

PADSTOW TOWN COUNCIL

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23 October 2019

TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman, H M Saunders, Mrs A E Symons, D N Vivian, Mrs T Walter and 2 x vacancies

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 29 October 2019 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

KE Pemberton
Kathy Pemberton
Town Clerk

AGENDA

Public & Press and invited to attend

- 1. To receive apologies for absence and announcements**
- 2. To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- 3. Dispensations:** To consider requests from Members for dispensations.
- 4. Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report
- 5. To confirm the minutes** of the Full Council Meeting held on **Tuesday 24 September 2019** having been previously circulated and taken as read. (p 1-7)
- 6. Clerk's Report/Work Programme:** To receive an update for information only. (p 8)
- 7. Committees/Working Group Meetings:**
To receive minutes of the Planning Committee meeting held on 8 October 2019. (p 9-12)

- 8. Finance:**
Monthly Accounts and Payments October 2019 (p13-18)
- 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 car park takings.
 - d) Bank Reconciliations: to note their availability for inspection each month.
- 9. Correspondence:**
- a) To note correspondence for information, (p19)
 - b) To give consideration to the following:-
 - i) Cornwall Council free parking provision letter (p20)
- 10. Council Vacancies (Padstow Ward) and Committee, Working Group and Outside Organisation Vacancies:** To receive update on this matter and discuss and decide on way forward. (p21-22)
- 11. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
- 12. To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 26 November 2019 at 7.30 pm (p23)
- 13. 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.
- 14. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 24 September 2019** having been previously circulated and taken as read. (p24)
- 15. Lease and Tenant Issues:** To be updated on this matter and discuss and decide on way forward. (p25)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 24 September 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 18 members of public.

2019/86 To receive apologies for absence and announcements:

i) Apologies were received from Councillor A P Flide and D N Vivian;

ii) Announcements:

- The Chairman announced the resignation of Councillor F J Bealing.
- **RESOLVED** that due to the level of public interest in agenda item 10 b) i) Bench Request – Stile Field and agenda item 11 Use of Bandstand that these be taken after agenda item 4 Public Participation, becoming agenda item 4 a) and 4 b) respectively.

2019/87 Declarations of Interest:

- Councillor Buscombe declared an interest in agenda item 11 Use of Bandstand and 10. b) iv) Boundary Governance Review Latest;
- Councillor Mrs T Walter and Councillor C Watson-Smyth declared an interest in agenda item 10 vi) Signage Request – Messrs Steins.

2019/88 Dispensations: There were no dispensations.

2019/89 Public Participation:

i) A member of the public spoke on behalf of Nadelik Lowen in respect of agenda item 11 (to become 4 b) Use of Bandstand.

Points included:

- The Christmas tree is a focal point for the whole town;
- This year the tree is to be a "tree of light", members of the public have been asked to buy a light in memory of a loved one. Donations have already been received with monies going to Fleet and the Christmas Lights Committee;
- Unclear as to what has happened, believe last year Christmas Festival said that the tree could stay;
- Have publicised on Facebook the tree staying on the bandstand;
- Nadelik Lowen unaware that supposed to attend meeting with the Christmas festival;
- Bandstand is the best place in the town for the tree to be a focal point to remember loved ones and the tree is a fitting tribute to the true meaning of Christmas;
- The whole event has been planned around the tree as the group thought everything was ok with their request and one member of the group met with the Outside Services Supervisor regarding the tree's exact location.

A member of the public spoke in support of agenda item 10 b) i (to become 4 a) Bench Request – Stile Field points included:

- The bench was in memory of a local girl who visited Stile Field with her children every day;
- The bench would provide her children and family a place to go and remember her;

A member of the public spoke on behalf of agenda item 12 Climate Change. Points included:

- One of the biggest issues for climate change is transport;
- They worked for a company that was trying to reduce the use of diesel engines, happy to provide Council with further detail.

A member of the public spoke on behalf of the Padstow Christmas Festival in respect of agenda item 11 (to become 4 b) Use of Bandstand. Points included:

- Would like to find a way to all work together;
- Also thought it was ok to proceed with use of the bandstand and as such have progressed;
- Hope there is a way to work together.

A second member of the public spoke on behalf of agenda item 12 Climate Change. Points included:

- Disappointed that Council did not declare a Climate Emergency when last discussed in June; had hoped to be the first in North Cornwall but have now been beaten by Bude and Bodmin;
- Perplexed by Councillor comment during June meeting describing Climate Change as contentious, carbon emissions are higher than ever in history and heat will continue to rise;
- Hope Council will declare an emergency tonight and that a citizen's assembly, as proposed by Charlotte Barry in June, will be addressed.

ii) Cornwall Councillor's Report: Cornwall Councillor Buscombe reminded members that he had hoped to provide a statement from police regarding the definition of obstructions in the town, quay and surrounding areas. He had received the statement but wished to revise the "legalise" language before sharing with Council, he therefore hoped to take it to the next meeting of the Highways, Roads and Transport Committee when he hoped that a police representative would also be able to attend.

iii) Police Report: There was no report.

