

# PADSTOW TOWN COUNCIL

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20 November 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 26 November 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 Pemberton*

Kathy Pemberton  
Town Clerk

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## 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 29 October 2019** having been previously circulated and taken as read. (pg 1-4)
- 6. Clerk's Report/Work Programme:** To receive an update for information only. (pg 5)

- 7. Committees/Working Group Meetings:**
- a) To adopt the minutes and approve recommendations (if any) for meetings of the:
    - i) Staffing Committee (5 November 2019) *To be tabled*
    - ii) Leisure, Tourism and Open Spaces Committee (12 November 2019) *(pg 6-8)*
    - iii) Highway, Roads and Transport Committee (12 November 2019) *(pg 9-11)*
  - b) To receive minutes of the Planning Committee meeting (12 November 2019) *(pg 12-15)*
- 8. Draft Budget 2020-21 and Business Plan:** To give consideration to:-
- i) Draft budget, precept and Business Plan as recommended by the Finance and General Purposes Committee; *(pg 16-31)*
  - ii) Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 12 November 2019 *(pg 32-33)*
- 9. Internal Audit Report:** To note the Internal Audit Report. *(pg 34-37)*
- 10. Finance:**
- Monthly Accounts and Payments November 2019** *(pg 38-42)*
- 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.
- 11. Correspondence:**
- a) To note correspondence for information, *(pg 43)*
  - b) To give consideration to the following:-
    - i) Coastal Access Improvements Consultation *(pg 44-57)*
    - ii) VE Day 75<sup>th</sup> Anniversary *(pg 58-59)*
    - iii) Sea Cadet Land Use Request *(pg 60-61)*
- 12. Coastal Sculpture Cornwall:** To be updated on this matter and discuss and *(pg 62)* decide on way forward.
- 13. Localism Summit Event Update:** To receive update and discuss and decide on *(pg 62-64)* way forward.
- 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 *(pg 65)* 28 January 2020 at 7.30 pm
- 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 29 October 2019** having been previously circulated and taken as *(pg 66)* read.

**18. Committees/Working Group Meetings:**

To adopt the confidential minutes and approve recommendations (if any) for meetings of the:

- i) Staffing Committee (5 November 2019) *To be tabled .*
- ii) Highway, Roads and Transport Committee (12 November 2019) *(pg 67)*

**19. Lease and Tenant Issues and Updates:** To be updated on this matter and *(pg 68)* discuss and decide on way forward.

## PADSTOW TOWN COUNCIL

**Minutes of the Full Council meeting held on Tuesday 29 October 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow**

**Present:** A P Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman and H M Saunders

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 1 member of public.

**2019/108 To receive apologies for absence and announcements:**

- i) Apologies were received from Councillors C Watson-Smyth, Mrs A E Symons, D N Vivian and Mrs T Walter.
- ii) There were no announcements.

**2019/109 Declarations of Interest:** There were no declarations of interest.

**2019/110 Dispensations:** There were no dispensations.

**2019/111 Public Participation:**

- i) Cornwall Councillor's Report: Cornwall Councillor Buscombe advised he attended a recent meeting regarding the Community Governance Review from which he understood Committee had not found support for a separate Trevone Parish Council at this time. It was noted that he also understood that there was to be opportunity for those who opposed the decision to still come forward. It was noted that Padstow Town Council had not received any further correspondence on the matter.
- ii) There was no police report.

**2019/112 Minutes Tuesday 24 September 2019: RESOLVED** that the minutes of the meeting held on Tuesday 24 September 2019 were a true record of the meeting and they were signed by the Chair.

**2019/113 Clerks Report/Work Programme:** was noted for information. The Town Clerk updated that the Victoria Monument works were now complete and that relevant risk assessments and PLI had been received from Nadelik Lowen with regard to using the Bandstand. It was noted that the Christmas Festival organisers were liaising with Padstow Harbour Commissioners with regard to their music marque.

**2019/114 Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 8 October 2019.

**2019/115 Finance: Monthly Accounts and Payments October 2019**

- a) The monthly finance report was received and noted for information.
- b) It was **RESOLVED** to i) ratify accounts paid October (a) of

£22,311.72 and direct debits paid of £11,579.79; ii) to ratify accounts paid October (b) of £15,865.63 and direct debits of £95.60; iii) to approve accounts outstanding October (c) of £35,863.58 and direct debits of £594.00; and iv) to approve the addendum to accounts outstanding for payment of £2,718.55 and direct debits and cheques paid since the last statement of £55.44 having been tabled and read.

- c) Car park takings were noted. The Town clerk advised that the contractors undertaking the redevelopment of the Lawn's Car Park were now on site. They would try to keep as much of the car park open as possible throughout the project. This was well managed when working with them previously on the Railway Car Park. It was noted that as of 1 November the car park winter tariffs would be in operation which would help to reduce the loss of revenue during the project.
- d) Bank Reconciliation availability was noted.

**2019/116 Correspondence:**

- a) In response to a member query the Town Clerk advised that a reply to a letter received from Devon and Cornwall Police had been sent as per the decision of Council during a confidential session of the extra-ordinary meeting held on 17 September 2019.
- b) Correspondence for information was noted.
- c) Cornwall Council free parking provision letter: Members noted that the Nadelik Lowen event would be taking place on Saturday 30 November and that the dates of this year's Christmas Festival were Thursday 5 – Sunday 8 December.

**RESOLVED** that in response to Cornwall Council's offer to provide 1 day of free car parking in Cornwall Council car parks during the Festive period, Saturday 30 November 2019 be proposed for the Padstow area to coincide with the Nadelik Lowen event.

**2019/117 Council Vacancies (Padstow Ward) and Committee, working Group and Outside Organisation Vacancies:** Members were referred to the agenda report. It was noted that should the Returning Officer receive fewer than ten written requests for an election by 7 November 2019 then the vacancies would be filled by co-option. Should this be the case, the Town Clerk sought Council's thoughts on the Town Clerk progressing the co-option with an application closing date in January 2020 in time for Council's January meeting of the Full Council. Members were generally in agreement that this approach be accepted given the lack of time between the 7 November and the November meeting.

The Town Clerk highlighted that the two vacancies on the Staffing Committee meant that membership was on the quorum which could be difficult if members were sick or absent. Councillor A P Flide expressed an interest in joining the Staffing Committee with a view that this could be reviewed in January following the appointment of new Councillors. Members considered that Councillor Mrs A E Symons would also be a good appointment to the Staffing Committee having previously been a member.

Councillor K Freeman expressed an interest in filling the LTOS vacancy.

It was suggested by a member that FGP meetings could easily be quorate and that it could be best to wait and appoint both FGP vacancies once the Staffing Committee chairman was known. Councillors H M Saunders and M Evans both expressed an interest in being appointed to the appointable FGP vacancy sooner.

**RESOLVED** i) Councillors A P Flide and Mrs A E Symons be appointed to the Staffing Committee; ii) Councillor K Freeman be appointed to the Leisure Tourism and Open Spaces Committee; and iii) Councillor M Evans be appointed to the Finance and General Purposes Committee.

**2019/118 Reports from Members/Outside Organisations:** There were no reports from Members regarding outside organisations.

**2019/119 Meeting Dates:** Date of next meeting: Tuesday 26 November 2019 at 7.30 pm was noted.

Some amendments to the meeting schedule were discussed. It was noted that due to 2 apologies for the LTOS meeting on 5 November and 1 vacancy quorum would be close. It was proposed that this meeting, being the budget, be moved to the 12 November and that an additional LTOS meeting be added on the 3 December for any other business.

**RESOLVED** to make the following amendments to the schedule of meeting dates i) the LTOS Committee (budget) meeting of 5 November be rearranged to 12 November at 6.00pm and as such the time of the HRT Committee (budget) meeting and Planning Committee meeting of the same day be made 6.30 pm and 7pm or on the rising of the preceding meeting, whichever the later, respectively; ii) an LTOS Committee meeting be added on 3 December at 6.15 pm and as such the HRT meeting of the same day be made 7.00 pm or on the rising of the LTOS Committee, whichever the later; and iii) to note the Christmas Office Closure begins on Tuesday 24 December, reopening on Thursday 2 January 2020 as per the delegated decision of the Chairman in consultation with the Town Clerk.

**2019/120** It was **RESOLVED** to exclude the press and public due to the confidential nature of the business about to be transacted.

**2019/121 Confidential Minutes Tuesday 24 September 2019:**  
**RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 24 September 2019, were a true record of the meeting subject to adding "of users" after "group" and replacing "consider" with "administer" in minute number 2019/107, and they were signed by the chair.

**2019/122 Lease and Tenant Issues:** See confidential minutes.

Meeting closed at 7.54 pm

**PADSTOW TOWN COUNCIL: 26 NOVEMBER 2019  
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

PROJECT	NOTES/UPDATE
<b>FULL COUNCIL</b>	
Station House	Issue with water coming through Chamber door to be undertaken by lawns car park works contractor, this will involve drain in front of doorway.
NDP	Public consultation has taken place, analysis being compiled. Town Clerk to arrange catch up with Council Chairman to progress and look at next steps.
<b>LTOS</b>	
Cory and North Quay Toilets	Works commenced w/c 4 November. North Quay strip out going well, good news all generally in good order but some bits to take care of, such as a leak in the gents. Cory toilets to be stripped out w/c 9 December. LTOS to receive full update at their meeting.
<b>HRT</b>	
Railway Car Park	Work undertaken, disabled bay to be redone, contractor awaiting delivery of bollards to put in.
Improvements to Lawns Car Park	Works commenced w/c 28 October. Recent site visit went well. Despite the weather good progress is being made. The contractor will make as much of the car park available as possible over the busy periods we have over December. HRT to receive full update at their meeting.

Agenda Item 6.



**PADSTOW TOWN COUNCIL**

**Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 12 November 2019 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm**

**Present:** Councillors C Watson-Smyth (Chairman), R Buscombe, A P Flide, K Freeman, R Higman and D N Vivian

**In Attendance:** Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Support Officer and Minute Taker)

**LTOS2019/34 Apologies for Absence:** There were no apologies for absence.

**LTOS2019/35 Announcements:** There were no announcements.

**LTOS2019/36 Declarations of Interest:** Councillor D N Vivian declared an interest in Agenda Item 6: Budgets 2020/21: Rope Walk Allotments.

**LTOS2019/37 Public Participation:** There was no public participation.

**LTOS2019/38 RESOLVED** that the **minutes** of the meeting held on **Tuesday 10 September 2019** were a true record of the meeting and they were signed by the chair.

**LTOS2019/39 Projects 2019/20 and Projects and Budgets 2020/21 (including fees and charges):**

Budget 2019-20: The update was noted as per the agenda report. The Responsible Financial Officer (RFO) highlighted that under revenue expenditure the Skate Park opening had been slightly over budget whilst Stile Field wildflowers and the hanging baskets had been slightly under budget. It was noted that the capital expenditure, namely the North Quay and Cory toilet refurbishment had begun and the works vehicles had been updated. The RFO also advised that sign writing of the vehicles was in progress. Committee was satisfied with the budget update for 2019/20.

Budget 2020-21:

Income: In response to a member query the RFO advised that Cornwall Council was currently looking to increase their burial fees but that she understood Padstow Town Council's current fees to be on par with other towns in the area. It was noted that the sexton fee was a recharge only.

In response to a member query the RFO confirmed that current filming fees were per day. Members generally considered that these were too low. It was suggested by a member that the fees be increased but that the Town Clerk use discretion in reducing these as appropriate. Members considered local charity-based organisations and bands using the bandstand should be permitted to film free of charge. It was felt commercial organisations should be charged a fee.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT:**

- i) No changes be made to the burial fees for 2020/1; and
- ii) Filming fees for 2020/21 be amended as follows a) charities and local town bands performing may film free of charge; and b) commercial organisations be charged a fee of £1,500 per day for filming on any part of Town Council land but that this fee be negotiable at the Town Clerk's discretion.

Councillor D N Vivian left the meeting.

Members gave consideration to the Rope Walk allotment fees noting the annual rent in the current rental agreements.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT:** No change be made to the Rope Walk allotments' annual rent for 2020/21.

Councillor D N Vivian returned to the meeting.

