (pg 6-24)
 - ii) Leisure, Tourism and Open Spaces Committee (10 September 2019) (pg 25-28)
 - iii) Staffing Committee (17 September 2019) (to be tabled)
 - b) To receive minutes of the Planning Committee meetings held on
 - i) 13 August 2019 and ii) 3 September 2019
(pg 29-32) (pg 33-34)
- 9. Finance:**
- Monthly Accounts and Payments September 2019** (pg 35-45)
- a) To receive the monthly finance report.
 - b) To approve the accounts and addendum for payment and ratify payments made since the last meeting.
 - c) To note the clear External Audit report from PKF Littlejohn LLP
 - d) To approve the payment of suppliers and organisations by direct debit
 - e) To note the car park takings.
 - f) Bank Reconciliations: to note their availability for inspection each month.
- 10. Correspondence:**
- a) To note correspondence for information, (pg 46)
 - b) To give consideration to the following:-
 - i) Bench Request – Stile Field; (pg 47-51)
 - ii) Council Land Request for Padstow to Rock Swim; (pg 52)
 - iv) Boundary Governance Review Latest; (pg 52-69)
 - v) Consultation from Cornwall Council on Dogs on Beaches;
 - vi) Signage Request – Messrs Steins (to follow)
- 11. Use of Bandstand:** To be updated on meeting with regards to joint use over the Christmas Festival and subsequent correspondence and discuss and decide (pg 70-75) on way forward.
- 12. Climate Change Update:** To be updated on this matter and discuss and decide (pg 76-80) on way forward.
- 13. BT Public Payphone Removal Consultation:** To receive update from Trevone Ward Members in this matter and discuss and decide on way forward. (pg 81-85)
- 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 29 October 2019 at 7.30 pm (pg 86)
- 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 30 July 2019** having been previously circulated and taken as read. (pg 87-88)
- 18. To confirm the confidential minutes** of the Extra-Ordinary Full Council Meeting held on **Tuesday 17 September 2019** having been previously circulated and taken as read. (to be tabled)
- 19. Committees/Working Group Meetings:**
To adopt the confidential minutes and approve recommendations (if any) for meetings of the:
 - i) Leisure, Tourism and Open Spaces Committee (10 September 2019)(pg 89)
 - ii) Staffing Committee (17 September 2019) (to be tabled)
- 20. Workshop Unit – Lease Issue:** To be updated on this matter and discuss and decide on way forward. (pg 90)
- 21. New Business Units – Rental:** To be updated on this matter and discuss and decide on way forward. (pg 90-92)
- 22. Padstow Core Building:** To be updated on this matter and discuss and decide on way forward. (pg 90)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 30 July 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

Present: C Watson-Smyth (Chairman), F J Bealing, R Buscombe, M Evans, R Higman, H M Saunders, D N Vivian and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker)

- 2019/62 To receive apologies for absence and announcements:** i) Apologies were received from Councillors A P Flide, K Freeman, A Rickard and Mrs A Symons; ii) There were no announcements.
- 2019/63 Declarations of Interest:** There were no declarations of interest.
- 2019/64 Dispensations:** There were no dispensations.
- 2019/65 Public Participation:**
- i) Cornwall Councillor's Report: In response to a member query, Cornwall Councillor Buscombe advised that he met with Sgt Honeywell regarding A-Frames blocking pavements in the town. He noted that the law was not particularly helpful in this regard but that he and Sgt Honeywell were looking to arrange a date to visit some of the business owners to "appeal to their better nature" in this matter.
 - ii) Police Report: The Police Report for the period 25 June 2019 - 29 July 2019 was tabled and read. It recorded a -25% difference in recorded crime and a -15.6% difference in incidents to those of the same period in 2018.
- 2019/66 Minutes Tuesday 25 June 2019: RESOLVED** that the minutes of the meeting held on Tuesday 25 June 2019 were a true record of the meeting and they were signed by the Chair.
- 2019/67 Minutes Tuesday 16 July 2019: RESOLVED** that the minutes of the extra-ordinary meeting held on Tuesday 16 July 2019 were a true record of the meeting and they were signed by the Chair.
- 2019/68 Clerks Report/Work Programme:** was noted for information. In response to a member query, the Town Clerk advised that she was seeking a suitable date in Councillor Flide's diary in order to progress the MUGA.
- The Town Clerk advised that the PRI light had been installed at the Skate Park.
- 2019/69 Committees/Working Group Meetings:**
- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
 - i) Highways, Roads and Transport Committee held on 23 July 2019 having been tabled and read.
 - b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 9 July 2019.

2019/70 Finance: Monthly Accounts and Payments July 2019

- The monthly finance report was received and noted for information.
- It was **RESOLVED** to i) ratify accounts paid July (a) of £11,300.03 and direct debits paid of £16,533.21; ii) to ratify accounts paid July (b) of £6,106.12 and direct debits of £4,379.48; and iii) to approve the addendum to accounts outstanding for payment of £6,445.99 having been tabled and read.
- Car park takings were noted. Comment was made that both car parks were down for the month of June. It was suggested that people parking for longer periods could be a contributory factor.
- d) Bank Reconciliation availability was noted.

2019/71 Correspondence:

a) Correspondence for information was noted.

b)(i) Cornwall Council Street Trading Policy Consultation: Members discussed the consultation. Matters of concern with the draft policy included:

- Note 4 of page 7 was confusing regarding privately owned land and Town/Parish Council land. Question was also raised as to whether the need to seek permission from the Town/Parish Council prior to obtaining the license should be worked into the policy. This would avoid people obtaining a license from CC only to be moved on by PTC because they did not have required permission to be on Council owned land and had not provided relevant public liability insurances or risk assessments. Generally, members were dissatisfied with the Town Council being treated differently to any other landowner within the policy.
- The last paragraph of page 5 should include a reference to seeking the landowner's permission.
- The pre-application advice and application assistance should be as an appendix or at the back of the policy.

Comment was also raised that on page 5 in the Service Providers paragraph that it was Cornwall Council's view in respect of interpretation of service providers, not all local authorities were the same on this issue. This seemed confusing and something that should be mentioned. Further comment was made that there were now issues at St Ives as the uplift in licensing fees had apparently seen their approach in dealing with these issues become ineffective.

The Town Clerk advised that she was due to meet with the Padstow Harbour Master to discuss a commonality of issues including street traders later in the week. It was also noted that local MP, Scott Mann had been made aware of the issue of Service Providers for Padstow and the Support Officer was looking into the St Ives byelaw further.

RESOLVED to respond to the Cornwall Council Street Trading Policy Consultation as detailed in the minutes and with comment that Town/Parish Councils should not be treated differently to other private landowners. Further the Town Clerk is to update Cornwall Councillor Richard Buscombe with information relating to Service Providers.

(ii) BT Public Payphone Removal Consultation: Members gave consideration to the consultation in respect of the Trevone payphone. It was noted that the payphone was a traditional "heritage" phone box and a landmark but was unlikely to be missed as a telephone. It was suggested that it's structure could potentially be utilised by local groups for some purpose. It was suggested that if it was adopted by the community BT should be made to ensure that it was in a good state of repair i.e broken windows replaced.

The Town Clerk reminded members that the Town Council adopted the phone box by Station House and installed Cat 5 so that it could potentially be used as an information booth in future.

It was felt that as the response date was not until 7 October there was time for the Trevone Ward Councillors to informally ask members of the Trevone community their thoughts on the matter. It was also noted that it would be worth clarifying whether the phone box was on private land as this could impact the decision of its future.

RESOLVED that the Trevone Ward members i) seek informal views of the Trevone Community as to the future of the Trevone phone box; ii) clarify ownership of the land; and iii) bring a joint report to the September meeting of the Full Council.

(iii) Museum Request for Use of Council Crest: A proof of the proposed museum leaflet including the Padstow Town Council crest was circulated at the meeting. Members considered the leaflet was a good use of the crest and were pleased to be acknowledged in the same.

RESOLVED that Padstow Museum be permitted to use the Padstow Town Council Crest on the leaflet circulated at the June meeting of the Full Council on the understanding that permission be granted solely for this purpose and that further permissions be sought for any other purposes.

2019/72 Council IT – Server: The Town Clerk referred members to the agenda report. It outlined that the current server would reach it's "end of life" by December 2019 and would no longer be compliant with the necessary security due to outdated software. In response to a member query the Town Clerk confirmed that the current server was brought to Station House in the move from Unit 5b.

The costs as detailed on agenda page 21 totalled £3,945 and it was noted that the server would last for 5 years with a view to gradually moving Council files to a "cloud"-based server during this period.

RESOLVED to approve the updating of the server as detailed in the agenda report for £3,945 using Budget from the Capital/Projects Budget for Computers and the Contingency.

2019/73 Reports from Members/Outside Organisations: A member gave an update on a recent meeting of Padstow Area Library Support (PALS). They noted that the group felt in a "pause" as it was unclear what was happening to the core building in the short term. PALS discussed use of the building for the wider community

as it was felt if the library were to stay it would remain in only one part of the building. It was suggested a possible committee be formed for the whole building comprising representatives of users including 1 PALS member. The member suggested a discussion in Padstow should take place regarding it's use.

2019/74 Meeting Dates: Date of next meeting: Tuesday 24 September 2019 at 7.30 pm and future meeting dates were noted.

2019/75 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2019/76 Confidential Minutes Tuesday 25 June 2019: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 25 June 2019, were a true record of the meeting and they were signed by the chair.

2019/77 Confidential Minutes: RESOLVED that the confidential minutes of the extra-ordinary meeting held on Tuesday 16 July 2019 were a true record of the meeting and they were signed by the Chair.

2019/78 Workshop Unit – Lease Issue: See confidential minutes.

2019/79 Padstow Core Building: See confidential minutes.

Meeting closed at 8.20 pm

**PADSTOW TOWN COUNCIL: 24 SEPTEMBER 2019
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Station House	Issue with water ingress discussed with Project Manager, channel to be put in front of door to deal with influx of water during big downpours which otherwise go under the door and into the Chamber.
NDP	Public consultation has taken place, officers tasked with complying responses.
LTOS	
Recreation Facilities (i.e. Tennis Court/Lawns Site/Skate Park)	Skate Park: Some concerns of antisocial behaviour. Met with local police. LTOS has now agreed that CCTV be explored and reported back to a future meeting. 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 set up date to meet to progress.
Victoria Monument	Permission now received from CC. Quote received to replace lightning conduct £1,200. OSS to progress.
Cory and North Quay Toilets	LTOS considered tenders, minutes for consideration by Council. Ideally should be able to commence after October half term.
HRT	
CC Parking Enforcement	SLA in place for this season, TC negotiated more favourable fees.
Railway Car Park	Work undertaken, disabled bay to be redone, contractor awaiting delivery of bollards to put in.
Improvements to Lawns Car Park	Still yet to hear from Planning. However following submission of tree report commence from CC Tree Officer are favourable. Site visit (19.9.19) with project manager, tree advisor to PTC and contractor.

Agenda Item 7.

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 13 August 2019 at 6.15 pm in the Council Office, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman), F J Bealing, A Flide, K Freeman, A Rickard, Mrs T Walter and C Watson-Smyth

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker), Councillor H M Saunders and 1 member of the public (part).

- FGP2019/1** **Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor R Higman be re-elected as Chairman.
ii) **RESOLVED** that no Vice-Chairman be elected
- FGP2019/2** **Apologies:** Councillor R Buscombe
- FGP2019/3** **Announcements:** There were no announcements.
- FGP2018/4** **Declarations of Interest:** There were no declarations of interest.
- FGP2019/5** **Public Participation:** There was no public participation.
- FGP2019/6** **Minutes Tuesday 19 February 2019: RESOLVED** that the minutes of the meeting held on Tuesday 19 February 2019 were a true record of the meeting and they were signed by the chair.
- FGP2019/7** **Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- FGP2019/8** **Internal Audit:** An update on the progress of the Internal Audit recommendations was noted. Referring members to the agenda report the Responsible Financial Officer advised that the recommendations from the audit had been actioned, namely the procurement activity over £5,000 had been updated on the website and the Internal Auditor had been advised as to the website location of the Model Publication Scheme.
- FGP2019/9** **Financial Regulations:** Members gave consideration to an updated version of the Financial Regulations. The Responsible Financial Officer referred members to agenda page 6 which detailed the changes to section 2 and section 4. It was noted that should they be approved the date of adoption by Full Council would be 24 September 2019.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the updated Financial Regulations, as appended to these minutes, be adopted subject to the date of adoption being amended to 24 September 2019.

FGP2019/10

Local Government Pension Scheme Employer

Discretions Policy: Members were referred to the agenda report on this item. The Responsible Financial Officer advised it was best practice to review this policy regularly. It was noted that the previous version included 2014 dates which had now been updated. Section 8 of the policy had also been updated to outline that "Padstow Town Council will not extend the 30 day deadline for a member to elect for a shared cost APC upon return from a period of unpaid absence."

RESOLVED TO RECOMMEND TO FULL COUNCIL that the updated Local Government Pension Scheme (LGPS) Employer Discretions Policy, as appended to these minutes, be approved.

FGP2019/11

Budget-v-Actual Overview: The budget to actual variance report 2019-20 for the period 1.4.19 – 30.6.19 was noted for information.

FGP2019/12

Date of next meeting: 19 November 2019 (budget) at 7.00pm

Meeting closed at 6.23 pm.

PADSTOW TOWN COUNCIL - FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Full Council at its Meeting held on the 24th September 2019

1. GENERAL

- 1.1a The conduct of the affairs of the Council is governed by the statutes, statutory instrument and proper practice for parish and town councils and standing orders of the Council. These regulations should therefore be read in conjunction with those and any other policies or procedures referred to in this document. Any contract or grant condition entered into by the Council that imposes additional conditions shall also have precedence over these regulations.
- 1.1b These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control, which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The Accountant has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the Finance and General Purposes Committee, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the council.
- 1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control, which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean latest regulations issued and currently in force.

- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.
- 1.7 The RFO and Town Clerk are responsible for ensuring that all payments are legal and within the powers of the Council.
- 1.8a The Council must approve the setting up of and any changes to accounts with banks or other financial institutions.
- 1.8b The Council must approve entry into a 'pooling' or 'sweep' arrangement whereby the bank periodically aggregates the council's various balance via automatic transfers.
- 1.8c If held, corporate credit card accounts must be set up to operate within defined limits and cleared monthly by direct debit from the main bank account.
- 1.9a Those with direct responsibility for money must undertake appropriate training from time to time.
- 1.9b The Council has considered Appendix 10 of Governance and Accountability 2014 and has addressed the segregation of duties that relate to all aspects of the Council's control of money. It has ensured that, where weaknesses exist, compensating controls have been put in place to address those weaknesses and is therefore confident that, so far as practical, it has addressed the security of money and risk of fraud, theft or error in relation to its monetary transactions.
- Councillors who have been assigned scrutiny roles in managing the Council's money are committed to doing so diligently and ensuring they have the appropriate training and updating in the area for which they have responsibility. The Council is committed to supporting such training.
- The Council will annually review the arrangements for managing money.
- 1.10 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.11 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.12 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- a) setting the final budget or the precept (council tax requirement)
- b) approving accounting statements
- c) approving an annual governance statement
- d) borrowing
- e) writing off bad debts
- f) declaring eligibility for the General Power of Competence; and
- g) addressing recommendations in any report from the internal or external auditors,

shall be a matter for Full Council only.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Each Committee shall formulate and submit proposals to the Finance & General Purposes Committee in respect of revenue and capital including the use of reserves and all sources of funding for the following financial year not later than the 31st October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the F & GP committee.
- 2.3 The F & GP committee shall review the budget each year during November and recommend to Council the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - a) the Council for all items over £15,000

b) a duly delegated committee of the Council for items over £10,000

c) the Clerk or RFO with the Chairman of the Council or the Chairman of the Finance Committee or Chairman of the Committee, for any items below £10,000 but greater than £5000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk or RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 3.2 No expenditure may be incurred that will exceed the amount provided, in excess of £2000, in the revenue budget for that class of expenditure. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall regularly provide the F & GP committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least twice a year.
- 3.4 The RFO or Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the F & GP committee is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 3.8 Virements – The budget control level for committee expenditure be defined as expenditure on staff, expenditure on other revenue activities, capital expenditure. Provided that overall expenditure is

contained within approved totals for these sections of the budget the budget may be adjusted by the RFO with approval of the Clerk without reference to the Committee. A virement may be made by a budget holding committee without reference to F&GP where the RFO confirms the adjustment does not result in any identified ongoing increased contractual obligation to the Council in future years. The F & GP committee shall consider all other virements. The F&GP committee may approve virements that do not impact on future years or require the use of additional reserves which shall be determined by the Council.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time) and shall submit the Annual Governance and Accountability Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision-making, management or control of the council.

- 4.6 The RFO shall make arrangements for the opportunity for statutory inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be signed by 2 Councillors who are bank signatories. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Payments drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council, and where practicable one of these members will be the Chairman of the Finance Committee.
- 5.3 Bank reconciliations for all bank accounts shall be performed at least monthly and initialled as correct by the Chairman of the Finance Committee or Town Clerk.
- 5.4 The Council must approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
- 5.5 The Chairman of Finance, Town Clerk and RFO can arrange short-term investment of funds on interest bearing deposit accounts with either Lloyds or Barclays bank in the name of Padstow Town Council. All the transfers of funds from one of the Council's deposit accounts must be made either into another of the Council's existing deposit accounts or into the Council's main current account. The closing of an existing account or the setting up of a new account must be approved by Council.

6 PAYMENT OF ACCOUNTS

- 6.1 When payments have been approved by the Council and the Accounts Outstanding & Addendum to the Accounts Outstanding signed by 2 Councillors who are bank signatories, then payments can be made using online banking or cheques
- 6.1a Urgent payment requisitions must be signed by 2 Councillors, if payments are required between meetings and may be paid using online banking or cheque.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4a If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.4b The RFO shall input the amounts payable on the online banking website, the payments will then be authorised separately by the Town Clerk. No individual can make online payments, the bank mandate details separate authorisation is required.
- 6.4c Online payments that are greater than £5,000 will be checked against the payment schedules, by the Chairman of Finance when the bank reconciliations are checked and initialled.
- 6.4d Two Officers or Members must approve any changes to supplier bank details, with documentary evidence retained of both the change implemented and who authorised it.
- 6.5 The RFO or Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
- a) The RFO shall maintain an appropriate petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

Payment for utility supplies (energy, telephone and water) PAYE, VAT, Cornwall Council and suppliers may be made by variable Direct Debit or payment by Internet Banking provided that the approval is signed by two Councillors who are bank signatories and any payments are reported to council as made. The approval of the use of a variable Direct Debit and Internet Banking shall be renewed by resolution of the council at least every year.

7 PAYMENT OF SALARIES

7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that the total payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The council shall implement an Investment Policy which, shall be in accordance with relevant regulations, proper practices and guidance. This Policy shall be reviewed annually.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for

borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.31 Invoice payment is due within 14 days of the invoice date. Interest may be charged at a rate of 8% above base per annum if payment is not received within 30 days of the invoice date, in accordance with 'The Late Payment of Commercial Debts (Interest) Act 1998', at the discretion of the RFO.

Customers with outstanding accounts at 90 days may be taken to the Small Claims Court or passed to the Council's solicitors to deal with, following a final seven day warning letter, at the discretion of the RFO.

Accounts outstanding at 90 days will be notified to the Finance and General Purposes Committee and/or Full Council.

- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required.

- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is made or an official order would be inappropriate as decided by the RFO. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor.

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £75,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO or Clerk shall invite tenders from at least three firms.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

Contracts will comply with the Public Contracts Regulations 2015 and the Council will ensure that all contracts with an expected value of over £25,000 net are advertised on Contracts Finder.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of the Chairman of Finance and one other member of the F & GP committee, if the Chairman is unavailable another member of F & GP will be present.

(f) If less than three tenders are received for contracts above £75,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £75,000 and more than £10,000 in value for the supply of goods or materials or for the execution of works

or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall seek not less than 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £2000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

(i) The successful tenderers for major capital contracts will be asked to provide the guarantee of an insurance company bond or other suitable insolvency cover approved by the Council in a sum normally equal to 10% of the tender sum.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 10% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

13.1 Members of staff in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies

granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 16), the RFO or Town Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO or Town Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO or Town Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall organise, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16.3 Access to computer software containing financial information will be password protected. The passwords will be individual to members of staff or members of the Council and will be changed on a regular basis.

16.4 All staff and members using computers for the Council's financial business shall ensure that anti-virus, anti-spyware, firewall and automatic updates are used, together with a high level of security.

17 REVISION OF FINANCIAL REGULATIONS

17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

* * * *

Padstow Town Council
Local Government Pension Scheme (LGPS)
Employer Discretions Policy

Summary

Cornwall Pension Fund requests all the Councils that belong to the Local Government Pension Scheme provide them with a Local Government Pension Scheme (LGPS) Employer Discretions Policy and that this Policy is reviewed regularly.

The default position is that Padstow Town Council will not make any additional pension contributions to the LGPS scheme. However, in exceptional circumstances, where there is a financial and organisational benefit, the policy provides for the payment of discretionary benefits for early retirement, the award of additional pension, early retirement on compassionate grounds and flexible retirement.

PTC may extend the 12 month limit for allowing active members to transfer benefits from previous pensionable employment into the Pension Fund if omissions have occurred in the provision of information to the employee in administering LGPS.

If PTC exercises the discretions that will benefit an employee this will add to the pension costs which should be quantified before the Council proceeds.

Consideration of requests to exercise any discretions are to be considered by the Staffing and Finance and General Purposes Committees for recommendation to Council. Authorisation and approval to exercise such discretions are for Full Council approval, following consultation with the FGP and Staffing Committees.

Policy Details

1. Shared Cost Additional Voluntary Contributions (regulation 17)

Additional Voluntary Contributions (AVC's) allow employees to make additional payments to an insurance policy held with Standard Life.

Padstow Town Council's policy is not to contribute to an employee's AVC.

2. Early Payment of Retirement Benefits – Waiving Actuarial Reduction (regulation 30(8))

Employees with at least 2 year's LGPS membership can retire from age 55 and receive immediate benefit of their pension benefits. The default position is that the pension benefits payable are subject to an actuarial reduction (the amount an LGPS pension is reduced if it is taken before an individual's Normal Pension Age).

Padstow Town Council may choose to make good the actuarial reduction if there is a financial saving and benefit to the Council.

3. Early Payment of Retirement Benefits between age 55 and 60 – Transitional Provisions Regulations

Employees may retire early but this means a reduction in employee's pension benefits ('switching off' the 85 Year Rule) meaning no additional cost to the employer.

Padstow Town Council will not 'switch on' the 85 Year Rule for early retirement unless there is a financial saving and benefit to the Council.

4. Early Retirement on Compassionate Grounds (regulation 30(5))

Padstow Town Council will allow early retirement on compassionate grounds in exceptional circumstances, for example providing constant care for an immediate family member or extreme financial hardship.

5. Flexible Retirement (regulation 30(6))

Padstow Town Council permits flexible retirement only where there is a financial or operational benefit to the Council and providing that the employee's combined reduced earnings and pension do not exceed their pre-retirement earnings. The Council will not waive any actuarial reduction to an employee's pension in this situation and any pension costs must be recovered within 2 years.

6. Increase of Pension by Employer – regulation 31

Padstow Town Council does not grant an additional pension unless there is a definable benefit to the Council in so doing.

7. Transfer of Service into LGPS – regulation 100

If an employee has not been given any or sufficient details about the pension scheme or transfer option then Padstow Town Council may extend the 12 month time limit for allowing members to transfer pension benefits into the Cornwall Pension Fund.

8. Shared cost Additional Pension Contributions (APC)

Additional Pension Contributions (APCs) are a method where employees can 'buy back' pension which has been 'lost' when they have a period of authorised unpaid leave of absence. The employer contributes 2/3 of the cost of the APC contract when a member confirms, within 30 days of returning to work, that they wish to purchase this lost pension.

Padstow Town Council will not extend the 30 day deadline for a member to elect for a shared cost APC upon return from a period of unpaid absence.

NB
Updated 4.7.19

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 10 September 2019 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

Present: Councillors C Watson-Smyth (Chairman), F J Bealing, R Buscombe (part), A P Flide, R Higman, A Rickard and NDP Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 2 members of the public

LTOS2019/20 Apologies for Absence: There were no apologies for absence.

LTOS2019/21 Announcements: There were no announcements.

LTOS2019/22 Declarations of Interest: There were no declarations of interest.

LTOS2019/23 Public Participation: Two members of the public attended the meeting to speak about agenda item 10: Bandstand. Comments included:

- Consider there are a disgusting amount of traders along the side of the harbour and the bandstand area which increases each year;
- Disgusted that nothing has been done to sort the problem before the season began, has spoken with local MP who had advised he wanted to bring the matter before parliament but was unsure when this would be;
- Concern that an accident will happen;
- Concern that street traders make emergency access difficult due to equipment and customers as experienced this summer by fire engine attending shop fire;
- Cars are unable to pass around the Bandstand area and people are unable to see bands performing due to trading equipment and customers;
- Appreciate that some people like street traders as they are being used but consider the situation needs controlling;
- Suggested that in Mevagissey Harbour Commissioner has confiscated trader equipment until 4pm on grounds of trading being dangerous;
- Would like to see some action taken in Padstow, has asked MP to "lean" on relevant authorities but no traceability or accountability forthcoming;
- Suggested that Padstow Town Council or Padstow Harbour Commissioners could be culpable if an accident occurred as doing nothing to restrict street traders.

LTOS2019/24 RESOLVED that the **minutes** of the meeting held on **Tuesday 11 June 2019** were a true record of the meeting and they were signed by the chair.

LTOS2019/25 Clerks Report/Works Programme: was noted for information. The Town Clerk and Councillor Flide confirmed that they had yet to meet up to progress the MUGA. They hoped to arrange this soon to move this forward.

It was noted that a recent MUGA development on private land in St Merryn had become acrimonious amongst residents with regard to noise concerns. It was suggested by a member therefore that as soon as a proposal is formed engagement with local residents, especially those of School Hill, be undertaken.

LTOS2019/26 Council Vehicles: Members gave consideration to the agenda report which outlined recommendations for the replacement of the Isuzu Grafter and the Piaggio work vehicles. Generally, members were supportive of the proposals but wished to see all Town Council vehicles appropriately sign written.

RESOLVED to i) purchase a second-hand diesel-powered John Deere Gator XUV 855D from Masons Kings at a cost of £11,450 plus VAT as detailed in the agenda report; ii) part-exchange the Isuzu Grafter for the Peugeot Expert from Hawkins Motors with additional extras as detailed in the agenda report for a total cost of £10,444 plus VAT; iii) all vehicles to be sign written with Padstow Town Council details at additional cost; and v) progress the sale of the Piaggio by private sale on a "sold as seen" basis.

LTOS2019/27 Skate Park Issues: Members were referred to the agenda report, it was noted that issues of vandalism and anti-social behaviour in the skate park area had continued despite the installation of a PIR light and that the police were keen for Committee to consider CCTV.

It was suggested by a member that Newquay Skate park be contacted with regard to any anti-social behaviour they may have experienced and any measures they had taken to address this. It was noted that the investigation into the installation of CCTV, it's policies, procedures and data protection issues would take time to work up and it was suggested that this be undertaken alongside contacting Newquay Skate park and they both be brought back to a future meeting for consideration.

A member raised that 2 benches had been placed in the skate park which they felt was encouraging the wrong use of the area. It was also suggested that the maintenance team undertake their morning checks of this area at an earlier time as the member had noticed a lot of debris and glass on a number of mornings.

It was noted that the skate park use during the day was very positive and the Town Clerk added that during a visit to Padstow School to award the skate park poster prizes, further positive feedback had been received. Generally, it was agreed that the skate park had been

successful but that Committee wished to “nip the anti-social behaviour in bud”.