2019/90 Bench Request – Stile Field: Members gave consideration to granting permission outside of Council's Memorial Policy for a new bench in Stile Field.

RESOLVED that in light of the tragic event leading to the request an exception to the Memorial Policy be made and permission be granted for a new memorial bench to be placed in Stile Field as detailed on agenda page 47.

2019/91 Use of Bandstand: Councillor R Buscombe left the meeting.

The Chairman read aloud the agenda item cover report which detailed an email sent to both the Christmas Festival and Nadelik Lowen following the January Council meeting. The email advised both parties of Council's decision regarding their requests to use the Bandstand in December. The Chairman summarised that the resolution was for both organisations to be granted permission on the basis that they could both come to an agreement to share the space.

One member considered that as permission had been granted, Council should uphold its resolution whilst another member suggested that if the resolution couldn't be upheld i.e because both parties needed the exact same space, then Council did not need to uphold it.

Question was raised by a member as to whether it was not possible for the two parties to meet and work together. At the invitation of the Chairman, responses from the representatives of Nadelik Lowen and the Christmas Festival were heard.

Comments from Nadelik Lowen representatives included:

- They had not been approached about meeting with the Festival;
- One member of the group had met with Padstow Town Council's Outside Services Supervisor (OSS) but the discussion had been regarding the location of the tree which needed to be in the corner where it could be made safe using the railings;
- The tree could not be moved for the festival days due to its size and weight. In addition this year there were new Christmas lights which would also impede this.

Comments from the Christmas Festival representative included;

- Festival marquee also need the railings in the corner to secure the marquee;
- Suggested only way was to find a solution between all parties;
- Had tried to seek alternative fixing from the marquee company;
- Suggested all parties meet on site with a representative of the marquee provider;
- Agreed that the tree could not be moved especially with the memorial sentiments that were being tied to it.

RESOLVED that 2 representatives of Nadelik Lowen, 2 representatives of the Christmas Festival and 2 representatives of Padstow Town Council, namely the Chairman and the Town Clerk meet up to resolve the matter of sharing the space.

Councillor A Rickard requested his name be recorded as voting against this decision

Concern was expressed by members of the public as to what would happen if after meeting, a solution was not found. Some members of the public and a member considered that Council should make a decision between the two parties. Nadelik Lowen was unhappy that they had not received correspondence regarding meeting with the Christmas Festival. The Town Clerk advised, as outlined by the

Chairman, she had sent emails to both group representatives who had contacted the office with the original bandstand requests. The emailed outlined the decision of the Council and proposal to meet up to work out how both could be accommodated. Padstow Town Council's Outside Services Supervisor was given the responsibility to coordinate this matter and follow these meetings up.

Councillor A Rickard left the meeting and did not return.

The Christmas Festival representative advised that if the only place the tree could be was in the corner, the Festival would try to use the rest of the space. If this was not possible, they would find an alternative.

RESOLVED that following the meeting with all parties to discuss shared use of the space, if the Christmas Festival could not make their request work in the space remaining next to the tree they would be unable to use the bandstand.

Councillor R Buscombe returned to the meeting.

2019/92 Minutes Tuesday 30 July 2019: RESOLVED that the minutes of the meeting held on Tuesday 30 July 2019 were a true record of the meeting and they were signed by the Chair.

2019/93 Minutes Tuesday 17 September 2019: RESOLVED that the minutes of the extra-ordinary meeting held on Tuesday 17 September 2019 were a true record of the meeting having been tabled and read and they were signed by the Chair.

Councillor Saunders abstained from voting and requested his named be recorded.

2019/94 Clerks Report/Work Programme: was noted for information.

2019/95 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
- i) Finance and General Purposes Committee meeting held on 13 August 2019;
 - ii) Leisure, Tourism and Open Spaces Committee meeting held on 10 September 2019; and
 - iii) Staffing Committee meeting held on 17 September 2019, having been tabled and read.
- b) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 13 August 2019 and ii) 3 September 2019.

2019/96 Finance: Monthly Accounts and Payments September 2019

- a) The monthly finance report was received and noted for information.
- b) It was **RESOLVED** to i) ratify accounts paid August (a) of £12,361.12 and direct debits paid of £12,595.83; ii) to ratify accounts paid August (b) of £6,112.02 and direct debits of £4,011.60; iii) to ratify accounts paid September (a) of £18,393.28 and direct debits of £12,417.14; iv) to ratify accounts paid September (b) of £2,697.01 and direct debits of £620.16; and v) to approve the addendum to accounts outstanding for payment of £969.02 and direct debits and

standing orders paid since the last statement of £6,277.46 having been tabled and read.