Expenses: Members gave consideration to expenses for 2020/21 as detailed in the agenda report. Members were keen to see the skate park supported through the provision of a Skate Park instructor on a quarterly basis. With regard to the proposed Tree Works and CCTV it was noted that further detail would be brought to Committee's next meeting for consideration.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE TO:**

- i) Request a provision of £2,000 in the budget for 2020/21 for a skate park instructor to attend Padstow Skate Park once a quarter;
- ii) That the Stile Field wildflower meadow and hanging baskets be included in the LTOS Equipment, Furniture and Materials budget 2020/21;
- iii) Request a provision of £6,000 within the Grounds Maintenance Budget 2020/21 to allow for a tree surgeon to undertake works highlighted in a recent tree survey; and
- iv) Request a provision of £5,000 in the 2020/21 budget for CCTV at Padstow Skate Park.

Business Plan – Capital/Projects: Members gave consideration to the cost of the proposed MUGA. It was noted that the original estimate for the project was £100,000. It was felt that this figure should be increased to allow for a general increase in the costs since the project was first discussed. It was also noted that tenders received for recent projects had been at least 25% more than the budget. A member confirmed that the project was planned for 2020/21 following works to the Lawns Car Park but that project detail was yet to be worked up. A questionnaire about the project would be brought to Committee's next meeting and it was hoped that the results of the questionnaire could lead to financial support awarded from Sports England.

There was some discussion about the inclusion of Play Equipment in the business plan. Members generally felt that improvements or

upgrades to the existing Lawns play equipment would be a good way to "finish" improvements to the whole Lawns area. It was noted that the existing equipment was not that old and its design had been chosen by the local community and so improvement costs may not be significantly high.

Members gave thought to any additional projects they might wish to include. Mention was made that thought should be given to a provision for projects which would make the Council "greener". Members felt a focused committee for climate change should be considered by Council and a strategy "fed down" from Full Council. It was noted that the Town Clerk and Support Officer had recently attend a Localism meeting regarding climate change and that detail of that would be brought back to the Full Council. Comment was made that nationally the lack of a standard approach to the subject made acting upon it difficult. The RFO advised she had increased the 2020/21 contingency budget which could be used for Climate Change projects and advised that this would be considered at the next meeting of the Finance and General Purposes Committee.

It was noted that the RFO had also included a provision of £10,000 in the 2020/21 budget for possible improvement works to the Railway toilets, this could be used to undertake repairs caused by vandalism as well as possible improvements, the detail of which would be brought back to a future meeting of Committee for consideration.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE TO:**

- i) The Multi-Use Games Area (MUGA) remain in the Business Plan for the year 2020/21 but increase provision to £200,000; and
- ii) Improvements to the Lawn's car park play equipment be included in the Business Plan for 2022/23 with a provision of £50,000.

**LTOS2019/40**      **Date of Next Meeting:** Tuesday 3 December 2019 at 6.15pm was noted.

**LTOS2019/41**      **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**LTOS2019/42**      **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 10 September 2019** were a true record of the meeting and they were signed by the chair.

Meeting 6.22 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 12 November 2019 at the Council Offices, Station House, Station Road, Padstow at 6.30 pm**

**Present:** Councillors K Freeman, (Chairman), M Evans, R Higman, D N Vivian and C Watson-Smyth

**In Attendance:** Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker), Councillor R Buscombe and 1 member of the public.

- HRT2019/28      **Apologies for Absence:**** There were no apologies for absence.
- HRT2019/29      **Announcements:**** There were no announcements.
- HRT2019/30      **Declarations of Interest:**** Councillor C Watson-Smyth declared an interest in Agenda Item 10 Park and Ride Agreement 2019/20.
- HRT2019/31      **Public Participation:**** A member of the public spoke on behalf of the Park and Ride in respect of Agenda Item 10: Park and Ride Agreement 2019/20. Points included:
- Thanks were expressed for use of the park and ride space and for use of the space during the Christmas festival in previous years;
  - The operators were happy to pay their usual rate for the space during the Christmas festival this year but their interpretation of the use had been that it would only be permitted if they provided a free service to the public;
  - As festival sponsors, the operators were happy to provide the service over this period but did need to charge. Money had been invested in improvement works to the park and ride ground to help overcome issues with bad weather experienced in the last 2 years.
- HRT2019/32      **Minutes: RESOLVED**** that the minutes of the meeting held on **Tuesday 23 July 2019** be signed as a true record of the meeting.
- HRT2019/33      **Projects 2019/20 and Budget 2020/21 (including fees and charges:****
- Budget Projects 2019/20: Were noted as per the agenda and Committee were satisfied with the report.
- Budget 2020/21: Car park tariffs, fees and charges: Members gave consideration to the recommendations within the report and agreed with those relating to the car park tariff. Comment was made with regard to costs incurred for sweeping the drains on a regular basis due to sand from the sand lorries. It was suggested that this fee should be recharged directly as happens with other tenants for similar matters.

**RESOLVED to recommend to the Finance and General Purposes Committee that:**

- i) Car Park Tariffs: a) No change be made to car park tariffs for the year 2020/21; b) the term "Season Ticket" be retained for the new annual parking permit; and c) the new annual parking permit ("Season Ticket") be made available from 1.4.20 at a cost of £400 plus VAT; and
- ii) No change be made to the leeway charges for the year 2020/21 but that any additional costs incurred due to the operation such as drain cleaning be recharged to the operators.

Budget 2020-21 – Projects: Members gave consideration to the provision for Cornwall Council enforcement officers in 2020/21. It was noted that Cornwall Council had been unable to offer a level of service which met the previous budget and it was suggested by members that this be lowered whilst still leaving surplus should Cornwall Council become able offer more.

The Responsible Financial Officer (RFO) advised that following the agenda despatch a provision of £5,000 had been included in the budget for Lawns car park improvement works and for "finishing off" of the project.

**RESOLVED to recommend to the Finance and General Purposes Committee to:** Request a provision of £5,000 in the 2020/21 budget for Cornwall Council Enforcement Officers.

Business Plan: The RFO referred members to the agenda report in respect of the Camel roadway project detailed in the Business Plan for 2021/22 at an estimate of £95,000. Members recalled that the project was intended to improve the area through use of coloured tarmac lanes for pedestrian/cycling traffic. Members considered that the project would not ensure that people adhered to the markings and it was suggested that a similar scheme could be undertaken using white lining at a fraction of the cost. It was further suggested that in order to slow cyclists and tractors rubber speed humps could be investigated instead of building them into the roadway. It was felt that Committee should relook at the project and a revised budget be set.

Members gave consideration to other possible projects for inclusion and wished to see a provision for making "green improvements" to the car park. It was suggested that the possibility of electric vehicle charging points and associated costs etc should be investigated. There was some discussion regarding electronic parking capacity signs at the top of the town but this was not considered a viable option given the regular use of the car park by buses and sand lorries. It was also mentioned that these could affect traffic to the Harbour Commissioner's car park.

**RESOLVED to recommend to the Finance and General Purposes Committee to:**

- i) That the Camel Roadway Improvements works remain in the Business Plan for 2021/22 but provision be reduced to £20,000 and that the scheme be reviewed by the Leisure, Tourism and Open Spaces Committee; and
- ii) Request a provision of £5,000 in the 2020/21 budget to investigate costs of providing electric car charging points.

**HRT2019/34**

**Car Park Update:** The update was noted as per the agenda report. It was noted that given the increase in costs per cashbox collection and the significant rise in cashless payments through RingGo, the RFO would be looking at the possibility of reducing the number of cashbox collections. Any reductions in collection would need to be made carefully so as not to adversely affect insurance. It was noted that car park takings were over budget for the period but down on last year.

**HRT2019/35**

**Date of Next Meeting:** Tuesday 3 December 2019 at 7.00pm or on the rising of the Leisure, Tourism and Open Spaces Committee, whichever the later.

**HRT2019/36**

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

Councillor C Watson-Smyth left the meeting and did not return.

**HRT2019/37**

**Park and Ride Agreement 2019/20:** See confidential minutes

Meeting closed at 7.00 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Planning Committee meeting held on Tuesday 12 November 2019 commencing at 7.04 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 N Barnes (Responsible Financial Officer), Mrs S Daly (Council Support Officer and Minute Taker), Cornwall Councillor R Buscombe and 4 members of public

**P2019/42                    Apologies:** There were no apologies.

**P2019/43                    Announcements:** There were no announcements

**P2019/44                    Declarations of Interest:** There were no declarations of interest.

**P2019/45                    Public Participation:** 4 members of the public attended the meeting in support of agenda item 6.ii a) PA19/08040 Land East of Treceus Farm Treceus Padstow Cornwall. A representative of Situ8 addressed Committee and made the following points:

- The application comprised 55 dwellings, 28 were affordable housing with the remaining 27 open market housing;
- Cornwall Council (CC) delivery team had shown interest in delivering the site and though this was still in progress it was anticipated that 51% would be affordable housing and 49% open market rent. Of the 51% affordable, CC's aspiration was that 70% would be social rent and 30% shared ownership;
- The affordable housing had been pepper-potted throughout the development;
- Footpath links to the west had been included;
- Renewable energy had been taken into account and the development had used a fabric 1<sup>st</sup> approach as such including electric car charging points and air-source heating;
- Wanted to draw attention to concern from a neighbour about a lack of consultation. CC had followed all necessary protocols regarding the application and in addition were in the process of sending further letters to Polpennic Drive and Soldon Close;
- South West Water had clarified delivery of the sewer system;
- No formal comment had been received from the Highways Officer as yet but following lengthy discussions regarding

the junction to Polpennic Drive, advice was there is no safety concern, vegetation will be for highways to cut, no key accidents in the area;

- Design and layout are "tenure blind" as with previous phases;

A representative of Cornwall Council's Housing Delivery and Development addressed Committee in support of the application. Points included:

- CC are committed to delivering 1,000 houses over the life of the administration;
- CC are committed to delivering multi-tenure developments and are working with developers with the same aspirations;
- Highlighted that the application was solely the development of the affordable led housing scheme for local people of 55 new homes subsidised by open market housing as set out in the planning application. However, it was hoped that subject to all necessary approvals, CC would buy the whole site from Poltair and would provide 27 homes for private rent with the remaining 28 homes used for affordable housing;
- This development was one of a number of package acquisitions due to be considered by Cabinet in December;
- In response to a query it was noted that those homes with a section 106 would be a local home. The open market homes hadn't been determined. The purpose of buying the homes was to support local people but not necessarily reserve them forever more;
- Following appraisals of the area, indications were that social rental could cost £90pw

Cornwall Councillor Buscombe spoke in support of the same application. Comments included:

- Wholeheartedly supported the application, in 7 years as a local Councillor housing was the biggest issue he dealt with;
- Supportive of the vast majority being for social housing rents which could cost approx. 80% of open housing market rental.

**P2019/46**

**RESOLVED** that the **minutes** of the meeting held on **Tuesday 8 October 2019** were a true record of the meeting and they were signed by the chair.

**P2019/47**

**Planning**

**i. The following Cornwall Council planning decision were noted:**



- a) **PA19/05600 Treravel House A389 Between Greenland and Padstow Road Padstow PL28 8LB** – Retrospective application for the siting of 6 static caravans for seasonal workers accommodation. **REFUSED**
- b) **PA19/05987 42 Church Street Padstow Cornwall PL28 8BG** – Internal reconfiguration and a new dormer addition to the rear of the property. **APPROVED**
- c) **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. **APPROVED**
- d) **PA19/06093 38 Treverbyn Road Padstow Cornwall PL28 8DN** – Proposed extension and alterations to dwelling. **APPROVED**
- e) **PA19/06315 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN** – Repair and re-roofing of pitched roof, parapet and chimney of a listed building **APPROVED**
- f) **PA19/06533 Dolphin Cottage 15 Lanadwell Street Padstow PL28 8AN** – Repair and re-roofing of pitched roof, parapet and chimney of a listed building. **APPROVED**
- g) **PA19/06775 8 Strand Street Padstow Cornwall PL28 8BU** – Listed Building Consent for proposed re-modelling and renovation works to Grade II listed cottage. **APPROVED**
- h) **PA19/06849 19 Drake Road Padstow Cornwall PL28 8ES** – Erection of extension. **APPROVED**
- i) **PA19/07185 16 Glynn Road Padstow PL28 8EF** – Demolition of existing extensions and construction of new single storey extension. **APPROVED**
- j) **PA19/07222 39 Dennis Road Padstow PL28 8DF** – Proposed extension and alterations to existing dwelling. **APPROVED**
- k) **PA19/07268 Seaview Cottage Dobbin Lane Trevone Padstow Cornwall** – Construction of self-contained annexe in the rear garden of main residence with the eventual purpose of assisted living accommodation for one of the owners. **APPROVED**
- l) **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.