RESOLVED that i) Newquay Skate Park be contacted with regard to anti-social behaviour they may have experienced and any measures taken to address; ii) that the Town Clerk begin to investigate policies/procedures required for the use of CCTV together with options and costings; and iii) that both findings be brought back to a future meeting of the Leisure, Tourism and Open Spaces Committee.

LTOS2019/28

Core Building: Following consideration by members on a way to progress the possible future use of the Core Building it was **RESOLVED** that in consultation with the Town Clerk Councillors Vivian, Flide and Bealing give thought to the future use of the Core Building including potential improvements to the space itself and report back to a future meeting of the Leisure, Tourism and Open Spaces Committee.

LTOS2019/29

Bandstand: The Town Clerk provided an update on this item. She had clarified with the Harbour Master that Padstow Harbour Commissioners (PHC) owned the Bandstand and he was now looking into whether any of the Harbour Commissioner bye-laws could be used to enforce the area in respect of street trading. Both parties were keen to try and proactively tackle the issue.

The Town Clerk advised that she had recently spoken to local MP, Scott Mann but had not felt that the issue would be addressed in the immediate future through this route. Mention was made of the St Ives bye-law which had provided a dedicated area for traders to go upon purchase of a license fee, however having spoken to St Ives it was found that when Cornwall Council (CC) increased this fee, the bye-law became unworkable.

The Town Clerk advised of a proposed meeting between herself, the Harbour Commissioner, Cornwall Councillor Buscombe and an Officer of CC to look at the street traders' issue. It was thought it may be possible to share costs for a potential enforcement officer using existing legislation i.e PHC bye-law and CC enforcement. She added that it was just exploratory at this stage but considered it a good first step.

There was general discussion around at what point people and objects were considered an obstruction by the police. It was noted that Cornwall Councillor Buscombe would bring a report to a later meeting regarding discussions he'd had with a local police officer about this matter during a walk around the town they had undertaken after the bank holiday weekend.

Members of the public were advised of Cornwall Council's Street Trading Policy consultation which was open until the end of October.

LTOS2019/30

Dog and Waste Bins: Members gave consideration to the agenda report. It was felt that no further bins were required and members

were happy that dog waste and general waste be mixed. One member queried whether all dog bins should be removed and replaced with general bins as these would be more sightly and less confusing. This however was thought to be quite costly.

RESOLVED to investigate improved signage on the general waste bins, along similar lines to CC, to notify the public that dog waste can be disposed of in general waste bins as well as well as in the red dog bins.

LTOS2019/31 **Date of Next Meeting:** Tuesday 5 November 2019 at 7.00pm was noted.

LTOS2019/32 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

LTOS2019/33 **North Quay and Cory Toilets Refurbishment Tenders:** See confidential minutes.

Meeting 19.57 pm

DRAFT

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 13 August 2019 commencing at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow

Present: Councillors K Freeman (Chairman), F J Bealing, R Higman, A Rickard Mrs A E Symons and Mrs T Walter

In attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Council Support Officer and Minute Taker), Councillor H M Saunders and 2 members of the public.

P2019/18 **Apologies:** There were no apologies.

P2019/19 **Announcements:** There were no announcements

P2019/20 **Declarations of Interest:**

- Councillor A Rickard declared an interest in agenda item 6 ii) g) PA19/06315 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN and agenda item 6 ii) h) PA19/06533 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN;
- Councillor Mrs T Walter declared an interest in agenda item 6 ii) a) PA19/05442 Hotel Metropole Station Road Padstow Cornwall.

P2019/21 **Public Participation:** 1 member of the public spoke in support of planning application PA19/05442 Hotel Metropole Station Road Padstow Cornwall, comments included:

- The applicants had undertaken the preapplication procedure with Cornwall Council and held a public exhibition which overall they felt had been positive towards proposals;
- Harbour Hotels operate a number of 4 -5 star hotels across the south and the southwest. In other locations improvement works were of a high quality and the company had a proven record of their commitment to delivering what they said. It was noted that the Metropole was in clear decline and the application would see significant investment form Harbour Hotels;
- The application included an extension to the hotel to create a new destination spa area with indoor pool and treatment rooms. It was felt such facilities would help to keep guests in Padstow during their stay and that the current spa offering was in poor condition and underutilised;
- Other improvements included 7 new bedrooms, terrace dining and alterations to the present conservatory which was not aesthetically pleasing;

- The existing car park was poor and inefficient which the application looked to address;
- The proposed residential apartments would be well screened by existing fences and walls. The Sail Loft apartment would contain parking spaces below for residential apartment use. The apartments were necessary to subsidise the hotel renovation and it was hoped to secure consent for these for the future of the hotel;
- Harbour Hotels were keen to enhance the hotel to the benefit of the local area.

P2019/22

RESOLVED that the **minutes** of the meeting held on **Tuesday 9 July 2019** were a true record of the meeting and they were signed by the chair.

P2019/23

Planning

i. The following Cornwall Council planning decision were noted:

a) **PA19/00969 Land North West of Portscatho Dobbin Close Trevone Padstow Cornwall** – Full Planning for new dwelling. **WITHDRAWN**

b) **PA19/03229 Land West of Rock View Station Road Padstow Cornwall** – Reserved matters application for the construction of a dwelling following outline consent PA17/02179 dated 17/07/2017 **APPROVED**

c) **PA19/03979 Bella Vista The Close Trevone Padstow Cornwall** – Proposed extension and reconfiguration of existing dwelling (re-submission of App No. PA18/06094) **APPROVED**

d) **PA19/04157 6 Strand Street Padstow PL28 8BU** – Listed Building Consent for internal reconfiguration and changes to two windows externally in south elevation. **APPROVED**

e) **PA19/04280 Greens Café and Crazy Golf North Quay Padstow Cornwall PL28 8AF** – The installation of down-lighters to the stone wall of the property at North Quay Parade to illuminate the historic stone wall on the approach to the entrance of the café and mini golf course. **APPROVED**

f) **PA19/04808 Fulmar Trevone Road Trevone Padstow Cornwall** – Demolition of existing dwelling and construction of a replacement dwelling. **APPROVED**

g) **PA19/04927 Land East of Tristan Trevone Road Trevone Padstow Cornwall** – Non material amendment to PA19/02527 dated 20/05/2019 for the construction of dwelling (amended design) namely to amend conditions nos. 2, 3, and 4 so as to allow the upper windows on the south-west and north-eastern elevations of the dwelling to open, but will have restrictive hinges, so as to comply with building regulations. **APPROVED**

ii. RESOLVED to make the following responses to planning applications:

Councillor Mrs T Walter left the meeting.

a) **PA19/05442 Hotel Metropole Station Road Padstow Cornwall** – Alterations and extensions to hotel to create new spa facility, external terracing, additional bedrooms and reconfigured car parking plus the addition of up to 10 new residential units on existing swimming pool site. **SUPPORTED provided a construction management plan is in place for access from St Edmunds Lane to Station Road and the access steps between the Seafood Restaurant and Metropole are maintained.**

Councillor Mrs T Walter returned to the meeting.

b) **PA19/05600 Treravel House A389 between Greenlane & Padstow Road Padstow PL28 8LB** – Retrospective application for the siting of 5 static caravans for seasonal workers accommodation. **NOT SUPPORTED**

c) **PA19/05684 28 Egerton Road Padstow PL28 8DL** – Certificate of Lawfulness for existing development for conversion of a rear conservatory to side extension. **SUPPORTED**

d) **PA19/05795 23 Egerton Road Padstow PL28 8DL** – Construction of single storey extensions and alterations to existing dwelling **SUPPORTED**

e) **PA19/05832 2-4 Duke Street Padstow Cornwall PL28 8AB** – Advertisement consent for wall mounted signs displaying company name and logo with fascia sign hanging sign. **SUPPORTED on the condition that the placement of the new sign is adjusted to accommodate the coat of arms in its current position.**

Thanks were expressed to Councillor R Higman for attending the site to notify the builders that should the intention be to remove the coat of arms displayed on the building, then it be returned to the Town Council (as owners) and not disposed of.

f) **PA19/06093 38 Treverbyn Road Padstow Cornwall PL28 8DN** – Proposed extension and alterations to dwelling. **NOT SUPPORTED due to rise in roof height making it out of character with street scene.**

Councillor A Rickard left the meeting.

g) **PA19/06315 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN** – Repair and re-roofing of pitched roof, parapet and chimney of a listed building. **SUPPORTED provided Conservation Officer is satisfied.**

h) **PA19/06533 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN** – Listed Building Consent – Repair and re-roofing of pitched roof, parapet and chimney of a listed building. **SUPPORTED**

Councillor A Rickard returned to the meeting.

P2019/24

Cornwall Councils Planning Enforcement Report: The report for the period 1 April – 30 June 2019 was noted for information.

P2019/25

Date of Next Meeting: Tuesday 10 September 2019 at 7.00 pm was noted.

Meeting closed at 7.38pm

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 3
September 2019 commencing at 7.00 pm in the Council Chamber,
Station House, Station Road, Padstow**

Present: Councillors K Freeman (Chairman), R Higman and Mrs A E Symons

In attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Council Support Officer and Minute Taker)

P2019/26 **Apologies:** Apologies were received from Councillors F J Bealing, A Rickard and Mrs T Walter.

P2019/27 **Announcements:** The Chairman advised he had recently learnt Padstow Town Council (PTC) were unable to take applications for non-material amendments or household applications to Cornwall Council (CC) Committee for appeal. It was felt that clarification should be sought over which applications PTC could appeal; it was noted that the Support Officer was currently seeking further information in respect of CC's planning protocols and appeals. It was felt Committee members should be informed when a response was received but that it also be brought to the next meeting for consideration. It was noted that at the same time it may be necessary to consider updating PTC's own planning protocol.

P2019/28 **Declarations of Interest:** There were no declarations of interest.

P2019/29 **Public Participation:** There was no public participation.

P2019/30 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 13 August 2019** were a true record of the meeting and they were signed by the chair.

P2019/31 **Planning**
i. The following Cornwall Council planning decision were noted:
a) **PA19/05336 3 Treator Padstow Cornwall PL28 8RU**
– Listed Building Consent for installation of stairlift and first floor level access shower. **APPROVED**

b) **PA19/05276 Rest Harrow Trevone Road Trevone Padstow PL28 8QX** – Two storey extension to rear, demolition of front porch and internal reordering of main house and demolition and replacement of detached garage. **APPROVED**

ii. RESOLVED to make the following responses to planning applications:

a) **PA19/05987 42 Church Street Padstow Cornwall PL28 8BG** Internal reconfiguration and a new dormer addition to the rear of the property.

SUPPORTED

b) **PA19/05988 42 Church Street Padstow Cornwall PL28 8BG** Listed Building Consent for internal reconfiguration and a new dormer addition to the rear of the property.

SUPPORTED provided Conservation Officer is satisfied.

c) **PA19/06775 8 Strand Street Padstow Cornwall PL28 8BU** – Listed Building Consent for proposed re-modelling and renovation works to Grade II listed cottage.

SUPPORTED provided Conservation Officer is satisfied.

d) **PA19/06849 19 Drake Road Padstow Cornwall PL28 8ES** – Erection of extension

SUPPORTED

e) **PA19/06986 Fernbank Trevone Road Trevone Padstow PL28 8QJ** – Non-material amendment in respect of decision notice PA19/01611 (proposed alterations and extensions) – Alterations to doors and windows on side and rear elevations.

SUPPORTED

f) **PA19/07222 39 Dennis Road Padstow PL28 8DF** – Proposed extension and alterations to existing dwelling.

Noted comment from next door neighbour; SUPPORTED subject to effect of chimney on neighbouring property being addressed.

P2019/32

Cornwall Council, Local Council Planning Conferences

Dates: Members noted the planning conference dates and venues. CC would send further information on the workshops in due course however the Chairman read aloud the intended topics as obtained by the Support Officer. Members able to attend were asked to contact the Office. It was noted that if committee members were unable to attend a request for copies of the papers from the workshops would be requested.

P2019/33

Date of Next Meeting: Tuesday 8 October 2019 at 7.00 pm was noted.

Meeting closed at 7.17pm

Padstow Town Council
Finance Report
Agenda item 9

- 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 'August a' of £12,361.12 and direct debits paid of £12,595.83.
to ratify accounts paid 'August b' £6112.02 and direct debits of £4011.60.
to ratify accounts paid 'September a' £18,393.28 and direct debits of £12,417.14.
to ratify accounts paid 'September b' £2697.01 and direct debits of £620.16.
to approve the Addendum to Accounts Outstanding (as tabled) for payment.
- c) to note the clear External Audit report from PKF Littlejohn LLP.
- d) to approve the payment of suppliers and organisations by direct debit.
- e) to note the car park takings.
- f) 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 - 18 September 2019

Revenue Income 25 July - 18 September 2019 (per Sage)

		£
Central Services	CC refund re S278 & insurance	1456
Highways Roads and Transport	Railway car park income	105,807
"	Railway excess charges	360
"	Lawn car park income	35,467
"	Lawn excess charges	40
"	misc income	5,158
Environment - Cemetery	Cemetery fees	1,363
Environment	seagull-proof sack	12
LTOS	misc income allotment	40
Investment Properties	rent income 2019-20	369
"	misc rent	5,023
Other operating income	interest received	434
		155,529

State of the Bank per Sage

Lloyds	Current Account	1,358.50
	Business Call Account	374,961.87
	Wages Account (PAYE & NIC)	13,901.97
	Car park takings account	39,088.95
	Car park takings account	47,726.05
	32 day call notice 0.75% interest	311,344.18
	Client deposit account	790.88
Barclays	Current Account	13,617.81
	Active Saver 0.3% interest	163,027.66
	Wages Account (Net pay and LGPS pension)	11,695.44
	Petty Cash	141.61
		977,654.92

Permission to Transfer funds

Petty Cash (Petty cash imprest amount is £200)	58.39
Wages	23,304.56
Lloyds to Barclays (PTC bank accounts)	100,000.00
(Wages month 5 & 6- gross pay, NIC ER's & LGPS ER's £62,089.55)	
	123,362.95

Debtors Outstanding for more than 3 months:

One of £90, letters have been sent requesting payment.