- c) The clear External Audit report from PKF Littlejohn LLP was noted.
- d) **RESOLVED** to approve the payment of suppliers and organisations by direct debit as detailed on page 44 of the agenda pages.
- e) Car park takings were noted.
- d) Bank Reconciliation availability was noted.

2019/97 Correspondence:

a) Correspondence for information was noted.

b)(i) Council Land Request for Padstow to Rock Swim: **RESOLVED** to approve requests from Marie Curie in respect of the Padstow to Rock Swim on Saturday 18 July 2020 as detailed on agenda page 52 provided that relevant risk assessment and insurance details are provided and that Council's insurers are satisfied.

(ii) Boundary Governance Review Latest: Councillor Buscombe left the meeting.

Members gave consideration to the agenda report and **RESOLVED** i) the Chairman and Councillor R Higman (Trevone Ward Member) represent Padstow Town Council at Cornwall Council's Boundary Governance public engagement event on 2 October; and ii) It be delegated to the Town Clerk in consultation with the Chairman and Councillor Higman to respond in writing to CC with any comments on the published submissions from third parties affecting Padstow Parish.

Councillor Buscombe returned to the meeting.

(iii) Consultation from Cornwall Council, Dogs on Beaches: Members noted the agenda report on this item and discussed that a response should be sent as a matter of form. Generally it was thought it should be reiterated that Trevone Beach required a dog ban to retain its blue flag status. It was noted that dog bans on George's Well were difficult to enforce and not always clear as it could be accessed from several points.

RESOLVED to respond to Cornwall Council's Dogs on Beaches survey by reaffirming the previous comments submitted by Council during the pre-engagement stage.

(iv) Signage Request – Messrs Steins: Councillor Mrs T Walter and Councillor C Watson-Smyth left the meeting.

RESOLVED to elect Councillor R Higman to Chairman for this item whereupon he took the Chair.

The Town Clerk advised that having checked with Council's solicitor the bin store was not part of the tenant's lease and as such there were no stipulations for considering the request.

One member noted that previously Council had denied requests from other businesses to erect signage on Council property.

RESOLVED not to permit Messrs Steins' request to install a sign on the side of the bin storage shed in the Railway Car Park in line with previous decisions taken for similar requests.

Councillor Mrs T Walter and Councillor C Watson-Smyth returned to the meeting whereupon Councillor C Watson-Smyth resumed the chair.

2019/98 Climate Change: Members were referred to the agenda report. It was noted that at its last meeting Council had wished to seek more information from Cornwall Council. The Town Clerk advised that unfortunately CC's Climate Change Plan did not contain as much information as was hoped however it did make some proposals as outlined in paragraph 1.7 of the agenda report.

It was suggested that a good starting point would be to understand PTC's current carbon footprint in order to understand how it can go forward, hopefully with support from CC. It was also thought by working together with CC economies of scale could be achieved.

The Town Clerk advised that CC was holding a Localism Summit event which it was felt would be a valuable event to attend. Three places had been reserved, the Town Clerk considered helpful if she attend, along with the Support Officer who had researched this issue and a Councillor. It was also thought as a small interim step, information collected about climate change could be distilled on the website to help promote the issue to the public.

It was suggested by a member that Climate Change was a topic that should be covered by a committee. The Town Clerk suggested that first a better understanding of what CC was doing with local Towns and Parishes be sought so that any actions taken would have true meaning and affect. However, following the summit if Council were happy, the Town Clerk could consult with the Chairman to bring a report back on how best this could be addressed. The Chairman added that any Councillor wishing to attend the Summit to contact the office.

RESOLVED to approve the recommended "next steps" as outlined in paragraph 4.1 of agenda pages 78 and 79 in respect of Climate Change.

2019/99 BT Public Payphone Removal Consultation: An update on this item was tabled and read. It outlined interest from a Beach Guardian representative who wished to set up and oversee a DIY library within the phone box. It was suggested by a member that BT be requested to replace the broken glass before the phone box was purchased. Generally, members were supportive of the proposal and pleased that the phone box might find a use.

RESOLVED to respond to the BT Consultation with the recommendation that the Trevone phone box be adopted by Beach Guardian but that BT should first make good the broken glass.

2019/100 Reports from Members/Outside Organisations: Councillor Buscombe provided an update on a meeting he had attended with the Town Clerk and the Harbour Master regarding the management of the harbour area in summer. It was now thought that extending the Harbour Masters byelaw to include the bandstand could be progressed as initial enquiries were positive. He suggested that it would be good to give thought to setting a budget to go towards shared enforcement officer costs in due course.