**APPROVED**

- m) **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 of failure. Root system us very close to a wall giving more chance of failure in high winds. 1no Quercus petraea will be planted to mitigate the loss.

**APPROVED**

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

- a) **PA19/08040 Land East of Treceus Farm Treceus Padstow Cornwall** – Development of affordable led housing scheme for local people of 55 new homes subsidised by open market housing.  
**SUPPORTED**
- b) **PA19/08044 Harbour View 3 North Quay Padstow Cornwall** – Listed Building Consent for repointing of the front of the building with a lime mortar.  
**SUPPORTED**
- c) **PA19/09212 14 Glynn Road Padstow PL28 8EF** – Extension of and construction of new single storey extension to dwelling.  
**SUPPORTED**
- d) **PA19/09239 Tregudda West View Trevone Padstow** – Proposed balcony  
**SUPPORTED**

**P2019/48**

**Cornwall Council Housing Supplementary Planning Document Consultation:** It was noted as per the agenda report that Cornwall Council sought comments only on the schedule of changes to the Housing Supplementary Planning Document and that Committee had not commented on the original public consultation.

**RESOLVED** not to comment on the schedule of proposed changes to the Cornwall Council Housing Supplementary Planning Document.

**P2019/49**

**Date of Next Meeting:** Tuesday 10 December 2019 at 7.00 pm or on the rising of the Staffing Committee meeting, whichever the later.

Meeting closed at 7.25 pm

## **PADSTOW TOWN COUNCIL: 26 NOVEMBER 2019**

### **AGENDA ITEM 8: Draft Budget 2020-21 and Business Plan**

The FGP meeting on 19.11.19 reviewed the Budget 2020-21 and updated Business Plan. This followed the Staffing, LTOS and HRT Budget Committee meetings where plans and projects for 2020-21 were discussed and amounts proposed to include in the Budget for FGP's consideration (as attached), these were agreed by FGP Committee and are included in the Budget and Business Plan.

A balanced Budget is proposed so a precept does not need to be set. The Business Plan was updated to include current and future projects.

Council are therefore asked to:-

1. Agree that no precept or member allowance be set for 2020-21 as recommended by the Finance and General Purposes Committee;
2. Approve the draft budget as recommended by the Finance and General Purposes Committee (Appendix 1);
3. Approve the Business Plan as recommended by the Finance and General Purposes Committee (Appendix 2);
4. Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 12 November 2019 (Appendix 3).

NB  
20.11.19

**Padstow Town Council**  
**Draft Budget 2020-21**

The Staffing, HRT and LTOS Committee meeting recommendations have been incorporated into the Draft Budget 2020-21 for FGP to consider:

**Staffing Committee meeting 5.11.19**

<u>Budget</u>	<u>Proposal</u> £	<u>Committee</u>	<u>Nominal</u> <u>code</u>	<u>Cost centre</u>
Councillors' training	300	300	5049	Democratic Core
LTOS (outside staff) training	5000	5000	6249	LTOS
Administration	2500	2500	7049	Administration

The Staffing committee agreed with the Staffing budget details 2020-21.

**Highways, Roads & Transport Committee meeting 12.11.19**

<u>Budget</u>	<u>Proposal</u> £	<u>Committee</u>	<u>Nominal</u> <u>code</u>	<u>Cost centre</u>
Cornwall Council enforcement officers	10000	5000	5333	HRT
Lawn car park improvements	5000	5000	9096/7	Capital/projects
Investigate electric charging points		5000	9096/7	Capital/projects
<u>Business Plan</u>	<u>2021/22</u>			
Camel Roadway improvements	95000	20000		

Car park charges

Car park charges, including season tickets, to remain the same.  
Leeway charges to remain the same.

**Leisure, Tourism and Open Spaces Committee meeting 12.11.19**

<u>Budget</u>	<u>Proposal</u> £	<u>Committee</u>	<u>Nominal</u> <u>code</u>	<u>Cost centre</u>
Skate park	2000	2000	6044	LTOS
Tree works	6000	6000	6220	"
CCTV	5000	5000	6232	"
Railway toilets improvement works	10000	10000	9097	
Multi Use Games Area	130000	200000	9097	Capital/projects

Fees and charges:

Burial charges and allotment rents to remain at the same cost.  
Filming fees on PTC land: charities and bands - no charge, commercial organisations £1500 or can be reduced at the Clerk's discretion.

<u>Business Plan</u>	<u>2022/23</u>
Play equipment	50000

<b>Padstow Town Council</b>						
<b>Draft Budget 2020-21 &amp; Budget 2019-20</b>						
	<u>Accounts</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Draft</u>	
<b>Income</b>	<u>y/e 31.3.18</u>	<u>to 31.3.19</u>	<u>2019-20</u>	<u>30.9.19</u>	<b>Budget</b>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<b>2020-21</b>	<u>£</u>
Central & Democratic Services	9497	3152	50	1600	500	
Highways, Roads & Transport	530799	532463	499540	427768	496540	
Environment	9717	8439	5010	8199	6030	
Leisure	7120	7220	3000	6752	4000	
Investment Properties	265864	241979	221000	207889	240000	
Other Operating Income	1501	2593	400	1380	400	
	<b>824498</b>	<b>795846</b>	<b>729000</b>	<b>653588</b>	<b>747470</b>	
<b>Expenditure</b>						
Democratic Core	633	3843	1800	168	2300	
Corporate Services	79154	82474	42980	19592	40500	
Central Services	25000	25000	25000	23600	25000	
HRT Railway Car Park	86580	91084	98800	51747	94650	
HRT Lawns Car Park	24647	25388	25950	14938	25550	
Environment Cemetery	18678	17427	23000	12843	20200	
Environment Toilets	51687	53579	58850	45792	61900	
Leisure - Sport & Recreation	0	0	1000	1269	2000	
Leisure - Tourism	780	871	1450	1039	1500	
Leisure - Open Spaces	122275	144618	173080	75408	179680	
Administration	131037	141731	207700	95979	212850	
Investment Properties	32084	31868	34500	19247	33800	
Total expenditure	<b>572555</b>	<b>617883</b>	<b>694110</b>	<b>361622</b>	<b>699930</b>	
<b>Net Revenue/(Expenditure)</b>	<b>251943</b>	<b>177963</b>	<b>34890</b>	<b>291966</b>	<b>47540</b>	
<b>Capital Expenditure</b>						
Capital expenditure from Revenue	408046	131229	340000	68369	291000	
<b>Net Rev/(Exp) after capital expenditure</b>	<b>-156103</b>	<b>46734</b>	<b>-305110</b>	<b>223597</b>	<b>-243460</b>	
<b>Balance Sheet</b>	<b>Balance</b>					
<b>Earmarked Reserves</b>	<b>as at</b>					
	<b>1.4.19</b>					
Properties maintenance	198900					
Capital receipt (Unit 5b)	193860					
Vehicle & machinery replacement	20000					
Grounds maintenance	50000					
Neighbourhood Development Plan	5000					
<i>transfers to/from EMR to do at FYE</i>						
<b>TOTAL</b>	<b>467760</b>					
General Fund as at 1.4.19	342046					
Total assets less liabilities at 1.4.19	809806					

<b>Padstow Town Council</b>						
<b>Central &amp; Democratic</b>						
	<i>nominal</i>	<i>Accounts</i>	<i>Actuals</i>	<i>Budget</i>	<i>Actuals</i>	<b>Draft</b>
<b>Income</b>	<i>codes:</i>	<i>31.3.18</i>	<i>to 31.3.19</i>	<i>2019-20</i>	<i>30.9.19</i>	<b>Budget</b>
						<b>2020-21</b>
Misc Income incl photocopies	4300	9497	3152	50	1600	500
		9497	3152	50	1600	500
<b>Expenditure</b>						
<b>Democratic</b>						
Training	5049	0	24	300	35	300
Contingency	5050	0	3276	250	75	250
Mayor's Allowance	5060	145	513	500	58	500
Members Expenses	5063	0	30	50	0	50
Election Expenses	5064	488	0	500	0	1000
Civic reception	5065	0	0	200	0	200
		633	3843	1800	168	2300
<b>Corporate</b>						
Staff - gross pay	5101	46511	50295	0	0	0
Subscriptions	5110	980	752	980	836	800
Bank Charges incl RingGo fees	5111	13514	18451	18500	14826	19500
Legal Services	5124	1893	3896	4500	1950	5000
Internal Audit	5125	1500	1500	1500	0	1500
External Audit	5127	1600	1600	2000	0	1600
Other Professional Services	5129	13156	5980	5000	1980	10000
Devolution costs	5129	0	0	10000	0	2000
Contingency	5150	0	0	500	0	100
		79154	82474	42980	19592	40500
<b>Central Services</b>						
Grants	5242	22350	20930	22000	15910	22000
S137 Grants	5243	2650	4070	3000	7690	3000
		25000	25000	25000	23600	25000

<b>Padstow Town Council</b>							
<b>Highways, Roads &amp; Transport</b>							<b>Draft</b>
<b>Income</b>	<i>nominal codes:</i>	<i>Accounts 31.3.18</i>	<i>Actuals to 31.3.19</i>	<i>Budget 2019-20</i>	<i>Actuals 30.9.19</i>	<i>Budget 2020-21</i>	
Parking Fees Railway CP	4404	385230	384701	375000	302631	375000	
Excess Charges Railway CP	4405	3685	2160	500	1512	500	
Parking Fees Lawns CP	4406	111002	109337	98000	93066	102000	
Excess Charges Lawns CP	4407	120	40	40	40	40	
Car Park Season Tickets	4408	12016	14054	12000	12033	4000	
Misc income	4448	18746	22171	14000	18486	15000	
		530799	532463	499540	427768	496540	
<b>Expenditure</b>							
<b>Railway Car Park</b>							
Staff Costs	5301	18253	19897	16500	10592	20000	
Energy Costs	5315	436	498	500	451	500	
Rates	5317	52690	54230	56000	33264	56000	
Equipment Furniture & Materials	5332	357	647	500	251	500	
Equipment Service & Repairs	5333	2771	6701	2500	445	2000	
CC enforcement Officer visits	5333	0	0	10000	1203	5000	
Contingency	5350	0	0	500	0	500	
Car Park Machines	5351	2824	2387	2900	484	2400	
Car Park Tickets	5353	28	0	300	230	250	
Car Park Cash Collection	5354	9221	6724	8900	4827	7500	
Car Park Repairs	5355	0	0	100	0	0	
Car Park Signage	5356	0	0	100	0	0	
		86580	91084	98800	51747	94650	
<b>Lawns Car Park</b>							
Staff Costs	5401	5376	6334	5000	3999	6000	
Energy Costs	5415	1216	1073	850	252	950	
Rates	5417	13980	14400	15500	8838	15000	
Equipment Furniture & Materials	5432	330	0	200	163	200	
Equipment Service & Repairs	5433	0	177	100	0	100	
Contingency	5450	0	0	200	0	100	
Car Park Machines	5451	706	1163	900	0	900	
Car Park Tickets	5453	0	0	200	77	100	
Car Park Cash Collection	5454	3039	2241	2800	1609	2200	
Car Park Repairs	5455	0	0	100	0	0	
Car Park Signage	5456	0	0	100	0	0	
		24647	25388	25950	14938	25550	

<b>Padstow Town Council</b>							
<b>Environment</b>							
	<i>nominal</i>	<i>Accounts</i>	<i>Actuals</i>	<i>Budget</i>	<i>Actuals</i>	<b>Draft</b>	
<b>Income</b>	<i>codes:</i>	<i>31.3.18</i>	<i>to 31.3.19</i>	<i>2019-20</i>	<i>30.9.19</i>	<b>Budget</b>	
						<b>2020-21</b>	
Cemetery Fees	4511	9676	8381	5000	8160	6000	
Seagull-proof Sacks	4513	41	58	10	39	30	
		9717	8439	5010	8199	6030	
<b>Expenditure</b>							
<b>Cemetery</b>							
Staff Costs	5701	12595	10826	15000	8052	13000	
Rates	5717	1076	1191	1300	804	1400	
Water	5718	0	172	200	0	200	
Grounds Maintenance	5720	4648	4462	5500	3987	4900	
Equipment Furniture Materials	5732	359	776	500	0	500	
Contingency	5750	0	0	500	0	200	
		18678	17427	23000	12843	20200	
<b>Toilets</b>							
Staff Costs	5801	9588	14319	13000	7424	15000	
Energy Costs	5815	2995	2255	2950	1095	2300	
Rates	5817	1083	1116	1300	686	1200	
Water	5818	16102	18217	20000	20686	23000	
Cleaning & Domestic Supplies	5819	14643	14452	14800	11486	16000	
Equipment Furniture Materials	5832	3077	314	3000	359	1000	
Equipment Service & Repair	5833	4199	2906	2800	4056	2900	
Contingency	5850	0	0	1000	0	500	
		51687	53579	58850	45792	61900	