Creditors Outstanding for more than 3 months:

None

per Sage	Apr-Sep £		1.4.19 - 31.3.20 Budget
Actual Income	532,778	wages to post to cost centres	
Budget Income	571,010	car park takings posted up to 5.9.19	729,000
Actual Revenue Expenditure	320,834		
Budget Rev Exp	362,935		694,110
Actual Capital/Project Expend.	51,558		
Budget Capital/Project Exp	170,000		340,000

To note as paid:

ACCOUNTS OUTSTANDING
August' a 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
31.7.19		Cobalt Telephone Technologies	RingGo fees 1 month	2701.73	540.34	3242.07
30.7.19	Capital/projects	Nova Surveyors	North Quay & Cory toilets & Lawn car park works	1700.00	340.00	2040.00
30.7.19	Corporate Services	PKF Littlejohn LLP	external audit 2018/19	1600.00	320.00	1920.00
2.8.19	HRT	G45	car park machine cash collections 1 month	1116.00	223.20	1339.20
25.7.19	Env - toilets	Cormac solutions	weekend toilet cleaning & sanitary collections 1 mth	861.01	172.20	1033.21
9.8.19	Administration	Konica Minolta	photocopying	438.89	87.78	526.67
2.8.19	Env - toilets	AUK Supplies Ltd	toilet rolls, buckets, cloths, mops & brooms	373.21	74.63	447.84
6.8.19	HRT	Clear-flow	jet pump station & waste removal (recharged)	369.56	73.91	443.47
12.8.19	LTOS	Masons Kings	Stihl/Viking pole pruner cordless	295.00	59.00	354.00
31.7.19	Administration	Complete Business Solutions	stationery	167.98	33.60	201.58
31.7.19	Corporate Services	Kestrel Guards	check call service 2 weeks	150.00	30.00	180.00
10.7.19	Administration	Microtest	alarm tel line & FTTP broadband 2 months	142.73	28.55	171.28
13.8.19	Administration	St John Ambulance	First Aid training	135.00	27.00	162.00
29.7.19	LTOS	Padstow Sea Sand Ltd	2 dummy bags of topsoil	110.00	22.00	132.00
5.8.19	Env - toilets	Wallgate	WC flush coil valve coil	64.00	12.80	76.80
6.8.19	Administration	National Allotment Society	annual membership	55.00	11.00	66.00
12.8.19	Administration	SeaDog IT	website support			25.00
						<u>12361.12</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	8054.00		
1st	Corporate	WPS Insurance (Aviva)	Commerical combined insurance policy	2196.93		
7th	Corporate	Barclays Bank	bank charges	16.00		
1st	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:

31.7.19	LTOS	Biffa	bulk bin waste collections 1 month	1320.12	264.02	1584.14
9.8.19	Administration	Pure Cloud	digital system channel, DDI & call charges 1 month	92.19	18.44	110.63
10.8.19		Opus Energy	electricity PTC sites 1 month			505.16
						<u>2199.93</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	1	2

To note as paid:

ACCOUNTS OUTSTANDING
August' b 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
14.8.19	Administration	Microtest	IT annual maintenance contract	1726.34	345.27	2071.61
12.8.19	Env - toilets	Cormac Solutions	weekend toilet cleaning & sanitary collections	861.01	172.20	1033.21
16.8.19	Env - toilets	AUK Supplies Ltd	toilet rolls, polyliners, drain clear etc	675.81	135.16	810.97
20.8.19	LTOS	Lynher Training	NPTC woodchipper training - maintenance team			660.00
27.8.19	LTOS	Padstow Petrol Station	fuel 1 month	317.70	63.54	381.24
22.8.19	LTOS	Masons Kings	Stihl Viking cordless blower	204.04	40.81	244.85
16.8.19	Env - toilets	Collard Construction	Mag-lock toilet door	195.00	39.00	234.00
14.8.19	Env - toilets	Wallgate	spare WC flush valve coils	172.00	34.40	206.40
13.8.19	Corporate Services	Kestrel Guards	check call service	150.00	30.00	180.00
16.8.19	Administration	Konica Minolta	photocopier hire 3 months	142.98	28.60	171.58
14.8.19	HRT	Flowbird Smart City UK Ltd	Smartfolio easy plus and airtime 1 month	81.80	16.36	98.16
19.8.19	Administration	Sea Spray	window cleaning			20.00
						<u>6112.02</u>

£

Direct debits and cheques paid since the last statement:

18.8.19		Everflow	water - PTC sites			3956.16
18.8.19	LTOS	EE	mobile phone contract 3 phones - 1 month	46.20	9.24	55.44
						<u>4011.60</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	2
			2

To note as paid:

ACCOUNTS OUTSTANDING
September a 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
4.9.19	Administration	Microtest	new server, installation, software, FTTP etc	3910.07	782.01	4692.08
31.8.19	Corporate Services	Cobalt	RingGo fees - August	3504.24	700.76	4205.10
10.09.19	Capital/Projects	WMS	Victoria Monument valuation 2	3167.69	633.54	3801.23
2.9.19	HRT	G4S	car park machine cash collections 1 month	1041.60	208.32	1249.92
28.8.19	LTOS	Colin Hawke Forestry	annual tree inspection			575.00
23.8.19	Investment Properties	Womble Bond Dickinson	legal fees re S146 notice	399.60	79.92	479.52
30.8.19	Env - toilets	AUK Supplies	toilet rolls, centrefeed rolls, cleaner etc	387.47	77.49	464.96
27.8.19	LTOS	Trevisker Garden Centre	plants	369.66	73.93	443.59
30.8.19	Env - Cemetery	Duchy Cemeterys	excavate grave (recharged to funeral directors)			443.00
10.9.19	Central Services		Grant - PCC of St Petroc's Church, Padstow			400.00
22.8.19	Administration	Cornwall Council	Occupational Health Services report	300.00	60.00	360.00
6.9.19	HRT	Clear-flow	pump station waste disposal (recharged)	208.66	41.73	250.39
30.8.19	HRT	Parc Signs	toilet directions sign	169.29	33.86	203.15
28.8.19	Corporate Services	Kestrel Guards	check call service 2 weeks	150.00	30.00	180.00
29.8.19	LTOS	Savills	Spritty Meadow rent			175.00
2.9.19	Env - toilets	Wallgate	Walcare soap & signs	122.48	24.50	146.98
27.8.19	Administration	Complete Business Solutions	stationery	115.57	23.11	138.68
4.9.19	Democratic Services	AD Signs	addition to Mayors' board			75.00
9.9.19	LTOS	Grahams Garden Machinery	strimmer heads	60.00	12.00	72.00
10.9.19	Env - Cemetery		refund of Statutory Declaration fee			25.00
30.8.19	LTOS	Masons Kings	weld adhesive	10.57	2.11	12.68
						<u>18393.28</u>

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

1st		Cornwall Council	Non Domestic Rates - PTC properties	8054.00		
1st	Inv Prop	WPS Insurance (Aviva)	Commerical combined insurance policy	2196.93		
7th	Corporate	Barclays Bank	bank charges			16.00
1st	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:

29.8.19	Mole Valley Farmers		padlocks, sandpaper & glue	40.01	8	48.01
31.8.19	Biffa		bulk waste bin emptying 1 month	1644.36	328.87	1973.23
						<u>2021.24</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
	1	2
	1	2

To note as paid:

ACCOUNTS OUTSTANDING
September' b 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
13.9.19	Env - toilets	AUK Supplies Ltd	polyliners, toilet rolls etc	822.68	164.54	987.22
12.9.19	Capital/projects	Hawkins Motors Ltd	deposit Expert van			500
5.9.19	HRT	Amos Pumps	service sewage pumping station	360	72	432.00
9.9.19	Investment Properties	PTSG Access & Safety Ltd	annual lathway testing	291.00	58.20	349.20
6.9.19	LTOS	Padstow Sea Sand Ltd	topsoil	110.00	22.00	132.00
10.9.19	Corporate Services	Kestrel Guards	check call service 1 week	75.00	15.00	90.00
10.9.19	Env - toilets	Viking	foam soap tork	67.99	13.60	81.59
12.9.19	Administration	Microtest	call out re Sage configuration issue	65.00	13.00	78.00
12.9.19	Administration	SeaDog IT	website hosting 1 month			25.00
16.9.19	Administration	Sea Spray	window cleaner			22.00
						<u>2697.01</u>

Direct debits and cheques paid since the last statement:

10.9.19		Opus Energy	electricity - PTC sites			531.28
16.9.19	LTOS	Mole Valley Farmers	slats & coach bolts for benches	74.07	14.81	88.88
						<u>620.16</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Padstow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Assess		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/04/19

and recorded as minute reference:

2018/203

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.padstow-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	725,315	569,210	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	824,498	989,705	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	280,913	311,480	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	699,690	437,629	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	569,210	809,806	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	657,493	828,828	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,257,514	6,188,050	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including P.W.L.B).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

15/04/19

I confirm that these Accounting Statements were approved by this authority on this date:

23/04/19

as recorded in minute reference:

2018/204

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Padstow Town Council C00099**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

30/07/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Padstow Town Council
Direct debits, standing orders and regular online payments

Padstow Town Council annually approve paying the suppliers or organisations detailed below by direct debit or standing order:

<u>Supplier</u>	<u>Details</u>	19.8.19		
		<u>monthly</u> £	<u>quarterly</u> £	<u>per annum</u> £
Aviva (WPS Insurance)	Commercial combined insurance	2196.93		(c £23,432 pa)
Barclays Bank	bank charges	variable		
Biffa (was H & A Recycling)	bulk waste bin emptying	variable		
Cornwall Council	Non Domestic Rates	8054		(c£82,006 pa)
Cornwall Pension Fund	Local Government Pension Scheme	variable		
EE phone	3 mobile phones	variable		
Everflow	Water: Railway toilets and Station House	variable		
	North Quay toilets	"		
	Cory toilets	"		
	Burial ground	"		
HM Revenue & Customs	VAT		variable	
	PAYE & NIC	variable		
Information Commissioner's Office	Data protection/GDPR			60
Mole Valley Farmers	LTOS supplies	variable		
Opus Energy	electricity: North Quay toilets, pay & display sewage pump & Lawn car park Railway toilets			
Purecloud	digital system channel, DDI, call charges etc	variable		
Sage	Sage Payroll and Line 50 updates	variable		
Screwfix (Trade UK)	LTOS supplies	variable		

Approved:

Signed:

Date:

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	44549	43,000		12327	12287	13217	12300
Jun	46477	49098	45380	49,000		14039	14352	13463	14300
Jul	58161	59587	57969	59,000		17210	16345	17136	16300
Aug	68348	69811	64687	69,000		21149	21050	23158	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	254000	375000		111002	109336	78962	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	360	40		40	0	0	0
Jun	644	200	120	40		0	0	0	0
Jul	401	320	273	40		0	0	0	0
Aug	480	400	160	40		40	40	0	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	1113	500		120	40	0	40
n/c 4404	255598	258471	254000	256000	n/c 4406	76312	74276	78962	74100
n/c 4405	1885	1285	1113	200	n/c 4407	80	40	0	0
Railway	257483	259756	255113	256200	Lawn	76392	74316	78962	74100
sub totals					sub totals				
Apr-Aug 2019					Apr-Aug 2019				
Apr-Aug	2017-18	2018-19	2019-20	Budget 2019-20					
Railway	257483	259756	255113	256200					
Lawn	76392	74316	78962	74100					
	333875	334072	334075	330300					
Car park takings									
April-Aug 2019 car park takings are £334,075, this is £3775 more than the Budget 2019-20 and £3 more than the same period last year.									
NB									
17.9.19									

AGENDA ITEM 10a: CORRESPONDENCE**Councillors Correspondence for Information – September 2019**

Item	From	Referring To	Notes
A	Padstow & District Community Transport	Grant thank you letter.	
B	Padstow Harbour Commissioners	Minutes of the July meeting	
C	St Petroc News	Church magazine for September 2019	
D	Cornwall Council Housing Strategy Service	Reviewing Cornwall's current Homelessness Strategy Consultation.	This is a draft version consultation and timescale didn't fit, future consultation noted and can then go to Council for consideration.
E	Padstow to Rock Swim Committee	Letter of thanks and to update in excess of £75,000 raised.	Notes next year date of Saturday 18 July 2020. Item on agenda regarding permission.
F	Padstow Harbour Commissioner	Minutes of the August Harbour Commissioner meeting	
G	Padstow Area Tourism Business Forum	Grant Application 2020	Thanks for previous grants received from PTC and confirming they will not apply for a grant for 2020.

PADSTOW TOWN COUNCIL
24 SEPTEMBER 2019

Agenda Item 10bi): Bench Request – Stile Field

1. Introduction

- 1.1 A request has been made for a bench to be sited in Stile Field in the memory of a local resident who tragically passed away in May 2019.
- 1.2 Council has a Memorials Policy (Appendix 1) (adopted 6 November 2012) which is for planting of trees or shrubs within Wheal Jubilee Parc and Padstow Cemetery. It also outlines that *“no applications will be considered for bench memorials as the Council feel that there is no further space available for siting of further benches in the parish”*. Since its adoption this Policy has been followed by the Council.
- 1.3 As this request falls outside of the Policy the Town Clerk brought the matter to the attention of the Chairman who considered this matter should be considered by Full Council due to the mitigating circumstances relating to this matter.

2. Request

- 2.1 The request has been made by the mother of the lady who passed away in her daughter’s memory at Chapel Stile Field.
- 2.2 Chapel Stile Field has been specified as this is where her daughter spent a lot of her time with her family and friends.
- 2.3 It has been asked the memorial bench to be placed between two benches. There is already a small trough with flowers situated on Prideaux-Brune Estates’ wall where they would like the bench to go. (See Appendix 2)
- 2.4 The Outside Services Supervisor has confirmed there is enough room for another bench to fit in between the two benches specified at Stile Field.