The Town Clerk added that the meeting had been very positive and solution focused. It was hoped that details coming out of enquiries could be taken to a relevant budget meeting for consideration.

2019/101 Meeting Dates: Date of next meeting: Tuesday 29 October 2019 at 7.30 pm. Noted, that the HRT meeting of 1 October had been cancelled due to lack of business, all other future meeting dates were noted.

RESOLVED to add to the schedule of meeting dates the following omitted meetings i) Staffing Committee budget meeting: 5 November at 6.00pm; and ii) Highways, Roads and Transport Committee budget meeting: 12 November at 6.30pm.

2019/102 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2019/103 Confidential Minutes Tuesday 30 July 2019: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 30 July 2019, were a true record of the meeting and they were signed by the chair.

2019/104 Confidential Minutes: RESOLVED that the confidential minutes of the extra-ordinary meeting held on Tuesday 17 September 2019 were a true record of the meeting having been tabled and read and they were signed by the Chair.

2019/105 Workshop Unit – Lease Issue: See confidential minutes.

2019/106 New Business Units – Rental: See confidential minutes.

2019/107 Padstow Core Building: See confidential minutes.

Meeting closed at 8.53 pm

**PADSTOW TOWN COUNCIL: 29 OCTOBER 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, analysis being compiled.
Bandstand – Christmas Period	The two festival groups met and they both agreed with it being decided that Nadelik Lowen will have it this year, as per their request. PLI and risk information has been requested.
LTOS	
Victoria Monument	Work to replace lighting conductor has been progressed.
Cory and North Quay Toilets	Contractor due on-site 4 November 2019 to commence works for 14 weeks. Town Clerk had ensured relevant people advised of closure, posted on website/social media and posters displayed. PLI and risk information requested.
HRT	
Railway Car Park	Work undertaken, disabled bay to be redone, contractor awaiting delivery of bollards to put in.
Improvements to Lawns Car Park	Planning obtained, S278 issues addressed. Contractor due on site 28 October. Town Clerk had ensured relevant people advised of closure, posted on website/social media and posters displayed and had met direct with Social Club as they will be most affected. PLI and risk information requested.

Agenda Item 6.

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 8 October 2019 commencing at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow

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

In attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Council Support Officer and Minute Taker) and 1 member of public

P2019/34 Apologies: There were no apologies.

P2019/35 Announcements: There were no announcements

P2019/36 Declarations of Interest: Councillor R Higman declared an interest in agenda item 6 ii) j) PA19/07659 Rocky Bottom 23 Dennis Road Padstow PL28 8DE

P2019/37 Public Participation: 1 member of the public spoke in objection of planning application PA19/07268 Seaview Cottage Dobbin Lane Trevone Padstow comments included:

- Concern regarding the finished height as unspecified on the plans;
- The proposed annexe has windows facing Chycoose that are 1m from the boundary. Concern of loss of privacy and amenity, loss of light, sound intrusion and odour from bathroom or kitchen;
- The main dwelling Seaview Cottage has undergone improvement in previous years and now adding an annexe is increasing the footprint further. Concerns of over development and setting a precedent for annexes in Trevone.

P2019/38 RESOLVED that the **minutes** of the meeting held on **Tuesday 3 September 2019** were a true record of the meeting and they were signed by the chair.

P2019/39 Planning
i. The following Cornwall Council planning decision were noted:

a) PA19/01765 Rustlings Trevone Road Trevone Padstow PL28 8QX – Conversion of existing garage to bedroom including rear extension and alterations.

APPROVED

b) PA19/03541 The Lawns Car Park New Street Padstow PL28 8EB – Improved site entrance and redesign of existing car park.

APPROVED

c) **PA19/05684 28 Egerton Road Padstow Cornwall PL28 8DL** – Certificate of Lawfulness for existing development for conversion of rear conservatory to rear bedroom and associated works. **GRANTED**

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

e) **PA19/05832 2-4 Duke Street Padstow Cornwall PL28 8AB** – Advertisement consent for wall mounted signs displaying company name and logo with fascia hanging sign. **APPROVED**

f) **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. **APPROVED**

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

a) **PA19/07268 Seaview Cottage Dobbin Lane Trevone Padstow** – Construction of a self-contained annexe in the rear garden of main residence with the eventual purpose of assisted living accommodation for one of the owners. **NOT SUPPORTED; i) Concern street scene from Dobbin Road not in keeping; ii) Loss of existing parking and need for additional parking due to additional property; iii) concern it will become rental/holiday let therefore include clause not to be a separate residence; iv) overlooking into Chycoose; v) Loss of light; vi) Concern plans show unspecified roof height vi) overdevelopment of relatively small site**

b) **PA19/07185 16 Glynn Road Padstow PL28 8EF** – Demolition of existing extensions and construction of new single storey extension. **SUPPORTED**

c) **PA19/07395 Prideaux Place Tregirls Lane Padstow PL28 8RP** – To remove all vegetation within 1.5m of listed wall to enable repairs. There is sufficient back growth beyond to mitigate the loss of trees and vegetation. **SUPPORTED**

d) **PA19/07405 27 Dennis Road Padstow PL28 8DF** – Erection of 3 bedroom detached dwelling following demolition of the existing dwelling and garage.