<b>Padstow Town Council</b>							
<b>Leisure, Tourism &amp; Open Spaces</b>							
		<i>nominal</i>	<i>Accounts</i>	<i>Actuals</i>	<i>Budget</i>	<i>Actuals</i>	<b>Draft</b>
<b>Income</b>	<i>codes:</i>	<b>31.3.18</b>	<b>to 31.3.19</b>	<b>2019-20</b>	<b>30.9.19</b>	<b>2020-21</b>	
Leisure - seat and tree donations	4600	485	0	0	537	0	
Grass Cutting CC	4620	536	0	500	0	0	
Footpaths & Grass Cutting CC	4630	6099	6175	2500	6175	4000	
Leisure - misc income	4648	0	1045	0	40	0	
		<b>7120</b>	<b>7220</b>	<b>3000</b>	<b>6752</b>	<b>4000</b>	
<b>Expenditure</b>							
<b>Sport &amp; Recreation</b>							
Events (skate park)	6044	0	0	1000	1269	2000	
		0	0	1000	1269	2000	
<b>Tourism</b>							
Staff costs (bandstand)	6101	780	871	1250	1039	1300	
Contingency	6150	0	0	100	0	100	
Signage Town Signs	6156	0	0	100	0	100	
		<b>780</b>	<b>871</b>	<b>1450</b>	<b>1039</b>	<b>1500</b>	
<b>Parks &amp; Open Spaces</b>							
Staff Costs	6201	88162	104764	131000	56794	128000	
Staff travel	6207	0	108	100	46	100	
Energy costs	6215	639	718	650	-302	650	
Lawn Tennis Courts rates	6217	415	459	500	309	550	
Grounds maint costs	6220	12198	10363	12500	7930	12000	
Tree works	6220					6000	
Rent	6221	175	175	180	175	180	
Vehicle Insurance	6222	1727	1883	1750	0	1600	
Equip, furniture & materials	6232	10636	14910	12500	5743	12500	
CCTV	6232					5000	
Telephones - mobiles	6239	592	566	650	277	650	
Training	6249	730	2496	5000	695	5000	
Contingency	6250	0	0	1000	0	100	
Petrol & Oil	6265	3868	4129	4000	2048	4400	
Machinery repairs	6266	395	1670	1000	1008	1200	
Vehicle Service & Repair	6267	2018	1627	1500	425	1000	
Vehicle Tax	6268	720	750	750	260	750	
		<b>122275</b>	<b>144618</b>	<b>173080</b>	<b>75408</b>	<b>179680</b>	

**Padstow Town Council**

**Administration**

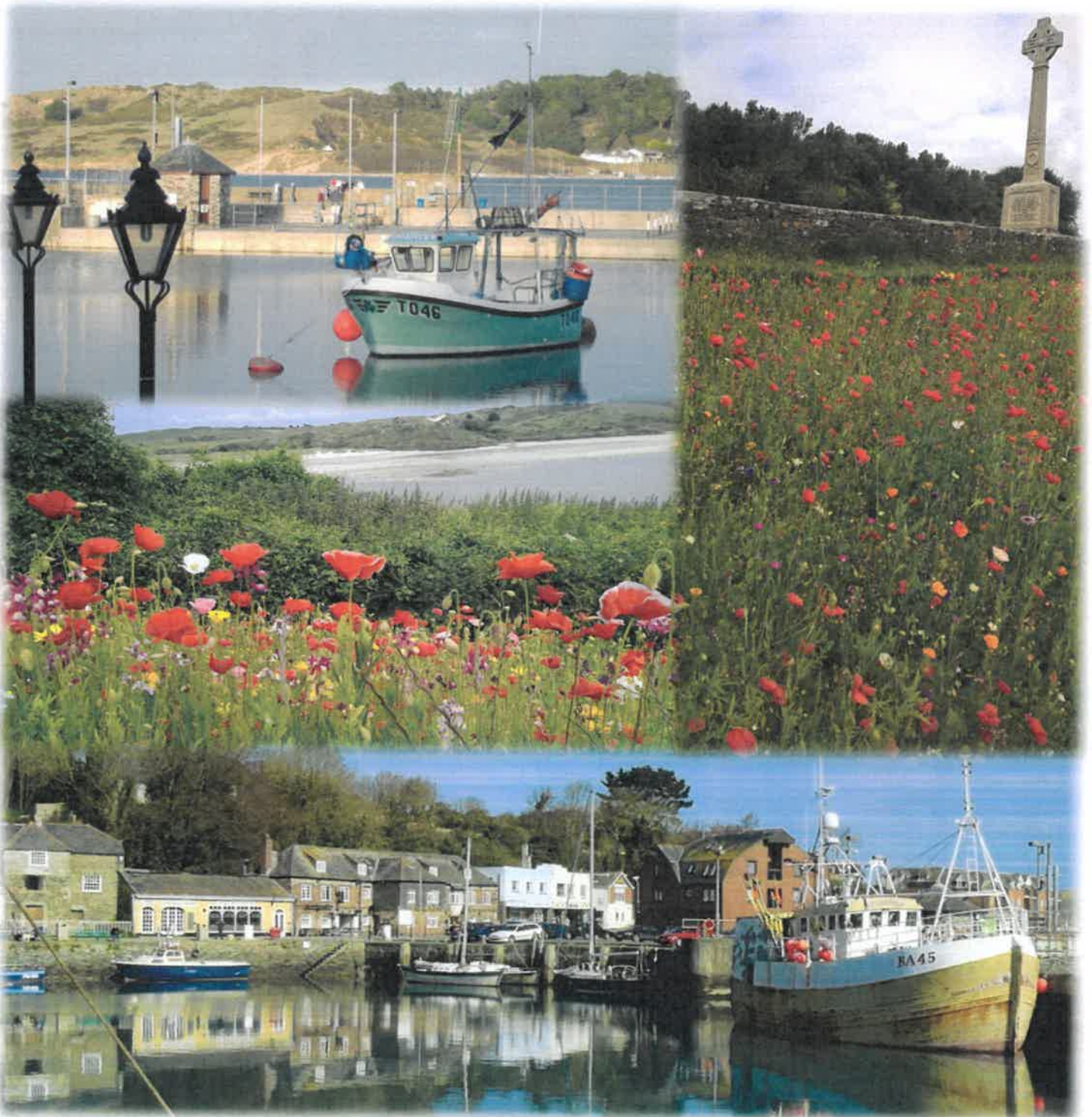
		<u>Accounts</u>	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>	<u>Draft</u>
<u>Income</u>	<i>nominal</i>	<u>31.3.18</u>	<u>to 31.3.19</u>	<u>2019-20</u>	<u>30.9.19</u>	<u>Budget</u>
	<i>codes:</i>					<u>2020-21</u>
Interest Income	4949	1501	2593	400	1380	400
Precept	4950	0	0	0	0	0
		1501	2593	400	1380	400
<b>Expenditure</b>						
Staff costs - gross pay	7001	99641	104045	174500	82305	178000
Staff travel	7007	8	22	100	17	100
Subscriptions	7010	459	1157	500	90	800
Building Maintenance	7014	800	0	250	0	250
Energy Costs	7015	2199	6250	5200	1458	5500
Rates	7017	5569	10895	9500	4416	9000
Water	7018	231	542	250	0	500
Cleaning & Domestic Supplies	7019	1004	641	1000	366	700
Equipment Furniture & Materials	7032	6658	4887	3000	1580	3500
Equipment Services & Repair	7033	1280	1142	1000	75	1000
Printing	7034	2050	1744	1600	1098	1600
Stationery	7035	2321	1689	1800	688	1600
Postage	7036	1261	1430	1200	263	1200
Telephone & internet	7039	3209	1594	2000	813	1600
Computer Costs	7040	3401	4958	3500	2657	4000
Advertising	7047	657	0	500	0	500
Training	7049	289	735	1300	153	2500
Contingency	7050	0	0	500	0	500
		131037	141731	207700	95979	212850

<b>Padstow Town Council</b>						
<b>Investment Properties</b>						
	<i>nominal</i>	<u>Accounts</u> <u>31.3.18</u>	<u>Actuals</u> <u>to 31.3.19</u>	<u>Budget</u> <u>2019-20</u>	<u>Actuals</u> <u>30.9.19</u>	<u>Draft</u> <u>Budget</u> <u>2020-21</u>
<b>Income</b>	<i>codes:</i>					
Inv Rental Income	4702	233565	207847	201000	192355	220000
Inv Miscellaneous Rents	4703	32299	34132	20000	15534	20000
		<b>265864</b>	<b>241979</b>	<b>221000</b>	<b>207889</b>	<b>240000</b>
<b>Expenditure</b>						
Buildings maintenance	6914	899	291	500	291	300
Premises Insurance	6923	21986	25053	26500	15512	24500
Legal Services	6924	6774	2615	3500	3444	5000
Surveyors	6926	2425	3909	3500	0	3500
Contingency	6950	0	0	500	0	500
		<b>32084</b>	<b>31868</b>	<b>34500</b>	<b>19247</b>	<b>33800</b>
<b>Other Operating &amp; Reserves - Capital Expenditure</b>						
<i>n/c 9096 Projects funded from Revenue (items costing less than £6k)</i>						
<i>n/c 9097 Cap Exp funded from Revenue (items costing over £6k)</i>						
Neighbourhood Development Plan		9474	12185	10000	264	5000
Station House		330680	8614		3378	
Bollards		6571				
Slipway, dock wall & Plantation wall repairs		1787				
Lawn skate park		2618	86394		3277	
Cemetery works		50332				
Repair water leak		3206				
Church path		1990				
Lawn car park improvements				210000	6990	5000
North Quay and Cory toilets refurbishment				80000	1925	
Railway toilets improvements			14736			10000
Misc repairs		1388	1380		2699	3000
Victoria Monument	*		1320		29441	
Community events				2000	2000	3000
Computers - hardware & software				8000	8451	10000
Contingency				30000		50000
Ride-on mower			6600			
Vehicles					9944	*
Multi Use Games Area (MUGA)						200000
Investigate electric-charging points						5000
		<b>408046</b>	<b>131229</b>	<b>0</b>	<b>340000</b>	<b>68369</b>
						<b>291000</b>

\* transfer from Earmarked Reserve to do at FYE



# PADSTOW TOWN COUNCIL BUSINESS PLAN



Station House  
Station Road  
Padstow  
Cornwall  
PL28 8DA

Kathy Pemberton  
Town Clerk  
Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
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Tel: 01841 532296



# **PADSTOW TOWN COUNCIL** **BUSINESS PLAN**

## **Introduction**

Padstow is a fishing harbour and holiday resort on the north coast of Cornwall. The population of the parish is approximately 7,000, which includes nearby Trevone village. In the summer months this figure increases greatly, with day visitors in the region of 500,000 a year. Padstow is on the western side of the Camel estuary and can be reached on the A389 road and via the Camel Trail, 17 'car-free' miles from Bodmin, which is very popular with cyclists and walkers.

Padstow Town Council strives to serve the communities of Padstow and Trevone with quality, local services at a minimum cost. The public sector has faced many challenges and financial restrictions over the last few years. Cornwall Council has reduced some of its services such as public toilets and is devolving some services to parishes, following central government funding cut backs. Padstow Town Council has been working closely with Cornwall Council to consider properties and services that could be devolved, it also considers whether to take on services which Cornwall Council cease to provide. The Council also has close working relationships with the Police and many other local organisations.

## **What is the purpose of the Business Plan?**

This Business Plan sets out the Council's mission and key priorities/objectives for the next three years. This helps the Council take a planned and consistent approach to the prioritisation and allocation of resources. It sets out the blueprint of how Padstow Town Council will work in the best interests of all who live, work and use our services. The Council wishes to be more proactive rather reactive in its decision making, 'future-proofing' the enhancement of its assets where feasible. The Business Plan will give residents a clear understanding of what the Town Council does and what it is trying to achieve.