3. Next Steps

- 3.1 In light of the circumstances in this regard and confirmation that there is enough space for the bench to be installed in the requested area, would Council be willing to make an “exception” on this occasion and grant this permission outside of the Current Policy for the installation of a new memorial bench?

PADSTOW TOWN COUNCIL

Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



Memorials Policy

Adopted by Padstow Town Council on 6th November 2012

It is the policy of Padstow Town Council to accept donations for the purpose of planting trees, shrubs (referred to as memorials) within Wheal Jubilee Parc & Padstow Cemetery to memorialise a departed family member or friend, subject to availability of space.

All donations shall be in compliance with the following:

- No applications will be considered for bench memorials as the Council feel that there is no further space available for the siting of further benches in the parish
- Memorial donations will be accepted only for the purpose of placing, purchasing and planting trees and shrubs,
- Memorials shall be self supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including installation, repair or replacement, if necessary;
- Memorials shall remain the property of the Council and legal ownership of a donated tree, shrub remains with the Council;
- No flowers/wreaths will be permitted to be placed on memorial trees/shrubs or benches at any time and no ashes can be buried alongside memorial trees. Anything placed on memorials will be removed and disposed of without reference to the owner.

Types of Tree/Shrub and Locations

The Council will provide potential donors with a list of tree species etc for memorial use to select their memorial from. The exact location of the siting of the memorial will be decided on by the Council – whilst the Council tries to locate a tree at a requested location this cannot be guaranteed. All planting will be carried out by Council staff.

Plaques - Memorial donations will be recognised by use of a memorial plaque which will be placed near the donated tree(s). Standard memorial plaques shall be used to promote consistency -size – maximum 17.5cm wide x 7.5mm (7" x 3") high on stainless steel with plaque wording approved by the Council. No structures or planting around the memorial will be permitted.

Ceremonies A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with the Council;

Trees/Shrubs - The Council does not guarantee tree or shrub survivability. Trees and shrubs are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.

Records - The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised tree location and type of tree etc;
The Council's decision in all matters relating to memorial donations is final.

Maintenance and replacement of sponsored trees

- The Council monitor and carry out routine maintenance on newly planted trees (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within the Council's routine tree maintenance programme.
- For the first 3 years the Council will replace a tree in the unlikely event that it fails to establish and dies.
- For the first 3 years the Council will replace a tree if it suffers irreparable damage from vandalism providing replacement is practicable.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and plant a replacement tree in an appropriate location.

Maintenance of sponsored shrubs

- The Council monitor and carry out routine maintenance on planted shrubs (watering, mulching, and feeding) within the Council's routine maintenance programme to ensure their satisfactory establishment.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and we would plant a replacement tree in an appropriate location.

Maintenance of existing memorial benches

- The Council monitor and carry out routine maintenance on memorial benches within the Council's routine maintenance programme.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by it's falling into disrepair or placing it in an alternative appropriate location.
- Should a bench become unsightly or unsafe the Council will notify the donor at the last known address to advise of its intention to remove the bench - if no response is received within 2 weeks the bench will be removed. In cases where the bench is a health and safety hazard it will be removed immediately and you will be notified. Any memorial plaque will be returned to you if the memorial is removed.
- In the event of damage by vandalism if the Council is unable to recover the insurance excess Council reserves the right not to replace the bench or to offer the sponsor the opportunity to pay the excess in order to facilitate a replacement.
- If any alteration or addition is required to a memorial bench plaque the Council will agree the wording and arrange for the replacement plaque to be installed. The cost of the plaque along with a £20 plus VAT administration fee will be invoiced to the owner.

Approximate costings for memorial trees/plaques

- Trees/Shrubs - price will be cost price to include tree post and delivery plus £20 plus VAT for planting and upkeep.

- Memorial plaques - All plaques will be stainless steel with no more than 35 words – the **approximate** cost will be £50 plus Vat – actual cost to be confirmed with the manufacturer. A £20 plus VAT administration fee will be charged for any addition/update to existing plaques.

All memorials must be paid for in full prior to their installation.

Please note all prices are exclusive of VAT

Please complete the attached form and return it to the Council who will confirm the price and other relevant details in writing. The Council will order and take delivery of your chosen memorial. Installation undertaken by staff is included in the cost –if you wish to be present when tree/shrub is planted please note this on your application form.

If you have any queries about the plaques or scheme, please email enquiries@padstow-tc.gov.uk or call on 01841 532296

Appendix 2



PADSTOW TOWN COUNCIL: 24 SEPTEMBER 2019

AGENDA ITEM 10 b ii) COUNCIL LAND REQUEST FOR PADSTOW TO ROCK SWIM

Following a letter received from the Padstow to Rock Swim Committee (as noted in Correspondence for information) we contacted Marie Curie to advise them of our new Council Land Policy and associated form.

Marie Curie have completed the form and are seeking permission for the following on Saturday 18 July 2020:

- Use the south quay slip way (by the sea cadets unit) and associated area from 10am until 8pm.
- Use the bandstand from 2pm until 8pm with performances running at 2-4pm and 6-8pm. They will also erect banners and tear flags on the bandstand.
- Request 2 coach bays for volunteer parking.

They have contacted Cornwall Council for street collection permits which have been granted from 9am until 9pm.

Previous years Council has included this date in their road closure request to Cornwall Council and manned the barriers.

Are Council happy to give permission for the event as detailed, if relevant risk assessment and insurance are provided and satisfy the Council insurers?

AGENDA ITEM 10 b iii) BOUNDARY GOVERNANCE REVIEW LATEST

1. Background

- 1.1 In January Council Resolved that the Community Governance Review be responded to with 'No'. This submission was made to Cornwall Council. Cornwall Council has confirmed that they have noted Padstow TC's formal response as 'no change' but happy to supplement with any extra justification if so wished.
- 1.2 In June Council Resolved not to recommend to Cornwall Council that a detailed review be made of whether there should be a Trevone Parish Council separate to that of Padstow Town Council.

2. Update & Invitation to comment on submissions

- 2.1 Cornwall Council are now entering Stage 2 of the review, which involves Cornwall Council agreeing a set of Draft Recommendations for public consultation. This stage is currently envisaged to conclude in December 2019, with a public consultation taking place between then and March 2020.
- 2.2 The members of CC Electoral Review Panel are keen to make sure Town & Parish Council have a chance to comment on submissions received from third parties affecting our parish. CC have published a summary overview of the submissions which are appended to this report (appendix 1).
- 2.3 They would appreciate any written comments Council wish to make on these submissions, for example whether Council agree with them or not

and any key concerns Council have. This will help them to understand where there may be common ground and to identify potential implications. Please note they have said this is not a call for new submissions. They are asking for these comments by 4th October to CGRs@cornwall.gov.uk

3. Public Engagement Meetings

- 3.1 As part of Stage 2, the CC Electoral Review Panel has arranged a series of public engagement meetings across Cornwall in September and early October to enable the Panel to hear views about these submissions, in particular around any proposals that involve significant boundary changes and/or the creation of new councils.
- 3.2 These meetings will give anyone an opportunity to comment on the submissions received, whether they made one or not. However, the meetings will be structured so as to give a representative of each Parish or Town Council and any individuals who made submissions the opportunity to speak first.
- 3.3 These meetings will help CC Panel to make its draft recommendations later this autumn. The meetings will be reflective of the fact that the Panel is still in listening mode, does not favour particular submissions over others and will carefully consider the draft recommendations it will make with an open mind.
- 3.4 We have been informed the public engagement meeting for our area is being held on Wednesday 2 October 2019 at St Issey Village Hall, starting at 6.30pm with Tea & Coffee and opportunity for informal networking with view to start meeting formally at 7pm. It is advisable that Padstow Town Council is represented.

4. Considerations

- 4.1 As per section 2 of the report CC would appreciate comments on the submissions they have received (Appendix 1) by 4 October. Council comments are welcomed in this regard in order to provide a response to Cornwall Council, if Council so wishes.
- 4.2 As per details in section 3 regarding CC public engagement event would Council like to nominate a representative/s to attend to put forward the Council's views?

AGENDA ITEM 10b iv) CONSULTATION FROM CORNWALL COUNCIL ON DOGS ON BEACHES

In May 2019 a pre-engagement letter from Cornwall Council regarding this topic was discussed. To recap Council Resolved to respond to the pre-engagement as follows:- i) Cornwall Council to have a fixed start date countywide of 1 April and Dog Bans in the parish remain as they are; and ii) to advise Cornwall Council that in order for Trevone to maintain its Blue Flag Status Dog Orders are required and therefore they should remain in place.

The public consultation is now underway and Cornwall Council's Public Protection team have written to Town and Parish Councils asking them complete the online

survey, which can be found on www.cornwall.gov.uk/dogsonbeaches and is running until 19 November 2019.

As it is a public consultation, the office has posted information and the link on the Councils website and social media platforms, to help promote it.

The survey seeks further information then what has already decided, with further questions as:

- Do you feel that less beaches should have seasonal dog restrictions and if so, please note which beaches?
- Do you feel that more beaches should have seasonal dog restrictions and if so, please note which beaches?
- Do you agree with the principle that the times of day that seasonal dogs on beaches restrictions (applicable to some of Cornwall's beaches) should be harmonized? For example: daily start time on all designated beaches at 10:00 and daily end time on all designated beaches at 17:00
 - Please note the restrictions on Trevone and St George's well do not stipulate times, there are some beaches in Cornwall which also gives times.

Councils views are welcomed, would they like to provide any comments to the above questions?

AGENDA ITEM 10b v) SIGNAGE REQUEST – MESSRS STEINS

A request has been received the Town Clerk is looking into the same and will send this information "to follow".

Appendix 1
To item 10biii)

Community Network Area: Wadebridge and Padstow

Total number of parishes: 14

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St Merryn – No submission received 30

St Minver Highlands – Parish Council 31

St Minver Lowlands – Parish Council 37

St Tudy – No submission received 42

Wadebridge – Town Council 43

Wadebridge – Individual..... 47

Summary of received submissions

Unique reference number	List of Parishes (Geographical based on CNA Map)	Submitter	Summary of Proposal (extracted from submissions)	Summary of evidence submitted	Any other Parishes affected?
1101	Egloshayle	Parish Council	No Change - established for almost 125 years serving a large primarily rural area, reflecting the identities and interests of the local communities.	Local background and partnerships	No
1102	Padstow	Town Council ①	No Change – No further information provided.	None	No
		Individual ②	<p>Create new Parish by separating part of Parish to respect the difference between Padstow and Trevone area.</p> <p>A separate Parish Council would give Trevone a full statutory voice. It could also help to get the 2nd home owners more involved in the community.</p> <p>Ward boundary change to the North to take a part of Padstow ward up to the coast and to the east to give a part of the Trevone ward to Padstow allowing Crugmeer, Treator and Treceerus to remain with Padstow.</p>	Letter dated 15 th July 2019 map	No
		Individual ③	<p>Boundary changes to Padstow Town Council to enable Trevone Ward residents to form a Trevone PC.</p> <p>PTC has 12 councillors - 9 are from Padstow and 3 from Trevone. Trevone considered to have a "democratic deficit" as its 3 can be outvoted, on matters relating to Trevone, such as planning, Neighbourhood Development Plan, and community consultation.</p>	None	No

Unique reference number	List of Parishes (Geographical based on CNA Map)	Submitter	Summary of Proposal (extracted from submissions)	Summary of evidence submitted	Any other Parishes affected?
			<p>Since the last review the town of Padstow and the village of Trevone have changed considerably in character, identity and interests as reflected in the current nature of each, and reiterated most recently in the consultation document of the draft Neighbourhood Development Plan.</p> <p>A Parish for the village of Trevone will ensure a 'voice' for this small community not being overridden by its large, growing neighbour.</p>		
1103	St Breock	Parish Council	No Change – Has 4 rural hamlets and open countryside. All 11 Councillors work and live in the area. To reduce or expand the Parish would have an adverse impact on how the community would be best represented.	None	No
1104	St Endellion	Parish Council	No Change – No further information provided.	None	No
1105	St Ervan	Parish Council	Expression of interest indicated No Change		
1106	St Eval	Parish Council	No expression of interest or formal submission received		
1107	St Issey	Parish Council	No Change - Council is able to represent the community as it is. Number of Parish Councillors should stay the same. There is a wide enough mix to reflect any different views.	None	No
1108	St Kew	Parish Council	No Change – Happy with the current arrangements.	None	No
1109	St Mabyn	Parish Council	No Change - Community well served by its Parish Council in its current form and the governance is effective and convenient for the residents.	None	No

Unique reference number	List of Parishes (Geographical based on CNA Map)	Submitter	Summary of Proposal (extracted from submissions)	Summary of evidence submitted	Any other Parishes affected?
1110	St Merryn	Parish Council	Expression of interest indicated No Change		
1111	St Minver Highlands	Parish Council	Parish boundary - The current boundary splits the beach effectively in half (current boundary runs through the stream); which makes management of the beach problematic.	Maps	St Minver Lowlands
1112	St Minver Lowlands	Parish Council	New Parish – merge with St Minver Highlands Councillors – 12 for the new Parish in total Name – St Minver <ul style="list-style-type: none"> • Improve communication across the Community and provide a central point of contact and they would know who to go to with issues. • Provide joined up decision making and implementation of any changes. • Deliver a financial benefit to the community, e.g. only one Parish Clerk would be needed; maintenance costs could be shared. 	Map	St Minver Highlands
1113	St Tudy	Parish Council	Expression of interest indicated No Change		
1114	Wadebridge	Town Council	Parish boundary, Ward boundaries, Total number of Councillors & Number of Councillors in each Ward. The current boundary does not reflect the extent of the currently accepted boundary of the Town meaning: people who identify with Wadebridge live in other Parishes; Parish boundaries split neighbours / streets; planning decisions affecting Wadebridge are taken by other Parishes; inequality in decision making regarding local facilities.	Still in consultation and maps and responses will follow.	Egloshayle St Breock

Unique reference number	List of Parishes (Geographical based on CNA Map)	Submitter	Summary of Proposal (extracted from submissions)	Summary of evidence submitted	Any other Parishes affected?
		Individual	Grouped Parish - Incorporate Egloshayle and St Breock as they share Wadebridge facilities. All three Parishes are linked seamlessly through development and share the same facilities with Wadebridge covering most cost.	Local knowledge	Egloshayle St Breock

①

Padstow – Town Council

Email:

Dear ,

Thank you for your email letting us know of your response in January. Since March Cornwall Council launched the formal submission stage where Town and Parish councils could provide specific details for changes i.e. maps with proposed boundary changes and any written justifications for other changes requested.