NOT SUPPORTED; i) Out of character with street scene. Bungalow at right angle of road instead of following line of neighbouring bungalows ii) Concern demolition of sound bungalow, when others in road have modified existing.

e) **PA19/07407 Prideaux Place Tregirls Lane Padstow PL28 8RP** – To fell Ash tree heavily leaning over a public highway to reduce risk of injury to public in event to failure. Root system is very close to a wall giving more chance of failure in high winds. 1no Quercus petraea will be planted to mitigate the loss.

SUPPORTED

f) **PA19/07418 Padstow Touring Park Padstow Cornwall PL28 8LE** – The change of use of land to site 2 residential lodges and 8 holiday lodges with associated infrastructure.

SUPPORTED; provided no increase in permanent residential accommodation and highways satisfied

g) **PA19/07454 5 Fentonluna Lane Padstow Cornwall PL28 8BA** – Extensions and associated alterations.

SUPPORTED

h) **PA19/07473 11 Drake Road Padstow Cornwall PL28 8ES** - Conversion and extension of garage to form an annexe.

SUPPORTED: N.B Feel it compares to next door extension and is on a large plot

i) **PA19/07531 Rest Harrow Trevone Road Trevone Padstow** – Conversion of caravan store and games room into annexe without compliance with Condition 2 of Decision Notice PA19/02269 dated 30 May 2019.

NO DECISION REACHED as there is concern it will become rental/holiday let therefore should be inclusion of clause not to be a separate residence; also concern over the number of planning applications on this property and what the end result is, as its unclear.

Councillor R Higman left the meeting.

j) **PA19/07659 Rocky Bottom 23 Dennis Road Padstow PL28 8DE** – Erection of porch, rebuild and extend existing garage to accommodate kitchen/utility and store. Extension an renovation of existing single storey side/rear addition. Demolition of first floor rear dormer and erection of new dormers to rear and side elevation with associated building works.

SUPPORTED; Provided no increase in original roof height

Councillor R Higman returned to the meeting.

k) **PA19/07778 Fairhaven Dobbin Close Trevone Padstow** – Proposed extensions.
NOT SUPPORTED; i) Not in keeping; ii) out of character with other properties iii) Concern raise in roof height; iv) Loss of light and overbearing neighbouring property

l) **PA19/07780 23 Sarahs View Padstow PL28 8DU** – Construction of balcony at first floor level to front of the property over existing ground floor.
SUPPORTED, provided no overlooking issues

P2019/40

Cornwall Council Protocol for Local Councils: The Chairman thanked the Support Officer and Town Clerk for looking into this matter and the report for consideration.

There was a short discussion over Cornwall Council's protocol for Local Councils. It was considered that, as per the agenda report, that the consultation notice letter should include the type/category to make it clearer what route the applications are able to take. It was noted that the Local Cornwall Councillor was supportive of this also.

RESOLVED to write to Cornwall Council and Cornwall Planning Partnership and copy in Local Divisional Member as per paragraph 3.1 of the agenda report.

P2019/41

Date of Next Meeting: Tuesday 12 November 2019 at 7.00 pm or on the rising of Highways, Roads and Transport Committee was noted.

Meeting closed at 8.00pm

Padstow Town Council
Finance Report
Agenda item 8

a) to receive the monthly Finance Report.

b) to approve Accounts and Addendum for payment and ratify payments since the last meeting as follows:

to ratify accounts paid 'October a' of £22,311.72 and direct debits paid of £11579.79.

to ratify accounts paid 'October b' £15,865.63 and direct debits of £95.60.

to approve Accounts Outstanding 'October c' £35,863.58 and direct debits of £594.00.

to approve the Addendum to Accounts Outstanding (as tabled) for payment.

c) to note the car park takings.

d) Bank Reconciliations - to note their availability for inspection each month.