## **Mission Statement**

Padstow Town Council endeavours to promote the best social, economic and environmental practices for Padstow and Trevone by efficiently managing services, assets and the resources of the Council for the benefit of the local community. The Council aims to be a professional and competent council, which is open and accountable and ensures sound financial management of the council's resources.

## **Review of the Business Plan**

The Business Plan will be reviewed regularly to ensure that the Council remains focused on the delivery of its objectives and to assist with the Budget setting process. This function will be a responsibility of the Finance and General Purposes Committee in order that it can take an overview of proposed projects considered by each committee.

## Aims and objectives

The Town Council's aim is to improve the quality of life for the residents and visitors of Padstow and Trevone and to achieve this will:

- Endeavour to address the needs of residents within the resources and powers available to the Town Council.
- Provide high standard, cost-effective services.
- Assist other organisations to provide services.
- Update residents on what the council is doing through its website, noticeboards, meetings and local press.

The objectives are:

- To enable residents to enjoy the recreational facilities of the town.
- To liaise with statutory bodies and voluntary organisations to improve standards of service that meet local needs.
- To help safeguard the environment in and around Padstow and Trevone and to maintain it for the future.

## Overview of Padstow Town Council

- The Council is made up of 12 Councillors who are elected every four years, three represent Trevone ward and nine represent Padstow ward.
- Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish.
- The Town Mayor and Deputy Mayor are elected by the Council every year.
- The committees are: Finance and General Purposes; Highways, Roads & Transport; Leisure, Tourism and Open Spaces; Planning and Staffing.
- Working groups are formed to deal with issues as appropriate and meet on an ad hoc basis.
- The Full Council normally meets on the last Tuesday of each month and meetings are open to the public. Full Council meetings are not held in August and December.
- Most Council meetings are open to the public and residents are allowed to speak at the discretion of the Chairman of each meeting.
- An Annual Parish meeting is held each year to review the activities of the previous year and residents can raise any issues of concern.
- The Council operates using a constitution, consisting of Standing Orders and Financial Regulations with supporting policies.
- Agendas and Minutes of Council meetings, together with other Council documents, are available on the Council website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)
- Padstow Town Council is the first tier of local government closest to the community, with an important role to play by representing its interests.
- Within its limited remit it provides efficient services and amenities to meet local need.

## Management Structure

The administration of the Town Council is carried out by a Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Responsible Financial Officer (RFO) is responsible for managing the finances on behalf of the Council. The Council employs a total of twelve staff: Town Clerk, RFO, 2 Support Officers, Receptionist, Outside Services Supervisor, 3 Maintenance team, 2 Toilet Cleaners/Car park attendants and office cleaner.

## Financial Information

The Council receives income from the Railway and Lawn car parks and rental properties in Padstow. This income has enabled the Council not to charge a precept (town or parish cost that is added to Council tax)

### The operating expenses are:

Democratic Core – election expenses, Councillor training, bouquets etc  
Corporate Services – wages, professional & bank charges, HR, audit etc  
Central Services – grants awarded to local organisations  
HRT Railway car park – Non Domestic Rates (NDR), wages, cash collections etc  
HRT Lawn car park – NDR, wages, cash collection etc  
HRT Lighting – bandstand electricity  
Environment Cemetery – wages, grave excavation, maintenance, NDR, water etc  
Environment Toilets – water, NDR, cleaning toilets wages, materials etc  
Leisure, Sport & Recreation – skate park hire  
Leisure Tourism – town signs  
Leisure Open Spaces – grounds maintenance wages, grass cutting, bins etc  
Investment Properties – insurance, surveyor and legal fees etc  
Administration – wages, NDR, stationery, telephone, computer etc

## Capital expenditure and financing

The Council's priorities for capital expenditure are the maintenance and improvement of existing assets. A Business Plan outlines anticipated future capital expenditure, this will be reviewed regularly for priority, affordability and General and Earmarked Reserves balances.

## Assets

The Council owns various assets, as detailed in the Fixed Asset Register, and maintains them for current and future residents.

## Reserves

The Council is required to hold 3-6 months expenditure in a General Fund. The Council adopts a risk based approach to the level of reserves and reviews them regularly. Earmarked Reserves are monies set aside for specific projects.

## Allowances

The Council has decided that allowances will not be paid to serving Councillors apart from travel and subsistence.

## Grants

The Council is delighted to support local charities and not-for-profit organisations with its annual, discretionary grants scheme. In the current financial year £25,000 was shared between 25 different local charities.

## Budget

The Finance and General Purposes Committee considers an annual Budget for the following 1<sup>st</sup> April – 31<sup>st</sup> March in the autumn each year. The Draft Budget then goes to Full Council for approval. At that time the Council also considers whether a precept should be set and duly notifies Cornwall Council. The Council aims to set a balanced Revenue and Expenditure Budget each year.

## Audit

An Internal Auditor visits regularly to review the effectiveness of risk management, control and governance processes. The Internal Audit reports are reviewed by Full Council. The Annual Governance and Accountability Return (AGAR), which summarises the Council's financial position, is publicised on the Council's website and noticeboards and audited by an External Auditor.

## Accounts

The Accounts for the year ending 31<sup>st</sup> March are normally prepared in April - May each year and then go to Full Council for approval.

## The Council functions

The Council's Accounts are divided into the following areas which outlines the Council's main functions:

- Central & Democratic Services – professional costs and grants
- Highways, Roads & Transport – car parks
- Environment Cemetery and Toilets – cemetery and PTC toilets
- Leisure, Tourism and Open Spaces – public spaces and amenities
- Administration – office costs
- Investment Properties – rental properties

## The Council is responsible for the following services:

- Public Toilets (free to use) at the Railway car park, Cory and North Quay.
- Burial ground at Padstow Cemetery.
- War memorial at Stile field and memorial at Dennis Hill.



- Play area and tennis courts at the Lawn car park.
- Public spaces – Plantation, Stile field, Wheal Jubilee Parc Millennium Green and Spritty meadow.
- Grass cutting – roadside verges in the parish, Padstow Cemetery, St Petroc Churchyard, Spritty Meadow, Lawn play area, Stile field, Trevone Empty Purse.
- Footpath cutting – Gold paths in the parish, excluding the coast-path.
- Car parks – Railway and Lawn car parks.
- Memorial seats – Stile field, Padstow and Rocky beach, Trevone.
- Bus shelters – Windmill, Trevone, Sarah’s Lane, Tesco, Station Road and School Hill.
- Seating areas – Long Luggar, Mark and Cory shelters.
- Bandstand – bandstand bookings.
- Neighbourhood Development Plan (NDP)
- Allotments at Rope Walk.
- Provision of and emptying of bins on Padstow Town Council land.
- Noticeboards on Padstow Town Council land.

### Mayor

The Council elect a Mayor each year who represents the Council and community at official engagements, with his/her consort. The Mayor meets a large number of residents and provides a link to other parish councils in Cornwall. The Mayor also gives bouquets to residents who have significant birthdays or anniversaries, on behalf of the Council.

### Planning

Padstow Town Council is a consultee for planning applications in Padstow and Trevone. The Planning Committee meet monthly to review planning applications and provides the planning authority, Cornwall Council, with its views prior to decisions being taken.

### Achievements

The Council is proud of its reinvestment in Padstow over the last few years:

- The Railway car park was re-tarmacked with new layout/lining.
- New Railway public toilets were built that are free to use.
- Hill steps retaining wall was rebuilt.
- Remedial works were undertaken following rock slips on Council land.
- Station House was refurbished as the Council’s offices.
- Padstow Museum was offered part of the refurbished Station House.
- Slipway near the Camel Trail was rebuilt after a collapse.
- Stile footpath was re-tarmacked and widened.
- Padstow War Memorial was cleaned.
- Padstow Cemetery car park and entrance were improved.
- Padstow Cemetery and Churchyard new cremation areas.

Current projects:

- Lawn skate park – skate park opened earlier this year.
- Victoria monument shelter– refurbished.
- Lawn car park – re-tarmacking and improved layout started 28.10.19.
- North Quay and Cory toilets – refurbishment started 5.11.19

Future project:

- Multi Use Games Area (MUGA) on the Lawn tennis court area.

Padstow Town Council welcomes feedback on its Business Plan which will be available on the Council's website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)

NB  
6.11.19

**Padstow Town Council - Business Plan**

*updated 5.11.19*

**Major Capital Projects**

*items over £20,000 in value*

	<u>2020/21</u>	<u>2021/2022</u>	<u>2022/23</u>
<u>Multi Use Games Area</u>	200000		
<u>Camel roadway improvements</u>		20000	
<u>Play equipment - update</u>			50000
	<u>200000</u>	<u>20000</u>	<u>50000</u>

Projects that do not take place in a financial year will be carried forward to the following year.

**PADSTOW TOWN COUNCIL**

**Minutes of the Finance and General Purposes Committee meeting held on  
Tuesday 19 November 2019 at 7.00 pm in the Council Office, Station  
House, Station Road, Padstow**

**Present:** Councillors R Higman (Chairman), R Buscombe, M Evans, K Freeman and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Councillor H M Saunders

**FGP2019/13      **Apologies:**** Apologies were received from Councillor C Watson-Smyth.

**FGP2019/14      **Announcements:**** There were no announcements.

**FGP2019/15      **Declarations of Interest:**** There were no declarations of interest.

**FGP2019/16      **Public Participation:**** There was no public participation.

**FGP2019/17      **Minutes Tuesday 13 August 2019: 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.

**FGP2019/18      **Budget Report 2019-20:**** The budget report providing an overview of the total income and revenue expenditure from 1.4.19 – 31.10.19 and explanations for any significant variances were noted.

**FGP2019/19      **Budget 2020-21:****  
**Members' Allowances: RESOLVED TO RECOMMEND TO COUNCIL THAT** no members' allowances be set for 2020-21.

**Precept 2020-21:** It was not considered necessary to set a Precept for 2020-21 as projects identified could be funded within the budget.

**RESOLVED TO RECOMMEND TO COUNCIL THAT** no Precept be set for 2020-21.

**Draft Budget 2020-21:** The Chairman referred Committee to the draft budget papers. The RFO drew Committee's attention to the overview of each Committees recommendations on the budget, which she had incorporated into the draft budget and colour coded for ease of reference.

It was noted that there was a typing error for the Multi-Use Games Area which should read £200,000. The Town Clerk outlined the CC enforcement officers expenditure this year would be under £2,000 simply down to the service that was

available from Cornwall Council. Furthermore, for discussion by the relevant Committee, but there was potential for other enforcement officer support in respect of traders and joint working with PHC.

The RFO drew attention to various matters within the draft budget which included staff costs, increase in professional fees and £50,000 contingency which she considered necessary and could be used for yet unknown costs and projects relating to Climate Change and the Core Building. Comment was made that the Climate Change needed to be looked into hence why the Highway, Roads and Transport Committee had suggested inclusion of a budget to investigate electric charging points.

Overall, members were satisfied with the budget recommendations from the Committees and draft budget and further explanation given by the RFO at the meeting.

**RESOLVED TO RECOMMEND TO COUNCIL THAT** the draft budget 2020-21 be approved.

Business Plan: The Chairman referred Committee to the Business Plan and suggested changes on the last page to reflect updates to current projects.

The major capital projects had been updated to take account of the recommendations from the relevant Committees. It was considered that this could be incorporated into the last page of the Business Plan rather than having as an attachment.

**RESOLVED TO RECOMMEND TO COUNCIL THAT** the updated Business Plan be agreed subject to incorporating the Major Capital Projects into the last page of the Plan.

**FGP2019/20**

**Date of Next Meeting:** Tuesday 18 February 2020 at 7.00pm (Grants Meeting) was noted.

Meeting closed at 7.13 pm.



HUDSON ACCOUNTING LTD.  
INTERIM INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF PADSTOW TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2020

ISSUE DATE: 23/10/2019  
ISSUED TO: TOWN CLERK & RFO

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

**Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2019.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 22<sup>nd</sup> October 2019 and information was requested prior to the visits.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the course of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

Where required we have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

#### **AUDIT COMMENTARY:**

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

#### **Previous Recommendations**

**The Council has reviewed its model publication scheme as suggested. The ICO guidance states that the documentation should be published on a website, if within the organisations capabilities to do so, and some of the 'scheme' remains only available as a hard copy.**

*The Council should consider the publication of all of the information included in the scheme on its website.*

#### **Accounting Records**

**The accounts are maintained on SAGE accounting software; they were up to date and appeared free from material errors.**

#### **Financial Regulations**

**Financial Regulations were last reviewed in September 2019.**

New model Regulations have since become available and should be taken into consideration at the time of the next review.