As Padstow Town Council's expression of interest was for "no change", then I'm happy to take this forward as the formal submission.

Best regards,

.

2



Submission on the Community Governance Review for Cornwall 2019

Please complete and return this form with any accompanying papers to Cornwall Council, by email or post, no later than noon 17 July 2019.

Email: CGRs@Cornwall.gov.uk

Postal address: Community Governance Review, Cornwall Council, Room 3E.01, County Hall, Trevear Road, Truro, TR1 3AY

1. Please state the area or Parish to which this submission relates:

PARISH TOWN COUNCIL

2. Is this submission from:

- A Parish Council (City, Town, Parish or Community Council, or Parish meeting)
- A community organisation
- Any other body or organisation
- One or more individual resident(s)

3. Please indicate whether this submission relates to a change or no change:

- No Change – please continue to section 5
- Change – please continue to section 4

4. Submission proposal.

Please tick any that apply

- Change to Parish boundary
- Create a grouped Parish with at least one other Parish
- Creation of a new Parish
- By separating part of a Parish
- By aggregating parts of a Parish
- By amalgamating Parishes
- Change to Parish name
- Create Parish wards
- Change the boundaries of existing Parish wards
- Abolish Parish wards
- Change the total number of Councillors (say how many you want in the future)
- Change the number of Councillors in each ward (say how many you want in the future)
- Other (please provide details below)

5. Details of proposal(s):

Please give details of any submissions that you are proposing or, if appropriate, reasons why you do not want change

Please give sufficient evidence to support your submission, including any information that you may have already provided to Cornwall Council.

Please explain why you consider that the submission you are making will ensure that community governance within the area will reflect the identities and interests of the community and will be effective and convenient

See attached letter

(please attach additional pages as required)

6. Evidence in support of submission:

If your proposals involve any changes to existing boundaries, please submit ordnance survey base maps showing clearly proposed new boundaries.

Please give detailed information on the number of dwellings and other significant buildings (shops, industrial premises etc) affected by your proposed changes

Please give details of any consultation that you may have carried out with affected residents, and the outcome

If your proposals affect other parishes, please state what discussions you have had with other parish councils and the outcome

see separate letter

(please attach additional pages as required)

7. List of attachments:

- 1. letter dated 15 July 2019*
- 2. map*

Community Governance Review,
Cornwall Council, Room 3L01
County Hall
Truro TR1 3AY

15 July 2019

Dear Sirs

COMMUNITY GOVERNANCE REVIEW

I attach this letter to your two-page 'Submission on the Community Governance Review for Cornwall 2019'.

I write in a personal capacity as one of the three Trevone Councillors on Padstow Town Council. The views expressed in this letter are my own and I confirm that I am not writing for or on behalf of Padstow Town Council or any other councillor.

Unless the sense requires otherwise, throughout this letter 'Trevone' means the communities of Trevone, Windmill and Trenio, which comprise most of the current Trevone ward of Padstow Town Council (see below).

I write to request that Cornwall Council give consideration to Trevone Parish Council being created, separate from Padstow Town Council.

Fundamental basis

There has not been a review of the boundaries of Padstow Town Council for many, many years. It is my understanding that they were not reviewed in the 1974 boundary reviews.

Padstow, the town, is now very different from Trevone and, indeed, they are two separate communities.

It is time for a proper review.

Attributes of Padstow

Padstow is physically a tight, old fishing port, with narrow streets and a hinterland of tightly developed housing, based in part on former MoD property. It is also a close community, with for

example the network of the Mayday Red Oss and Blue Oss being a glue to keep the community together.

It is a 'destination' town, with five pubs, many restaurants and cafes, some with international recognition. There are many visitors, with the town council car park income of almost £0.5 million per year, as well as the Cornwall Council, Harbour Commissioners and private car park income. Its shops are primarily supporting the holiday trade, scattered around the harbour and town centre. Its restaurants and cafes, from The Seafood and Number 6 to the smallest coffee shop, are mixed in and around the shops.

There are ferries to Rock, with all its facilities, and there are seatrips, speedboats and sea fishing trips. The Camel Trail, for walkers and cyclists, begins in Padstow. There is only one small beach nearby.

Substantial housing development, to give about 250 houses in due course, is in progress.

Attributes of Trevone

The village of Trevone Windmill itself is a small seaside village, with a large sandy and rocky beach. Commercially, it has one pub with rooms, a beach stores with a summer only cafe and a small farm shop. Other than holiday lets of properties there are now no hotels.

There is a flourishing community, with many people having retired here from elsewhere in the U.K. As well as the village pub, there is a village hall and a WI hall, all of which are well used. There is also a flourishing church, a daughter church of Padstow. Few, if any, village activities need or use facilities outside the village.

The beach is the main attraction for visitors when the weather is fine. Few visitors come to the village for the day if the weather is bad. There is no major restaurant - only the beach stores cafe and the pub.

Although there has been some new development over the past ten years, the main building works are extensions or knocking down small houses to build larger ones. Second home owners and holiday lets prefer large new houses.

Most of Trevone is within the AONB and, consequently, the new housing requirement for Trevone is very few. There are about 345 houses in Trevone, of which 55% are above band D, and the current electorate is 345. There are a lot of second homes.

Evidence

Importantly, Padstow Town Council have confirmed that there will not be any adverse financial effect on the remaining Town Council if Trevone were to be a separate parish council (so stated at informal meeting held on 19 June 2019).

Therefore what the residents and electors of Trevone want is critical.

There are about 330 houses in Trevone which would come out of the Padstow Town Council area. In addition, as indicated above, a pub, a beach shop/cafe and a small farm shop would be affected.

The financial effect on the residential houses could be a band D council tax precept of about £15 per year, as opposed to the current zero precept.

A map of the current Trevone ward of Padstow Town Council is attached. There may need to be an amendment to the North East/East boundary, so that the hamlets of Crugmeer, Treator and Treceus in particular remain with Padstow, to which I think they are more closely allied.

Consultations

It was hoped that Padstow Town Council may lead the initial consultations as to whether a separate parish council should be investigated. It only confirmed at its meeting on 25 June 2019 that it did not want any change and therefore saw no purpose in any consultations. To date, as far as I am aware, no detailed consultation work has been done by anyone else.

The Town Council are currently carrying out informal consultations on its NDP, which end on 2 August. As a result, it is not practicable to carry out consultations in the village on this matter until the end of August/beginning of September. It is hoped to arrange a public meeting of villagers in September.

Conclusions

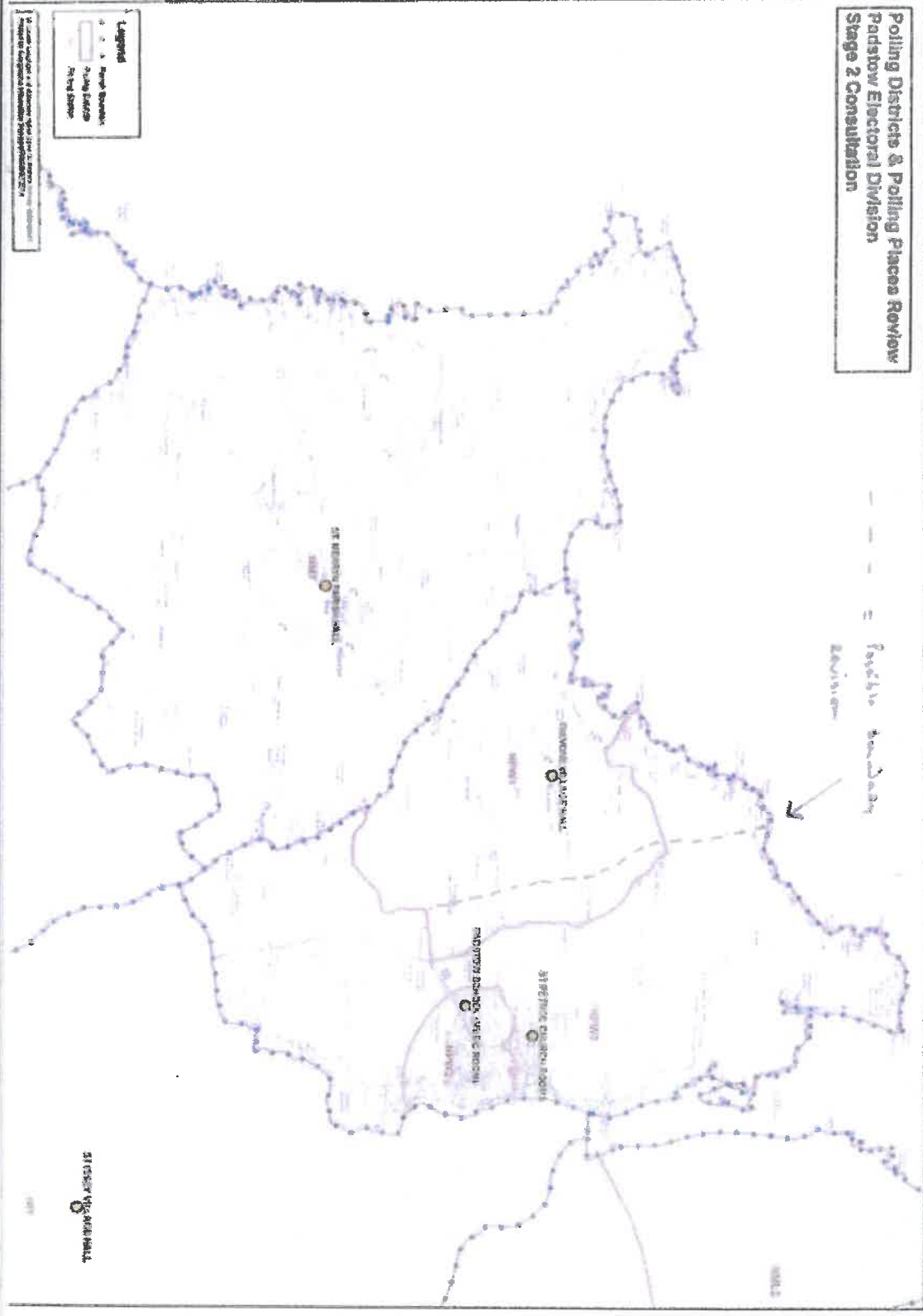
Although there are 3 Trevone ward councillors out of 12 on Padstow Town Council, the main business of the council is always concerning Padstow Town. Trevone is a small, but not poor, relation, with arguably different objectives. Small items, but important to Trevone, are not often discussed.

A separate Trevone Parish Council would give Trevone a full statutory voice. It could also help to get the second home owners, who are entitled to be electors, more involved in the community.

The Trevone community/ies are active and, I think, have the competencies among their residents to run a very efficient and effective parish council.

Yours faithfully

**Polling Districts & Polling Places Review
Radstow Electoral Division
Stage 2 Consultation**



3

Padstow – Individual**Submission on the Community Governance Review for Cornwall 2019**

Please complete and return this form with any accompanying papers to Cornwall Council, by email or post, no later than noon 17 July 2019.

Email: CGRs@Cornwall.gov.uk

Postal address: Community Governance Review, Cornwall Council, Room 3E.01, County Hall, Treyew Road, Truro, TR1 3AY

1. Please state the area or Parish to which this submission relates:

Padstow Town Council

2. Is this submission from:

- A Parish Council (City, Town, Parish or Community Council, or Parish meeting)
- A community organisation
- Any other body or organisation
- One or more individual resident(s)

3. Please indicate whether this submission relates to a change or no change:

- No Change – *please continue to section 5*
- Change – *please continue to section 4*

4. Submission proposal:

Please tick any that apply

- Change to Parish boundary
- Create a grouped Parish with at least one other Parish
- Creation of a new Parish
 - By separating part of a Parish
 - By aggregating parts of a Parish
 - By amalgamating Parishes
- Change to Parish name
- Create Parish wards
- Change the boundaries of existing Parish wards
- Abolish Parish wards
- Change the total number of Councillors (say how many you want in the future)
- Change the number of Councillors in each ward (say how many you want in the future)
- Other (please provide details below)

5. Details of proposal(s):**Background.**

Padstow and Trevone characteristics.

At the time of the last review of Council boundaries in the early 1970's, Padstow, in the Camel Estuary, was a small thriving fishing port with a substantial boat building industry, and some

tourism primarily during the school holidays and 'wake weeks'. The small village of Trevone, one and a half miles away, situated on the coast, had no significant commercial enterprises and was mainly associated with the tourism industry and activities supporting that and its resident population.

Today, the population in Padstow is just over 2200. In the summer months this figure rises to around 5000, with an estimated 500,000 day visitors a year. "Padstow has prospered from fishing, boat building and boat repairs. Today the main industry is tourism, but Padstow has always been home to a sizeable fishing fleet and fishing is still a major part of the economy" (source Padstow Town Council (PTC) website).

40 years ago most Padstow people lived in the 'old town', with social housing and RAF Quarters providing more homes at the top of School Hill. There was two-way traffic through the town! The centre of Padstow is now a conservation area; however, since then, there has been substantial new house building built in and around the town, including a relatively new primary school, doctors surgery, and supermarket. The residential and seasonal population of Padstow has undoubtedly significantly increased since the last boundary review, and the town is now much more focussed on tourism as a main activity than was the case previously.

Padstow has now become a major destination for tourists and is regularly mentioned in the national press. The old town is now busy with tourists throughout the year and has outlets for many well-known retail chains, and restaurants. It includes a considerable number of smaller but thriving businesses such as pubs, catering establishments and art galleries.