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

PADSTOW TOWN COUNCIL - FINANCE REPORT - 22 October 2019

Revenue Income 18 September - 22 October 2019 (per Sage)

		£
Central Services	Piaggio sale (£500) & misc income	503.56
Highways Roads and Transport	Railway car park income	55,904
"	Railway excess charges	399
"	Lawn car park income	16,146
"	misc income	3,927
Environment - Cemetery	Cemetery fees	727
LTOS	seat & tree	726
"	CC grasscutting & footpaths	6,175
Investment Properties	rent income 2019-20	64,606
"	misc rent	3,511
Other operating income	interest received	269
		152,894

State of the Bank per Sage

Lloyds	Current Account	1,000.00
	Business Call Account	450,239.01
	Wages Account (PAYE & NIC)	2,435.81
	Car park takings	8,958.75
	32 day call notice 0.75% interest	311,542.57
	Client deposit account	790.88
Barclays	Current Account	3,089.62
	Active Saver 0.3% interest	209,687.63
	Wages Account (Net pay and LGPS pension)	10,039.04
	Petty Cash	120.97
		997,904.28

Permission to Transfer funds

Petty Cash (Petty cash imprest amount is £200)	79.03
Wages	24,960.96
Lloyds to Barclays (PTC bank accounts) (Wages month 7- gross pay, NIC ER's & LGPS ER's £32,924.52)	200,000.00
	225,039.99

Debtors Outstanding for more than 3 months:

None

Creditors Outstanding for more than 3 months:

None

per Sage	Apr-Oct £		1.4.19 - 31.3.20 Budget
Actual Income	686,172		
Budget Income	622,358	car park takings posted up to 15.10.19	729,000
Actual Revenue Expenditure	425,802		
Budget Rev Exp	428,173		694,110
Actual Capital/Project Expend.	81,607		
Budget Capital/Project Exp	198,333		340,000

To note as paid:

ACCOUNTS OUTSTANDING
October' a 2019

Date	Cost centre	Supplier	Details	Net	VAT	Total
4.10.19	Capital/projects	Masons Kings	John Deere Gator XUV 855D WA17 GVO	11450	2290	13740.00
30.9.19	Corporate Services	Cobalt	RingGo Sept fees	1902.24	380.46	2282.70
20.9.19	Env - toilets	Cornmac Solutions	sanitary waste and weekend toilet cleaning 1 month	1432.06	286.41	1718.47
7.10.19		Camel Hire	van hire while truck is repaired (will be repaid)	887.50	177.50	1065.00
24.9.19	Investment Properties	Wombie Bond Dickinson	legal advice re section 146 Notice	564.60	112.92	677.52
3.10.19	LTOS	Tavistock Accident Repairs	VAT on repairs to WK15 OBF			500.00
26.9.19	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral director)			443.00
25.9.19	Central Services	Padstow Garden Machinery	Grant 2019/20 - Padstow Sailing Club			400.00
28.8.19	LTOS	Post Office/DVLA	brushcutter repair & line, oil etc	281.93	56.38	338.31
7.10.19	Administration	Amazon	Expert van WL18 ENX vehicle tax			260.00
2.10.19	Corporate Services	Kestrel Guards	TimeMoto clocking in machine			199.00
25.9.19		Post Office/DVLA	check call service			180.00
7.10.19		Post Office/DVLA	Gator WA17 GVO vehicle tax	150.00	30.00	180.00
20.9.19	HRT	Flowbird Smart City UK Ltd	Smartfollo Easy Plus & airtime 1 month	80.00	16.00	96.00
2.10.19	Administration	Microtest	tel line for alarm & FTTP	61.99	12.40	74.39
2.10.19	LTOS	Seton	dogs on leads signs	43.00	7.95	61.14
4.10.18	Administration	AUK Supplies	cleaning materials	40.70	8.14	48.84
27.9.19	LTOS	Travis Perkins	ballast & cement	39.50	7.90	47.40
3.10.19	LTOS		Auto Trader advert to sell the Plaggio			19.95
						<u>22311.72</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:

30.9.19	LTOS	Biffa	bulk bin emptying 1 month	903.24	180.65	1083.89
3.10.19	LTOS	Tavistock Accident Repair Cen	excess for truck WK15 OBF repair			100.00
						<u>1183.89</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

To note as paid:

ACCOUNTS OUTSTANDING
October' b 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
27.9.19	Capital/projects	Hawkins Motors	Expert van WL18 ENX (part exchanged Isuzu truck)	9527.33	1905.47	11432.8
4.9.19	HRT	Cornwall Council	Enforcement officer 2 months			1203.20
16.10.19	Capital/projects	Paul Weston	NDP consultant			900.00
2.10.19	HRT	G4S	car park machines cash collections	492.90	98.58	591.48
4.10.19	LTOS	Nomix Enviro	Hilite & cleaner	354.40	70.88	425.28
4.10.19	LTOS	Grahams Garden Machinery	strimmer heads, service & repair	310.43	62.09	372.52
14.10.19	Administration	Golant Fire & Security	fire alarm service	160.00	32.00	192.00
14.10.19	LTOS	Travis Perkins	bulk bark	150.00	30.00	180.00
8.10.19	LTOS	TARC	WK15 OBF repair			176.68
4.10.19	LTOS	Greenham	PTC jacket	127.73	25.55	153.28
9.10.19	Corporate Services	Kestrel Guards	check call service	75.00	15.00	90.00
11.10.19	Administration	Our Weigh Ltd	clocking in machine cards			50.39
9.10.19	LTOS	WPS	add WA17 GVO			33.00
12.10.19	Administration	SeaDog IT	website hosting			25.00
14.10.19	Administration	Sea Spray	window cleaner			20.00
16.10.19	Administration		Poppy Appeal wreath			20.00
						<u>15865.63</u>