#### **Payments**

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

*Authority to spend:*

**Spending decisions can be traced to the Minutes and purchase orders are widely used.**

*Procurement:*

**Competitive pricing had been obtained where required.**

**Works to the Victoria Monument were not advertised on the Contract Finder website as the initial budget was just less than the £25,000 threshold, however actual costs were in excess of that figure.**

*Where potential costs are near the threshold the requirements of the Public Contracts Regulations should be met.*

*Payment:*

**Payment schedules are approved by Members and the RFO certifies invoices prior to payment. Other payment controls are consistently applied.**

*VAT:*

**VAT had been accurately recorded.**

#### **Risk**

*Risk Assessment:*

**The Council is yet to review its risk management arrangements in the current financial year.**

*Insurance:*

Insurance provision has been market tested and a new supplier will be in place from 1<sup>st</sup> November 2019.

Statutory insurances remain in place and the Fidelity Guarantee is adequate at £1.2 million. The Council has also taken out cyber crime protection.

## **Budgets**

*Setting:*

We commented on the 2019/20 budget setting process in our 2018/19 year -end internal audit report and will review the 2020/21 process later in the year.

We draw attention to our comment regarding Council approval of the budget and precept made last year.

*Monitoring:*

Budget monitoring is carried out in line with Financial Regulations.

## **Income**

*Car Parks:*

Car park income for September derived from the Council's cash collection contractor and the RingGo payment system was traced back to the ledger and source documentation. The controls in place are working satisfactorily.

*Rental income:*

Rental income is invoiced in accord with Agreements in place; where rent reviews have been completed the new rental has been accurately implemented and arrears calculated and invoiced.

*Burials:*

Burial fees have been accurately applied and the relevant documentation retained and/or issued as required.

*VAT:*

Claims for the first two quarters have been submitted.

## **Payroll**

*2019/20 pay award and grade restructure:*

The new national grading system has been accurately implemented.

*New Starters:*

There is one new starter who is being paid in accordance with the offer letter provided; a contract of employment is has yet to be issued as a review of contract terms is underway.

*Tax, NI & Pensions:*

PAYE and pension deductions have been properly applied.

## **Bank Reconciliations**

Bank reconciliations are carried out regularly and there are no issues to report.

## **Electors Rights**

The Council has met its obligations in respect of the publication of its accounting statements and in providing an opportunity for the public to inspect them.



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

- a) to receive the monthly Finance Report.
- b) to approve Accounts and Addendum for payment and ratify payments since the last meeting as follows:
  - to ratify accounts paid 'November a' of £9318.90 and direct debits paid of £11,747.87.
  - to ratify accounts paid 'November b' £3960.15 and direct debits of £360.35.
  - 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 a Councillor has any queries regarding the Council finances please contact the RFO on the days before the Council meeting.

## **Padstow Town Council Agenda item 10a - FINANCE REPORT**

19.11.19

### **Revenue Income 22 October - 19 November 2019 (per Sage)**

		<b>£</b>
Highways Roads and Transport	Railway car park income	25,685
"	Railway excess charges	200
"	Lawn car park income	6,478
"	misc income	646
Environment - Cemetery	Cemetery fees	2,458
LTOS	seat & tree	877
Other operating income	interest received	238
		<b>36,582</b>

### **State of the Bank per Sage**

Lloyds	Current Account	1,337.12
	Business Call Account	265,578.83
	Wages Account (PAYE & NIC)	28,069.44
	Car park takings	11,168.36
	32 day call notice 0.75% interest	311741.04
	Client deposit account	790.88
Barclays	Current Account	19,517.63
	Active Saver 0.2% interest	369,687.63
	Wages Account (Net pay and LGPS pension)	10,039.04
	Petty Cash	169.28
		<b>1,018,099.25</b>

### **Permission to Transfer funds**

Petty Cash (Petty cash imprest amount is £200)	30.72
Wages	24,960.96
Lloyds to Barclays (PTC bank accounts) (Wages month 8- gross pay, NIC ER's & LGPS ER's £24,042.19)	100,000.00
	<b>124,991.68</b>

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

None

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

None

per Sage	Apr-Nov £	1.4.19 - 31.3.20 Budget
<b>Actual Income</b>	<b>722,755</b>	
<b>Budget Income</b>	<b>631,187</b>	<b>729,000</b>
<b>Actual Revenue Expenditure</b>	<b>463,972</b>	
<b>Budget Rev Exp</b>	<b>507,793</b>	<b>694,110</b>
<b>Actual Capital/Project Expend.</b>	<b>81,757</b>	
<b>Budget Capital/Project Exp</b>	<b>226,667</b>	<b>340,000</b>

To note as paid:

**ACCOUNTS OUTSTANDING  
November' a 2019**

Date	Cost centre	Supplier	Details	Net	VAI	Total
6.11.19	HRT	Flowbird Smart City UK Ltd	Maintenance agreement & Smartfolio	2661.54	532.31	3193.85
31.10.19	HRT	Cobalt	October RingGo fees	1759.53	351.91	2111.44
1.11.19	Env - Cemetery	Duchy Cemeterys Ltd	excavate graves (recharged)			886.00
2.11.19	HRT	G4S	cash collection fees	558	111.6	669.60
7.11.19	HRT	Cornwall Council	CEO provision 1 month			568.40
6.11.19	Administration	Shaw & Sons	EROB books	271	54.2	325.20
18.10.19	LTOS	WPS Insurance Brokers	Wheal Jubilee Park insurance			322.85
5.11.19	HRT	Clear-flow	empty pump station (recharged)	210.79	42.16	252.95
1.11.19	Env - toilets	AUK Supplies Ltd	toilet rolls, heavy duty sacks & odour neutraliser	173.78	34.76	208.54
6.11.19	Capital/projects	Parish Online	NDP Parish Online mapping	150	30	180.00
6.11.19	Corporate Services	Kestrel Guards	check call service 2 weeks	150	30	180.00
30.10.19	LTOS	Bodmin Nursery	memorial trees, stakes compost etc (recharged)	125	25	150.00
31.10.19	Administration	Complete Business Solutions	stationery	65.31	13.06	78.37
6.11.19	LTOS	Parc Signs	Museum signs	47.59	9.52	57.11
11.11.19	Administration	SILCC	CILCA extension			50.00
12.11.19	Administration	SeaDog IT	website support			25.00
1.11.19	LTOS	County Signs	stickers for the Gator	20.00	4.00	24.00
11.11.19	Administration	Sea Spray	window cleaner			20.00
7.11.19	Administration	Microtest	alarm line	12.99	2.60	15.59
						<u>9318.90</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	2027.42		
7th		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>10226.39</u>

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

30.10.19	LTOS	Mole Valley Farmers	safety boots, concrete bolts etc	112.42	14.57	126.99
31.10.19	LTOS	Biffa	bulk waste bin emptying 1 month	555.84	111.17	667.01
10.11.19		Opus Energy	electricity PTC sites 1 month			727.48
						<u>1521.48</u>

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

Date	Name	1	2
	Signature	1	2

*To note as paid:*

**ACCOUNTS OUTSTANDING  
November' b 2019**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
13.11.19	Corporate Services	Ellis Whittam	HR Consultancy	1712	342.4	2054.40
12.11.19	Env - Cemetery	Duchy Cemeterys Ltd	excavate graves			886.00
13.11.19	Administration	Konica Minolta	photocopying	400.46	80.1	480.56
19.11.19	Administration	Fire Crest	fire extinguishers service	141	28.2	169.20
15.11.19	LTOS	Masons Kings	mower blades	116.43	23.29	139.72
15.11.19	LTOS	Taylor PAT testing	PAT testing			101.00
13.11.19	Administration	Microtest	FTTP 1 month	49	9.8	58.8
13.11.19	Administration	Complete Business	stationery	44.21	8.84	53.05
15.11.19	Env toilets	AUK Supplies	odour neutraliser	14.52	2.9	17.42
						<u>3960.15</u>

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

12.11.19	Administration	Pure Cloud	digital system channel, DDI etc	79.64	15.93	95.57
13.11.19	LTOS	Mole Valley Farmers	rivets, padlock etc	46.14	9.23	55.37
11.11.19		Opus Energy	electricity PTC sites			209.41
						<u>360.35</u>

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

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

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		2017-18	2018-9	2019-20	Budget
				2019-20					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	48631	45,000		14276	13871	14103	13900
Oct	39608	38792	37094	38,000		10117	10819	9496	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	339725	375000		111002	109336	102561	98000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2017-18	2018-9	2019-20	Budget		2017-18	2018-9	2019-20	Budget
				2019-20					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	399	40		40	0	40	40
Oct	160	239	200	60		0	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	1712	500		120	40	40	40
n/c 4404	341340	342724	339725	339000	n/c 4406	100705	98966	102561	98000
n/c 4405	2685	1720	1712	300	n/c 4407	120	40	40	40
Railway	344025	344444	341437	339300	Lawn	100825	99006	102601	98040
sub totals					sub totals				
Apr-Oct 2019					Apr-Oct 2019				
Apr-Oct	2017-18	2018-19	2019-20	Budget					
				2019-20					
Railway	344025	344444	<b>341437</b>	339300					
Lawn	100825	99006	<b>102601</b>	98040					
	444850	443450	<b>444038</b>	437340					
Car park takings									
April-Oct 2019 car park takings are £444,038, this is £6698 more than the Budget 2019-20 and £588 more than the same period last year.									
NB									
7.11.19									

**AGENDA ITEM (1a): CORRESPONDENCE****Councillors Correspondence for Information – November 2019**

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
A	St Petrocs Church Magazine	November Issue	
B	Seafarers UK	Certificate of Commemoration for Merchant Navy Day	
C	Cornwall Winter Wellbeing Guide	How to stay well and safe during Winter	

**AGENDA ITEM 11b i) Coastal Access Improvements Consultation**

**1. Brief overview**

- 1.1** Natural England has submitted its report to the Secretary of State for Environment, Food and Rural Affairs setting out their proposals for improved access to the coast between Marsland Mouth and Newquay. These proposals form part of a programme to establish a continuous walking route around our nation's coastline, as set out in the Marine and Coastal Access Act 2009.
- 1.2** The opportunity to comment **closes at Midnight on Wednesday 4 December 2019.**

**2. Background**

- 2.1** Natural England contacted the Council end of 2018 and this was discussed at Full Council in January 2019. Extract of minute outlined below:
- iv) Natural England: Coastal Access: The letter from Natural England and the indicative coastal access proposals for land owned by Padstow Town Council were noted. It was highlighted that Stile Field could be considered an exception due to the buildings and gardens and also of note was its use to access the ferry. No exception could be seen for Trevone Green.

**RESOLVED** to respond to Natural England with the suggestion that Stile Field be considered an exception site due to the buildings, gardens and ferry access located there.

Response was sent to Natural England on 01.02.19, which was acknowledged. No other correspondence was received on this matter.

It should be noted the proposal overview document (pg 19 – appendix 2 of this report) states "There appear to be no significant area of excepted land along the estuary apart from where properties and garden run down to the rivers edge at Padstow, Little Petherick, Wadebridge & Rock."

**3. Proposal**

- 3.1** The proposal is divided into 11 reports, each relating to a particular length of the coast. Section 9 - Padstow to Constantine Bay is regarding our parish and includes access across Council land.
- 3.2** Only owners, tenants or occupiers of affected land may make an objection but anyone can make a representation to the Secretary of State about these proposals.

Appended to this report are maps that fall within our parish boundary (Appendix 1), as follows:

- Map MNQ 9a: Padstow to Harbour Cover (Access across PTC Stile Field)
- Map MNQ 9b: Harbour over to Butter Hole
- Map MNQ 9c: Butter Hole to Lower Merope island
- Map MNQ 9d: Lower Merope island to Newtrain Bay
- Map MNQ 9e: Newtrain Bay to Onjohn Cover (part until MNQ-9-so91FP)

**4. Overview of Section 9 Padstow to Constantine Bay**

- 4.1** All the above-mentioned maps stated in 3.2 are marked in green, which means the trail is using the existing South West Coast path.
- 4.2** The below points outline what works they envisage will be happening before the new access rights come into force as part of the physical establishment work:
- 4.2.1** Proposing to include signs near Trevone Bay and Porthmissen Bridge (mark on maps at points MNQ-9-SO63 & MNQ-9-S070) to explain the sensitivity of the kittiwake colony and asking people to keep to the part and keep dogs on

leads. I do notice these are located before and after the Round Hole and could potentially help in respect of dogs falling into the hole.