Trevone was, and still is, a rural coastal village. Built primarily pre-war, and during the sixties, with a small but important 'blue flag' beach, church, pub, farm shop and beach store, a Memorial Hall and WI Hall. The village has a thriving community of over 300 houses. Many of these have been inherited and in the same family for several generations; they are generally either let during the summer season, frequently to the same visitors year after year, or used as holiday homes by their owners.

Trevone residents tend to be in an older age group than those in Padstow and are more likely to be retired which probably explains why attendance at village events, such as the fund-raising Sunday morning Bacon & Egg Rolls, or monthly suppers or BBQ's, can expect a relatively high number of around 60-70 attendees. Weekly Coffee Mornings are used as a meeting place for usually at least one Trevone Ward Councillor of PTC, usually a monthly visit from Police Community Support Officers, and any other organisation wishing to talk with residents.

Membership of Trevone WI is growing with members from Padstow, St Merryn and other villages regularly attending. St Saviours Church has two services a week. The local pub serves food, has regular quiz nights year round, and has been awarded recognition for its superb fund raising charity events.

In response to the PTC NDP consultation and community survey there were 104 responses from the village (population 345) against 523 from Padstow (population 1632). The NDP consultant employed by PTC refers to this with the comment "Trevone residents have their own views" and that the NDP "see's (sic) two separate communities".

Governance

PTC has twelve councillors - 9 are from Padstow and 3 from Trevone. Trevone can thus be considered to have a "democratic deficit" as its three councillors on the town council can be outvoted, on matters relating to Trevone, such as planning, NDP, and community consultation. For example PTC has voted against the need for local consultation in Trevone for the CGR on two occasions. The first on Jan 29th 2019 (PTC Agenda Item v) and 15 June 2019. The latter being placed on the agenda at the request of a local Cllr and 2 Trevone residents.

A small, informal, residents group was brought together on May 18th 2019 (without existing Parish Ward Cllrs) to seek views on if a formal submission should be made to CC. Amongst other things it

was felt that “ It would be essential, and courteous to seek the views of the existing three ward councillors”. A meeting to obtain these views was not practicable with all 3 Cllrs, in the presence of the Mayor and PTC Clerk until 18th June. 2 of the 3 Cllrs felt they were happy with the “ status quo” and could see no need to consult with Trevone residents. Hence the agenda item at PTC meeting of 15 June. Following the ‘No decision’ of PTC, the informal group met on 16th June and agreed that a submission should be made to CRG, recognising that there would be insufficient time to hold an open public meeting, or distribute a questionnaire before the deadline of 17th July 2019 (source Informal Group meeting notes). This decision was made so as not to close off the possibility of establishing a separate Trevone Parish Council and to allow time for better community consultation; the decision was influenced by the NDP consultation, which had shown Trevone property owners are interested and concerned what happens to their village (source PTC/NDP website), and informal discussions with some, albeit a small number, of Trevone residents.

Submission Proposal

I therefore request that Cornwall Council consider boundary changes to Padstow Town Council to enable Trevone Ward residents to form a Trevone PC, should they so wish.

Since the last review the town of Padstow and the village of Trevone have changed considerably in character, identity and interests as reflected in the current nature of each, and reiterated most recently in the consultation document of the draft NDP.

A Parish for the village of Trevone will ensure a ‘voice’ for this small community not being overridden by its large, growing neighbour.

Estimated tax base for Trevone (provided by CC) shows that a precept of £15-20 per band D household would produce at least £5000.00 pa, sufficient to fund the budget of a small Parish council of around 7 Cllrs, to give residents independent, convenient governance, reflective of their village interests.

(please attach additional pages as required)

6. Evidence in support of submission:

As referenced in Question 5, there has been no formal consultation with the Residents of Trevone.

It is hoped to organise a village meeting at the beginning of September 2019, once the consultation for the NDP has been held in Jul/Aug.

Notes from the meetings of the Informal Group of Trevone Residents, and minutes of Padstow Town Council can be supplied

(please attach additional pages as required)

7. List of attachments:

PADSTOW TOWN COUNCIL: 24 SEPTEMBER 2019

AGENDA ITEM 11: USE OF BANDSTAND

Council will know that they gave consideration for two organisations to use the bandstand over the Christmas festivities at their January meeting.

The Town Clerk duly informed both via email on the 1 February advising that *"Permission was given for both organisations to use the bandstand, ... provided there were no health and safety issues and each organisation provided relevant risk assessments and their own PLI to our insurers satisfaction. I felt that it would be a good idea for representatives from both organisations to meet up, with a PTC representative to ensure all knows what each require and how it will work and in a timely manner should anything need to be revised to make it fit, such as the stage size..... When my colleague Ollie is back in next week I will ask he liaise on this matter and arrange a convenient time to catch up."* Accordingly the Town Clerk instructed the Outside Services Supervisor re: above and any issues to advise.

Appended to this cover report is report on meeting re: above undertaken by the Outside Supervisor and his recommendation in this regard (Appendix 1); and subsequent letter from Tina Evans, Padstow Events Ltd on this issue (Appendix 2)

**PADSTOW TOWN COUNCIL
FULL COUNCIL MEETING
Tuesday 24 September 2019**

AGENDA ITEM 11: USE OF BANDSTAND

1. Background

**Council – 29 January 2019
2018/143 Correspondence:**

RESOLVED to i) approve the request from the Padstow Christmas Festival for use of the bandstand and 2 coach bays, on the same basis as previous years, noting the festival dates for 2019 as 5 – 8 December 2019; ii) to approve the request from Nadelik Lowen to place a Christmas tree on the area of the bandstand closest to the electrics from 30 November 2019 – 3 January 2020; iii) that both requests be granted on the understanding that the space is shared and should any health and safety issues arise, the matter be referred back to the full Council; and iv) the offers be subject to each party providing relevant risk assessments and Public Liability Insurance.

The delay in speaking to both parties prior to this was due to an assumption of mutual understand and cooperation between both parties, so was assumed there was plenty of time to make sure both sides were happy with the council's decision.

2. Progress

The OSS spoke with Ian Dawe from Nadelik Lowen at the end of June to discuss them having a Christmas tree on the bandstand.

The OSS was informed that the tree would take at least a third of the bandstand up and it would need to be in the right-hand side nearest to the electrics this would be so the tree could be secured to the railings. Ian informed the OSS that the tree would not be able to be moved once in place as it will have messages from people on it, they may get damaged if the tree were to be moved.

18th July emailed Tina Evans and Ed McCann, the health and safety advisor for the Christmas festival and after several exchanges of emails it was agreed to meet up, the OSS was asked to delay the meet until August as Ed was particularly busy.

The OSS met with Tina Evans and Ed McCann on 23.08.2019 and measured the approximate space needed for the marquee 15' x 15', Tina informed the OSS that the marquee needed to be in the right-hand corner nearest to the electrics. The marquee would take up over half of the bandstand and there would be no way the Christmas tree would fit alongside as there would not be enough space for both parties to be

accommodated without there being a significant health and safety issue, that being nowhere to support the tree.

After this meeting the OSS asked Ian via a phone call if there was anyway they could move the tree temporarily just whilst the marquee was on the bandstand, the answer was as before, "no as the tree may get damaged and also the messages on the tree".

3. Conclusion

Both the Christmas festival and Nadelik Lowen have asked to use the same area of the bandstand. 30 November 2019 – 3 January 2020 for the Christmas tree and 5th December – 9 December 2019 for the marquee. Having met with both parties the OSS concludes that it will not be possible for the marquee to be in place at the same time as the tree. Neither party wanted to change their plans at all and were not prepared to compromise.

The OSS would recommend that Nadelik Lowen use the bandstand (far right hand corner) for their tree until the 4th/5th December 2019 and are then asked to move the tree for the duration of the festival to another location, as they did last year, and after the festival the tree can be reinstated on the bandstand until the 3rd January 2020.

Or Both requests be denied due on health and safety grounds.

32 Dennis Road
Padstow
Cornwall
PL28 8DE

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PADSTOW EVENTS LTD

September 15, 2019

Dear Kathy and Councillors,

Padstow Christmas Festival 5th – 8th December 2019

For the Past 12 years the Christmas Festival has asked for and been given permission to use the bandstand for the duration of the festival, with an extra couple of days to allow for setting up and dismantling. The marquee was originally situated in the middle of the bandstand and was quite a large structure. However, for the past three years we have reduced the size to 15m square. This has been because of the adverse weather conditions and, of course, being December, this is always likely to be the case. The marquee now sits in the right hand corner where there are secure fixings and also next to the main power supply points. The bands using the bandstand require quite a substantial amount of electricity for mikes, amplifiers, lights and guitars. At a previous council meeting permission was granted by Padstow Town Council for us to use the bandstand as in previous years. As we have used the right hand side in previous years this we understand is the permission we were given.

We have now been informed that Nadilek Lowen have also requested permission to use the bandstand from the 30th November to the 3rd January. They have also, I believe, requested the same right hand side for their tree. A request came from the council to have a meeting with Oliver Clarke to discuss the situation with Nadilek Lowen. Myself and our two Health and Safety Consultants turned up at the meeting but unfortunately no one from Nadilek Lowen attended. We had a very constructive meeting with Oliver and we put our points to him.

Unfortunately we cannot site our marquee the other side of the bandstand as there are no sides and no fixing points for the marquee, there is also no electricity. Our Health and Safety Consultants raised concerns and would not support erecting the marquee on the other side as with the unpredictable December weather it would be a major problem as the marquee has to be safe and secure. If the tree would need moving for the duration of the festival the Harbour Master has agreed to move it to wherever it needs to go and no charge and we would be happy to reimburse Nadiilke Lowen with any costs they would incur.

As an alternative suggestion we would be happy not to erect our tree in the Drang so Nadilek Lowen could use this area for their tree. They would, of course, need to get the permission of the land owner but I am sure this would not be a problem.

I understand this will be discussed at the council meeting on the 24th September. We will attend the meeting should councillors need to ask us any questions.

• • • • •

September 15, 2019

Page 2

I am also attaching a copy of an email I sent to yourself on December 11th last year asking for permission to use the bandstand again this year.

For your information and to save any further confusion. The Christmas Festival always takes place from the first Thursday in December, the dates for next year will be 3rd – 6th December 2020.

Sincerely,



Tina Evans
Director

Email: cjebnb@gmail.com

Phone: 01841 532814

Mobile: 07970 861748



Padstow Christmas Festival 5th - 8th December 2019.

1 message

Tina Evans <cjebnb@gmail.com>

11 December 2018 at 10:48

To: Kathy Pemberton <Kathy.Pemberton@padstow-tc.gov.uk>

Good morning-Kathy

I am just writing to say a very big thank you to yourself and the Council for your support over the festival. It was again a massive success and from the feedback I have had was thoroughly enjoyed by locals and visitors alike. It is now such a massive boost to the local economy at a time when it would normally be quiet, hopefully it will make the winter a little bit easier.

It was lovely to see Councillor Higman and his family at the Cookery demos which I believe he thoroughly enjoyed.

Could I please book the bandstand and the coach parking space for the dates above for next year's festival. Thank you once again and I hope you all have a lovely Christmas.

Kind regards

Tina

Tina Evans

[Redacted signature block]

[Redacted signature block]

PADSTOW TOWN COUNCIL: 24 SEPTMEBER 2019

AGENDA ITEM 12: CLIMATE CHANGE UPDATE

1. Background & Cornwall Council Climate Change Plan

- 1.1 As Council will recall at June's meeting it was RESOLVED that Climate change be brought back to a future meeting of the Full Council, once Cornwall Council's report on this matter was made available.
- 1.2 Cornwall Council Climate Change Plan went to cabinet on 24 July 2019, the emerging Climate Change Plan and related emerging Action Plan was approved, subject to revenue streams being approved and implementation of the Plan was delegated to Strategic Director for Neighbourhoods.
- 1.3 The CC Climate Change Plan and Action Plan were a big milestone for Cornwall Council, however it showed that there is much more work required to provide a robust and evidence-based plan for tackling the larger obstacles and challenges to become carbon neutral. The report signifies the start of the journey.
- 1.4 Within CC Climate Change Plan they describe that they are starting and building on the 'Cornwall Climate Conversation' which will be a long-term programme to allow them to capture the voice of Cornwall on this issue.
- 1.5 They understand the importance of sharing the knowledge and keeping strong relationships with partners is critical. The idea is to utilise the existing platforms and networks, such as the resident's panel, community network panels and the youth parliament. As well as working with Cornwall Association of Local Councils (CALC) and others so they can reflect the wishes of the communities and residents.
- 1.6 The Plan does note the level of interest, that there has been already, with a large proportion of Town and Parish Councils declaring climate emergencies and that these partnerships are crucial to ensuring they work together towards the wider ambitions for Cornwall. With the additional note of Emergency plans productions and Facilitation Funds for communities – co-designed and locally managed.
- 1.7 Here are just a few of the proposals included in the Plan:
 - A Forest for Cornwall – planting 32 square miles or about 2% of Cornwall's land mass with trees to absorb carbon
 - Making energy efficiency improvements to existing Council owned housing
 - Accelerate the transition of their vehicle fleet to low energy emission vehicles
 - Develop investments to contribute towards lessening the carbon impact from Cornwall Newquay Airport operations.

- Look to review each Town Transport Plan to identify solutions and develop a Cornwall supplementary planning document and highway design guide.