Direct debits and cheques paid since the last statement:

10.10.19	Administration	Purecloud	digital system channel, DDI, call charges etc	79.67	15.93	95.60
						<u>95.60</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

Agenda item 8b

To approve:

ACCOUNTS OUTSTANDING
October' c 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
17.10.19	Investment Properties	WPS Insurance Brokers	Commercial and vehicle insurance - annual premium	5162.5	1032.5	27613.56
18.10.19	Investment Properties	Charterwood	rent reviews	1200.00	240.00	6195.00
14.10.19	LTOS	St Ives Steeplejacks Ltd	lightning conductor Victoria Monument	437.52	87.50	1440.00
18.10.19	LTOS	Glasdon	bench (recharged)	75.00	15.00	525.02
15.10.19	Corporate Services	Kestrel Guards	check call service 1 week			90.00
						<u>35863.58</u>

£

Direct debits and cheques paid since the last statement:

10.10.19	Opus Energy	electricity PTC sites 1 month	594.00
			<u>594.00</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	1	2
			1	2

Padstow Town Council									
Railway & Lawn car park takings 2019/20									
n/c 4404	<u>Railway income</u>				n/c 4406	<u>Lawn income</u>			
	2017-18	2018-9	2019-20	<i>Budget</i>		2017-18	2018-9	2019-20	<i>Budget</i>
				<i>2019-20</i>					<i>2019-20</i>
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	48631	45,000		14276	13871	14103	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	302631	375000		111002	109336	93065	98000
n/c 4405	<u>Railway excess charges</u>				n/c 4407	<u>Lawn excess charges</u>			
	2017-18	2018-9	2019-20	<i>Budget</i>		2017-18	2018-9	2019-20	<i>Budget</i>
				<i>2019-20</i>					<i>2019-20</i>
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	399	40		40	0	40	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	1512	500		120	40	40	40
n/c 4404	301732	303932	302631	301000	n/c 4406	90588	88147	93065	88000
n/c 4405	2525	1481	1512	240	n/c 4407	120	40	40	40
Railway	304257	305413	304143	301240	Lawn	90708	88187	93105	88040
sub totals					sub totals				
Apr-Sep 2019					Apr-Sep 2019				
Apr-Sep	2017-18	2018-19	2019-20	<i>Budget</i>					
				<i>2019-20</i>					
Railway	304257	305413	304143	301240					
Lawn	90708	88187	93105	88040					
	394965	393600	397248	389280					
Car park takings									
April-Sep 2019 car park takings are £397,248, this is £7968 more than the Budget 2019-20 and £3648 more than the same period last year.									
NB									
7.10.19									

AGENDA ITEM 9 a): CORRESPONDENCE

Councillors Correspondence for Information – October 2019

Item	From	Referring To	Notes
A	National Coastwatch Institution	Stepper Point Newsletter	
B	Emily Beach Guardian	Thank you email for recommending Beach Guardian in BT phone box consultation	Following action from September Full Council meeting
C	St Petrocs News	Church magazine for October 2019	
D	Trevone WI	Grant thank you email	
E	Padstow Harbour Commissioners	September Meeting minutes 2019	
F	Bone Cancer Research Trust	Stamp collection thank you letter	
G	Community Road Safety Forum	3 December at Launceston Town Hall from 1.30 pm. Presentations include: <ul style="list-style-type: none">• Road Safety Initiatives• Policing Our Roads• Cornwall Road Casualty Reduction Strategy	
H	Padstow Sea Cadets	Request to spread the word and forward plea for volunteers including: <ul style="list-style-type: none">• Treasurer• Unit Training Officer• Stores Officer• Maintenance Staff• Fundraisers• Uniformed Instructors	

Kathy Pemberton

Subject: FW: Free car parking at Christmas

Information Classification: CONTROLLED

Dear Clerk to the Council

Cornwall Council is still in the delivery phase of implementing the Positive Parking Framework for Cornwall, one aim of which is to ensure that our car parking is managed in a way that stimulates economic and environmental growth throughout Cornwall.