- 4.2.2** At Harbour Cove (section MNQ-9-SO24) a boardwalk will be constructed to traverse boggy ground.
- 4.2.3** At Hawker's Cove the path (section MNQ-9-SO31) will be resurfaced and improved drainage will make this area more accessible and less hazardous in wet condition.
- 4.3** It should be noted that some roll-back plans have been included, which means that Natural England would be able to change the route in the future without further approval from the Secretary of State in response to coastal change. These are set out in part 9.3 Proposal table column 3. For section 9 the majority are 'normal' which means roll-back is proposed and is likely to follow the current feature (e.g cliff edge/beach) for the foreseeable future as any coastal change occurs.
- 4.4** The proposal then gives details of the estimate capital cost and estimate break down which goes into 2 main elements: 1) new signs and 2) drainage improvements, new boardwalk and replacement steps (steps at Constantine Bay)

#### **Part that include Stile Field**

- 4.5** Looking at Map 9a (Appendix 1) and Pg19 (Appendix 2) of the Overview Report. Natural England looked at 3 different options with regards to the Camel Estuary and England Coast Path. They are proposing option 3; which is to end the trail on both sides of the estuary at the ferry slipways at Rock and Padstow, between which there is a regular ferry service. This means that they are including Stile Field in the path.
- 4.6** As they are proposing option 3 the route includes the optional alternative route (from lower beach to Stile field) when the Padstow-Rock ferry uses the low water landing point.

#### **5. Response**

- 5.1** Are Council happy with the proposal which affects Stile Field? As landowner it is possible to make an objection.
- 5.2** Would Council like to make any other representations in this matter. Appendix 3 provides copies of response forms. Deadline for responses is midnight on Wednesday 4 December 2019.
- 5.3** The Secretary of State will make a decision about the report when all representations and objections have been considered. Establishment of the new access arrangements will not begin until that decision is made.







#### **6. Further Information**

- 6.1** Full details about the proposals can be found at:  
[www.gov.uk/government/publications/coastal-access-in-cornwall-from-marsland-mouth-to-newquay-comment-on-proposals](http://www.gov.uk/government/publications/coastal-access-in-cornwall-from-marsland-mouth-to-newquay-comment-on-proposals)
- 6.2** A full copy of the document and maps will be available at the meeting. Alternatively, if a Councillor would like to come in and view these documents or would like a full copy printed please contact the office.





## PROPOSALS

### Trail sections

-  Trail using existing public right of way or highway
-  Trail using other existing walked route
-  Trail not using existing walked route
-  Alternative route
-  Trail shown on other maps
-  Approved or open England Coast Path

Maps that show sections of the trail that follow the existing South West Coast Path as currently walked and managed use the following trail categories. Information on the existing status and infrastructure is not shown.

-  Trail using existing South West Coast Path
-  Alternative or optional alternative route using existing South West Coast Path

Trail sections which follow existing public rights of way or highways are indicated by a suffix:


- BW - Public bridleway
- BY - Public byway
- CP - Cycletrack (pedestrian)
- CT - Cycletrack (cycles only)
- FP - Public footpath
- FW - Public footway (Pavement)
- RB - Restricted byway
- RD - Public road

## Coastal Margin

### Explanatory note








Part 3 of the Overview to the report explains where the landward boundary of the coastal margin falls by default. Our proposals include any suggested variation of this default boundary. The purple wash on the map indicates where as a result of our proposals the coastal margin would extend significantly to the landward side of the proposed route of the trail. The coastal margin may include some areas where coastal access rights do not apply, either seaward or landward of the proposed route of the trail: the Overview explains more about this. The landward boundary of the coastal margin may in due course move inland, if the trail rolls back under proposals in this report to respond to coastal change.

 Coastal margin landward of the trail

 Coastal margin landward of the trail which is existing access land































## Other Information

### Other access rights and routes

-  Public bridleways
-  Public byways
-  Public footpaths
-  Restricted byways
-  South West Coast Path
-  Sustrans national routes
-  Existing access land

## Infrastructure types

For status of each, where shown on map, see colour codes below

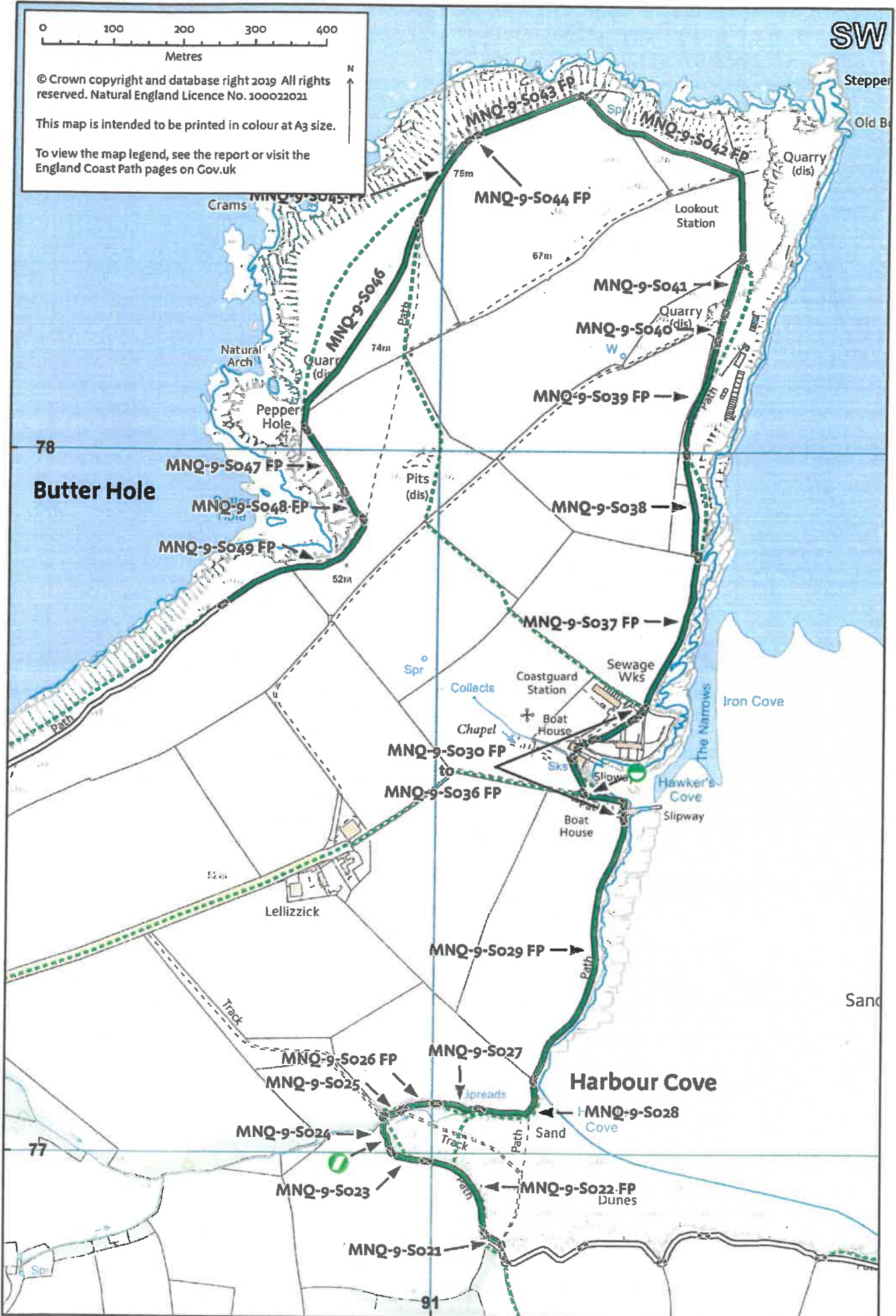
- |  |   |  |
|--|---|--|
| <b>Bridges:</b>  | <b>Stiles:</b>  | <b>Gates:</b>  |
|  Clapper bridge   |  Ladder stile  |  Bristol gate         |
|  Footbridge       |  Lift-up stile |  Field gate           |
|  Quad bike bridge |  Squeeze stile |  Gateway with no gate |
|  Sleeper bridge   |  Step stile    |  Kissing gate         |
|  Vehicle bridge   |  Stone stile   |  Pedestrian gate      |
| <b>Miscellaneous:</b>  |   |  |
|  Barrier          |  Cycle chicane |  Interpretation panel |
|  Boardwalk        |  Drainage      |  Ramp                 |
|  Bollard          |  Drop-kerb     |  Revetment            |
|  Cattle grid      |  Gap in fence  |  Stepping stones      |
|  Culvert         |  Hurdle       |  Steps               |

## Infrastructure status

Each symbol shown on the map is colour coded as appropriate, as in this example for a set of steps:

-  Existing steps to be retained
-  New steps required
-  Existing steps to be removed





Map MNQ 9b: Harbour Cove to Butter Hole

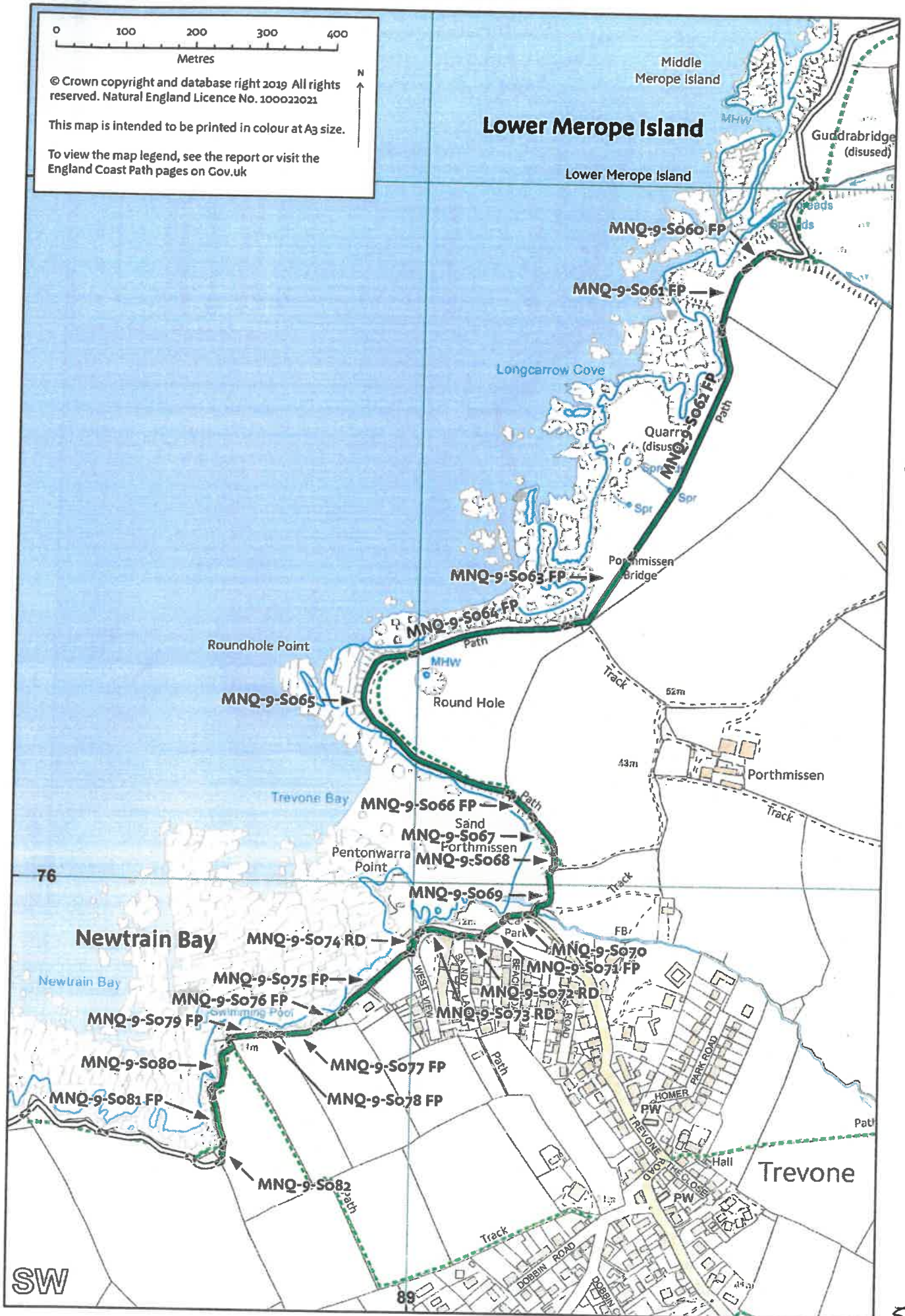
Map MNQ 9c: Butter Hole to Lower Merope Island