2. Padstow Town Council's Carbon Footprint

2.1 Cornwall Council has worked with The University of Exeter to provide them with Cornwall's carbon Footprint (2016) it has been estimated at approximately 4MtCO₂e. Carbon is emitted via the following sectors:

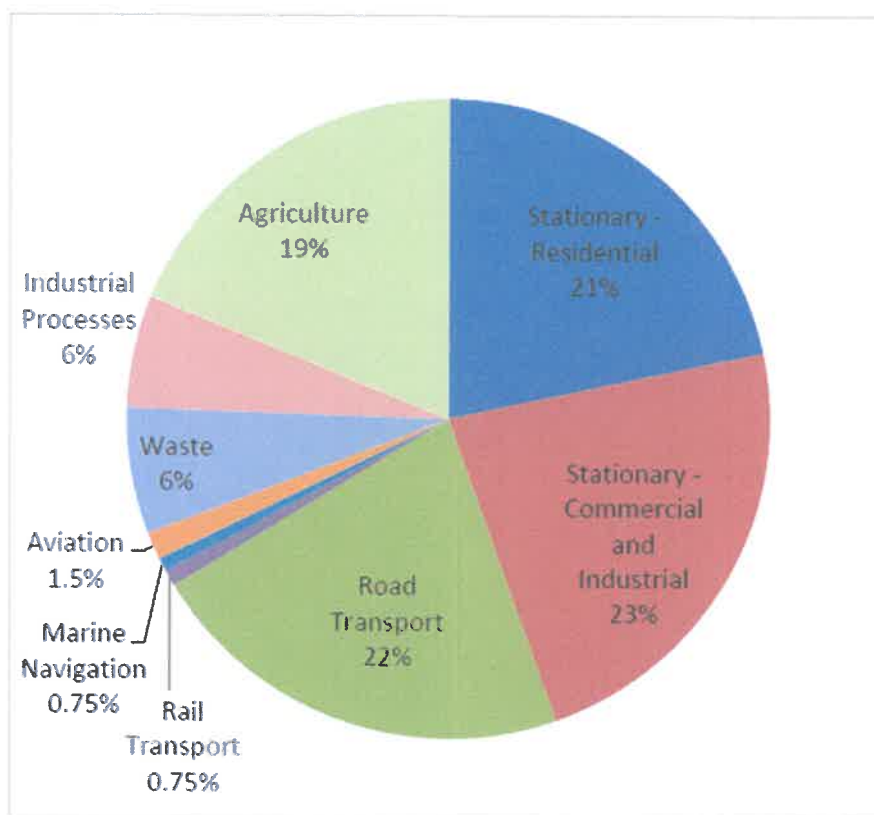


Figure 1. Cornwall Greenhouse Gas footprint (2016) – breakdown of emitting sectors.

Padstow Town Council's Support Officer has been in touch with a number of organisations to ascertain any help that could be offered in working out the Council Carbon Footprint for Padstow Town Council. The Town Clerk and Council Support Officer felt that this could be a good starting point in order to establish where we are to then fully understand what we would like to achieve and how. It also provides a benchmark and way in which to measure progress.

- 2.2 The Council Support Officer has made various enquiries which have included the Carbon Trust, Community Energy Plus (CEP) and Cornwall Council.
- 2.3 Interestingly, Community Energy Plus (CEP) who are an independent energy expert organisation based in Truro replied to say they are keen to support Town & Parish Councils across Cornwall who are looking at the Climate Change topic. They are already in discussions with Officers at

Cornwall Council. They mention that a variety of carbon calculators are available online which can be confusing, and many give conflicting results. They are hoping to work with Cornwall Council on getting a workable standard approach that is robust and helpful to inform action.

- 2.4 In light of 2.3 above, the Support Officer has contacted Cornwall Council Localism Team to see if 2.3 is being taken forward and if CC will be offering advice on foot printing in the future. However, they have advised that this isn't being taken forward at present however, further work in this regard is hoped once they secure an allocation in 2020/21 budget. They further advise that the Local Summit event (more details on this mentioned below in 3.1) in November will be useful as they will be speaking to other parishes who may have already undertaken this task.

3. Cornwall Council Localism Summit

- 3.1 Cornwall Council Localism Team have provided detail regarding the upcoming Localism Summit event, Appendix 1 provides more details on the event. The event is being held at Wadebridge Showground on the 6 November. Both the Town Clerk and Council Support Officer consider this would be a good event to attend and have provisionally booked The Town Clerk, Support Officer and 1 other place. The afternoon session is based on climate change and exploring how we can work together, and it is hoped to provide a framework of collaborative support for the future.

4. Next Steps

- 4.1 It is clear at this stage that more information and support is emerging from Cornwall Council in being able to support and work with Parish and Town Councils on this issue. It is considered that the Town Council can actively engage in this process and proactively seek further information and advice and report back as necessary.

Key matters of interest and action could be:

- 1) Attending the Localism Summit (paragraph 3.1 refers) on the 6 November. Are Council happy for the Town Clerk and Council Support Officer to attend and nominate a Councillor to attend also?
- 2) Maintain useful contact with both CEP and CC and any other groups/organisations that may arise from 1 above and report back on any matters of interest as and when required.
- 3) Provide useful information on environment/climate change on Padstow Town Council's website to help promote the issue. This could include:
 - Brief description regarding Cornwall Councils works and link to Cornwall Councils page (<https://www.cornwall.gov.uk/environment-and-planning/climate-emergency/>) where public can sign up to the residents Newsletter, where Cornwall Council will keep them updated.

- If residents want to find out their basic carbon footprint we could provide a link to WWF (World Wide Fund for Nature) foot printing survey <https://footprint.wwf.org.uk/>
- Promote that as a Council we signed up to plastic free Padstow and provide a Link to Surfers against sewage which shows map of communities that have signed up to Plastic free <https://www.sas.org.uk/communities-near-me/> - this links to Plastic free Padstow Facebook page.
- Video from Committee of Climate Change group shows the new legislation that has been brought in, where the UK is now and what is still needed = <https://www.youtube.com/watch?v=AaFtQ21h1-E>

Report BY TT

Dear All

Cllr Edwina Hannaford would like to invite you to Cornwall's **Localism Summit** on the **6th November, at Wadebridge Showground**. Morning registration will begin at **09.30** and the first session will begin at **10.00**. The Summit will end at 15.30.

Last year you may remember that Summits were arranged in a number of locations but listening to comments from previous events and the positive feedback from this year's Libraries Partnership Day, a single one day meeting has been arranged this year.


The day will focus on what the future holds for Localism in Cornwall and how in particular Cornwall Council and Town and Parish Councils can support our communities.

This year is the 10 year anniversary of the Unitary Authority which provides a good opportunity to reflect on progress to date, look at lessons learnt and support the way forward. Nationally Cornwall is recognised as being at the forefront of Localism, with its ability as a parished area to deliver local services. In recognition of this, Tony Armstrong, the CEO of LOCALITY and the Chair of the Communities Partnership Board will be a key note speaker. He will be speaking about the influence that Cornwall is having at a national level and how communities, with the right support, can unlock the power they have to improve local services and deal with the issues that matter most to them.

Tony will be using the principles of Localism to inform how we can collectively support the current range of climate change declarations and actions that our communities are demanding. This will take the form of an interactive workshop session that will explore how we harness the commitment of the climate change resolutions and how through Localism, we can work together to maximise our impact for Cornwall. The aim is to co-produce a collaborative response which delivers actions that we can all support. Our aim is that the Summit is as informative as possible for all Cornwall's parishes and to provide a framework of collaborative support for the future.

I hope that you will save the day in your diaries and let your Community Link Officer know if you would like to attend. This invitation is open to **Cornwall Council members, Town and Parish Councillors and Clerks**.

We hope that having listened to comments from previous Summits we have put together a really interesting session. More details about the speakers, content for the day will follow but for now please keep the date free in your diaries and let us know if you would like to attend on the 6th November.


Localism Team Manager (West)
Localism
Communities service
Cornwall Council

PADSTOW TOWN COUNCIL: 24 SEPTEMBER 2019

AGENDA ITEM 13: BT PUBLIC PAYPHONE REMOVAL CONSULTATION

1. Background

- 1.1 This item was discussed at July's Full Council meeting and it was **RESOLVED** that the Trevone Ward members i) seek informal views of the Trevone Community as to the future of the Trevone phone box; ii) clarify ownership of the land; and iii) to bring a joint report to the September meeting of the Full Council.

2. Consultation and Latest

- 2.1 We have been informed that replies should be directed to our Cornwall Council Network Officer Jacque Rapier, as they will be collecting responses to go back to BT.

Council need to advise CC Network Officer if they:

- Agree with removal
- Would like to adopt or put forward contact from the local community that would like to adopt, and BT will then contact them (we will need permission to give contact details)
- Object and provide reasons having reviewed all factors in BT's original letter, which was provided in July's Full Council papers.

- 2.2 There is one payphone in the parish which BT are looking to remove which is located at Wayleave PP1005 PC01 Trevone Road, Trevone Padstow PL28 8QJ

- 2.3 As way of update since the July meeting, Cllr Higman has spoken to a few people in Trevone to try and establish the communities feeling, we have also had some comments directly at office.

Below is a summary of the comments we have received so far:

- 1 Probably best to remove
- 2 mention that it has been vandalised already and in need of repair.
- 5 comments say they would not like the phone box to go as part of the history of the village and lends character.
- Several uses have been suggested:
 - 4 referenced a book exchange, with one mentioning that the village hall had tried this and was overloaded with books and that the sign in and out for books worked well.
 - 2 thought bottle refill station and maybe good to work in conjunction with beach guardian. Could have information around the bottle refill regarding reducing water/pollution etc.
 - 1 thought working with beach guardian and shared space for recycled beach equipment, such as buckets, spades and beach toys.
 - Another idea was perhaps a small Trevone Museum.

3. Further Information

- 3.1 Appended to this report (appendix 1) is some more information from BT's website regarding adopt a kiosk scheme.

3.2 As Trevone Ward members were tasked with this issue further information may be tabled or updated at the meeting.

4. Way Forward

4.1 Council's views are welcomed as per paragraph 2.1.

Appendix 1 BT consultation

All you need to know about adopting

We would love you to adopt your phone box, and below are some of the key questions to help you make the decision for your community.

WHO can apply?

Any recognised local authority, parish/ community/town council, Registered Charity or any Community Interest Company throughout the UK or Scotland can apply to adopt their local phone box.

HOW much does it cost?

To comply with legal requirements, authorities will be required to purchase the phone box from BT for a £1. Where there is power present at the kiosk the Parish / Community / Town council has the option to take ownership of the power supply, or for BT to continue to supply the power free of charge on your behalf.

WHICH planning regulations which need to be complied with?

Any group who adopts a phone box must apply to the relevant authorities for all of the necessary consents to retain a phone box.

WHAT happens to the power connection?

Option1: BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future, however BT will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

At the point of adoption BT will ensure that the light will be working but from then on BT will only be responsible for the supply in to the kiosk to the point of the fusebox. Any future faults beyond this point will be the responsibility of the phone box owner.

Option 2: The customer can choose to take over the responsibility for the electricity supply. Customers choosing this option will have to apply for an MPAN number from their electricity company. Please contact us should you wish to choose this option.

WHAT is an MPAN number?

A Meter Point Administration Number or MPAN number is a 21 digit reference number, used across the UK to determine electricity supply points. Where the customer chooses to own the power connection for themselves BT will require the customer's un-metered MPAN number. The number is required to transfer the billing for a phone boxes power supply. Local power companies will be able to supply this. Please contact us if you require more information on how to apply for an un-metered MPAN number.

WHAT if the power supply has already been disconnected?

Where a power disconnection has already taken place BT will not refund any payments made or reconnect the supply.

WHAT is the annual electricity cost for a phone box?

If the customer chooses to transfer the electricity supply over to themselves BT has no control over what electricity companies will charge for providing an un-metered supply for the lighting. This will vary depending on the electricity company chosen.

CONDITIONS OF TRANSFER

The following provides an overview of the key requirements for any potential transfer. Please ensure that you also review the contract agreements.

Next steps

WHO TO CONTACT NEXT?

Please visit www.bt.com/adopt for more information

1. The adopting community must apply to the relevant authorities for any of the necessary consents to retain a phone box. This may involve planning consent depending on the Local Authority.
2. The phone box will be disconnected from the telecommunications network and the payphone equipment removed by BT.
3. Where a phone box is powered, the adopting community will have the option for BT to continue to supply the power free of charge or to take ownership of the supply for themselves. Please contact us should you wish to own the power connection for yourselves.
4. To comply with legal requirements, the adopting community will be required to purchase the phone box from BT for £1.
5. The phone box will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. The adopting community will be responsible for all support and maintenance of the phone box and for any liability resulting from the phone box or its use following completion of the transfer.

WHAT HAPPENS WHEN YOU APPLY?

Once an application has been submitted, BT will handle the rest. It is that simple!

1. It is imperative that all the legal conditions contained within the "agreement for the sale and purchase of telephone kiosk(s)" are met. Only submit an online application when the contract can be signed and returned to BT.
2. Upon receipt of both the online application and a signed contract, BT will review the application.
3. BT will sign and return a copy of the contract for all approved applications, upon which the transfer process will commence automatically.
4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting community. Ownership of the phone box will be automatically transferred within 5 days.
5. The phone box(es) will then be the property of the adopting community!
6. Some applications will require the permission of the Local Authority. BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed. In the event an application isn't approved BT will contact the adopting community directly.



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

Date	Time	Meeting
2019 DATES		
Tue 24 September	7.30 pm	Full Council
Tue 1 October	7.00 pm	Highways, Roads and Transport Committee
Tue 8 October	7.00 pm	Planning Committee
Tue 29 October	7.30pm	Full Council
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 & General Purposes Committee (budget)
Tue 26 November	7.30 pm	Full Council
Tue 3 December	7.00 pm	Highways, Roads & Transport Committee
Tue 10 December	6.00 pm	Staffing Committee
Tue 10 December	7.00 pm or the rising of Staffing	Planning Committee
2020 DATES		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee
Tue 28 January	7.30 pm	Full Council
Tue 4 February	7.00 pm	Highways, Roads and Transport Committee
Tue 11 February	7.00 pm	Planning Committee
Tue 18 February	7.00 pm	Finance, General Purposes Committee (grants)
Tue 25 February	7.30 pm	Full Council
Tue 3 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 March	7.00 pm	Planning Committee
Tue 17 March	6.00 pm	Staffing Committee
Tue 17 March	7.00 pm or the rising of Staffing	Highways, Roads and Transport Committee
Tue 25 March	7.30 pm	Full Council

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