Following the success of the last two year's promotion, we would again like to enable the Towns and Parishes, within the areas that we operate pay and display or pay on exit car parks, to select a day within the Festive period when Cornwall Council will provide free car parking within our car parks in your area.

Our hope is that the free parking provision will support any events that you may have planned, lead to increased economic prosperity, and support local businesses within your area during the festive period.

If you feel that this will be beneficial in your area, please contact Ken Polmouter (Operations Manager- Parking) via email: ken.polmouter@cornwall.gov.uk **no later than Friday 15th November 2019** in order to advise of your preferred date, so that the various operational changes can be made to enable the free parking provision.

Please be aware that the Parking Service will not be able to accommodate any requests received after the 15th November 2019, due to the operational changes that are required, so please be sure to contact Ken before this date.

Kind regards

Geoff

Cllr Geoff Brown
Cabinet Member for Transport
Cornwall Council

PADSTOW TOWN COUNCIL: 29 OCTOBER 2019

AGENDA ITEM 10: COUNCIL VACANCIES (PADSTOW WARD) AND COMMITTEE, WORKING GROUP OUTSIDE ORGANISATION VACANCIES

Councillors Bealing and Rickard have resigned from Padstow Town Council. Cornwall Council has duly been informed with notice being displayed on Friday 18 October. If the Returning Officer receives fewer than ten written requests for an election by 7th November 2019 then the Town Council will fill the vacancies by co-option. If this is the case, would the Town Council wish to do this sooner rather than later, or wait until the New Year? The Town Clerk has spoken with the Principal Election Officer and this would be in order.

The Town Clerk's would appreciate Council's considerations in respect of membership to Committees, Working Groups and Outside Organisations which now carry vacancies. Would Council like to appoint to these at this time.

It's worth noting that some have a quorum of 3, the Staffing Committee is now left with 3 members. Furthermore, its worth noting that whilst the FGP Committee has 2 vacancies, one of those is for the Staffing Committee Chairman and until the new Staffing Committee Chairman is elected at present, in effect, this is carrying only one appointable vacancy at this time.

Council are asked to give this matter their due consideration.

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road
Padstow
Cornwall
PL28 8DA

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



MEMBERSHIPS 2019-20

COMMITTEE	2019/20 MEMBERSHIP
Leisure, Tourism and Open Spaces (7 Members) Quorum: 4	Councillors C Watson-Smyth (Chairman), R Buscombe, A P Flide, R Higman, D N Vivian and 2 x vacancies
Highways, Roads and Transport (7 Members) Quorum: 4	Councillors K Freeman (Chairman), M Evans, R Higman, D N Vivian, C Watson-Smyth and 2 x vacancies
Staffing (5 Members) Quorum: 3	Councillors R Buscombe, R Higman, Mrs T Walter and 2 x vacancies
Planning (6 Members) Quorum: 3	Councillors K Freeman (Chairman), R Higman, Mrs A E Symons, Mrs T Walter and 2 x vacancies
Finance and General Purposes (8 Members) Quorum: 4 Drawn from HRT, LTOS, Staffing Chairmen, the Mayor & Deputy Mayor	Councillors R Higman (Chairman), R Buscombe, A P Flide, K Freeman, Mrs T Walter, C Watson-Smyth and 2 x vacancies (NB: 1 of which to be Staffing Committee Chairman, once appointed)

WORKING GROUP	2019/20 MEMBERSHIP
Neighbourhood Development Plan Steering Group Quorum: 3	Councillors A P Flide, D N Vivian, Mrs T Walter and C Watson-Smyth and 2 x vacancies

ORGANISATION	2019/20 REPRESENTATIVE
Cornwall Association of Local Councils (CALC) (1)	Councillors C Watson-Smyth and A Rickard
Camel Advisory Group (1)	Councillors D N Vivian
Memorial Hall (1)	Councillor K Freeman
Padstow Sea Cadets Management Committee (1)	Councillor D N Vivian
Padstow Area Tourism Association (1)	Councillor A Rickard and R Higman
Wadebridge And Padstow Community Network (1)	Councillors C Watson-Smyth and A P Flide
Plastic Free Coastlines Steering Group (1)	Councillor R Higman
Padstow Area Library Support (PALS) (1)	Councillor H M Saunders



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

Date	Time	Meeting
2019 DATES		
Tue 29 October	7.30pm	Full Council
Tue 5 November	6.00 pm	Staffing Committee (budget)
Tue 5 November	7.00 pm or the rising of Staffing	Leisure, Tourism and Open Space Committee (budget)
Tue 12 November	6.30 pm	Highways, Roads and Transport Committee (budget)
Tue 12 November	7.00 pm or the rising of HRT	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

NB: Christmas Office Closure:

Monday 23 December 2019, re-opening on Thursday 2 January 2020 at 9.00am.

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