Coastal Access - Marsland Mouth to Newquay - Natural England's Proposals  
 Report MNQ 9: Padstow to Constantine Bay  
**Map MNQ 9c: Butter Hole to Lower Merope Island**



**Map MNQ 9d: Lower Merope Island to Newtrain Bay**

Map MNQ 9d: Lower Merope Island to Newtrain Bay



0 100 200 300 400  
Metres

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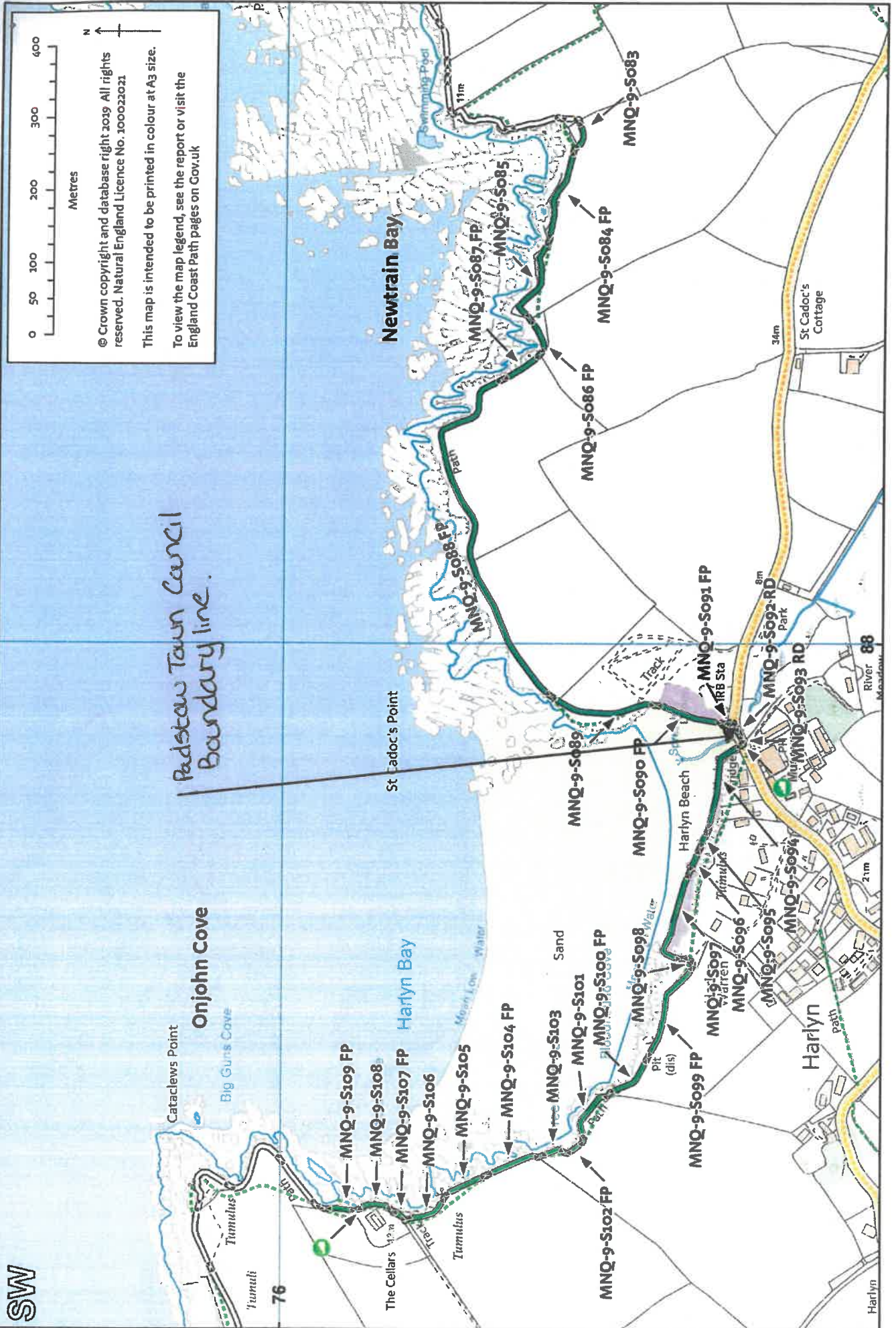
This map is intended to be printed in colour at A3 size.

To view the map legend, see the report or visit the England Coast Path pages on Gov.uk

SW



**Map MNQ 9e: Newtrain Bay to Onjohn Cove**



Wadebridge. All this land greatly contributes to the coastal character of the trail where public are afforded views over them.

## Features of interest

There are viewpoints from the hills north of Rock and Padstow. Both Padstow harbour and the waterfront at Rock attract tourists. There is birdwatching along both river banks.

## iii) Recreational Benefit

The south/west bank of the estuary is already well-served by public rights of way. There is potential for a new link on the north/east bank from Wadebridge to Rock. There could also be improved access rights for affected communities along the estuary, in particular to potential spreading room.

## iv) Excepted land

There appear to be no significant areas of excepted land along the estuary apart from where properties and gardens run down to the river's edge at Padstow, Little Petherick, Wadebridge and Rock.

## v) Options for Camel estuary

- Option 1 – align the trail as far as the seaward limit of the estuarial waters between Pentire Point and Stepper Point. The South West Coast Path would continue to provide a waymarked route to the ferry points at Padstow and Rock, but it would not form part of the England Coast Path. There would be no new access rights to coastal margin between Pentire Point and Stepper Point and there would be no scope to use rollback procedures to fix eroding sections of path between those points.
- Option 2 – align the trail around the estuary as far as Wadebridge. This would create a new link on the north/east bank from Wadebridge to the sea, and make a circular route between the ferry and the bridge. The existing Camel Trail between Wadebridge and Padstow already provides an established walking trail along the southern side of the estuary.
- Option 3 – end the trail on both sides of the estuary at the ferry slipways at Rock and Padstow, between which there is a regular ferry service. This would allow continuous access along the open coast for walkers, but would not offer any improvements to existing access around the north/east bank of the estuary between Rock and Wadebridge.

## Proposed route of the trail

Our proposal is to use option 3; align the trail to the slipways either side of the estuary at Rock and Padstow where walkers may cross by means of the regular ferry or private water taxi. This is the most direct route and fulfils the core objective of the legislation - to create a continuous route around the coast – in a simple and cost effective way.

Most coast path users would in our view choose to use the full time ferry service in order to continue their journey around the coast, rather than make the longer journey to Wadebridge for its own sake. While for some other users (and particularly those living locally) there would be some additional recreational benefits from being able to walk around the north/east bank of the estuary, we consider that the significant cost of installing a route, together with the additional impacts this would cause on those occupying land along the river would not be justified in the circumstances. Accordingly we concluded that overall the proposed route struck the best balance in terms of the criteria described in chapter 4 of the Coastal Access Scheme.

Should the ferry service cease altogether in the future or become less suitable for the purpose, Natural England will review its trail alignment and if appropriate, will prepare a separate variation report to the Secretary of State to ensure an uninterrupted journey along the trail.

FORM FOR MAKING REPRESENTATIONS ABOUT A COASTAL ACCESS REPORT	
<p><b>Any person may make a representation about a coastal access report.</b></p> <p>This form should be completed if you wish to make a representation about the coastal access report which Natural England submitted to the Secretary of State for Environment, Food and Rural Affairs on 9<sup>th</sup> October 2019 under section 51 of the National Parks and Access to the Countryside Act 1949, pursuant to its duty under section 296(1) of the Marine and Coastal Access Act 2009. The report relates to Marsland Mouth to Newquay. <b>Any representations about the report must be made on this form and received by Natural England no later than midnight on 4<sup>th</sup> December 2019.</b> If you require more space for your comments, please continue on a separate sheet.</p>	
<p>1. Please give the chapter number of the report and number of the map to which the representation(s) relate(s):</p>	
<p>2. If the representation(s) relate to specific land on the map(s), please describe the land here:</p>	
<p>3. Please tick the appropriate box below to show who is making the representation(s), or on whose behalf you are making the representation(s):</p>	
An access authority for an area in which land to which the report relates is situated	<input type="checkbox"/>
A local access forum for an area in which land to which the report relates is situated	<input type="checkbox"/>
The Historic Buildings and Monuments Commission for England (English Heritage)	<input type="checkbox"/>
The Environment Agency	<input type="checkbox"/>
A person specified in Schedule 1 to the Coastal Access Reports (Consideration and Modification Procedure) (England) Regulations 2010 (S.I. 2010/1976)	<input type="checkbox"/>
Other (please give details):	<input type="checkbox"/>
4. If you have ticked the "other" box above, please also indicate if you are a person with a relevant interest (within the meaning of section 55J(2) of the National Parks and Access to the Countryside Act 1949 <sup>(a)</sup> ) in land to which the report relates	<input type="checkbox"/>
<p>5. Please give details of, and the reasons for, the representation(s) you are making about Natural England's report:</p>	
<p>6. Please list below any documents or evidence you have included in support of the representation(s):</p>	



7. Have you made any other representations about the report?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
8. If you are a person with a relevant interest in land to which the report relates, have you made any objection(s) which relate(s) to that land?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
9. Please complete your details below:	
Name:	
Organisation/company (if appropriate):	
Address (including post code):	
Telephone:	
E-mail:	
Date:	
10. The completed form should be sent to Natural England at:	
Coastal Access Delivery Team, Natural England, Sterling House, Dix's Field, Exeter, Devon EX1 1QA	
or to <a href="mailto:southwestcoastalaccess@naturalengland.org.uk">southwestcoastalaccess@naturalengland.org.uk</a>	
(a) Section 55J(2) provides that a person has a relevant interest in land if the person is the owner of the land, holds a term of years absolute in the land, or is in lawful occupation of the land.	

## FORM FOR MAKING OBJECTIONS ABOUT A COASTAL ACCESS REPORT

**Only owners, tenants and occupiers of affected land may make an objection about a coastal access report.**

This form should be completed if you wish to make objections about the coastal access report which Natural England submitted to the Secretary of State for Environment, Food and Rural Affairs on 9<sup>th</sup> October 2019 under section 51 of the National Parks and Access to the Countryside Act 1949, pursuant to its duty under section 296(1) of the Marine and Coastal Access Act 2009. The report relates to Marsland Mouth to Newquay. Any objections about the report must be made on this form and received by Natural England no later than midnight on 4<sup>th</sup> December 2019. If you require more space for your comments, please continue on a separate sheet.

1. Please give the chapter number of the report and number of the map to which the objection(s) relate(s):

2. If the objection(s) relates to specific land on the map(s), please describe the land here:

3. Please tick the box below which indicates your interest in the land to which the objection(s) relate(s) and give a brief description of your relevant interest:

Owner	<input type="checkbox"/>
Tenant	<input type="checkbox"/>
Occupier	<input type="checkbox"/>

4. You may only make objection(s) on one or more of the grounds below (as set out in paragraph 3(3) of Schedule 1A to the National Parks and Access to the Countryside Act 1949). Please tick the appropriate box(es) to indicate the relevant grounds:

The proposals in the report fail to strike a fair balance <sup>(a)</sup> in such respects as are specified in the objection(s) as a result of one or more of the following:	Tick box
(a) the position of any part of the proposed route (paragraph 3(3)(a))	<input type="checkbox"/>
(b) the inclusion of proposals (in relation to an area subject to significant coastal erosion, encroachment by the sea or significant physical change due to other geomorphological processes) providing for the route to be determined in accordance with provision made in the proposals (rather than as shown on a map), or the nature of any such proposal (paragraph 3(3)(b))	<input type="checkbox"/>
(c) the inclusion of, or failure to include, proposals for an alternative route, or the position of such a route or any part of it (paragraph 3(3)(c))	<input type="checkbox"/>
(d) the inclusion of, or failure to include, proposals that certain boundaries of certain areas should coincide with a specified physical feature, or the nature of any such proposal (paragraph 3(3)(d))	<input type="checkbox"/>
(e) the inclusion of, or failure to include, proposals as to the directions to be made under Chapter 2 of Part 1 of the Countryside and Rights of Way Act 2000 for the exclusion or restriction of a right of access in relation to land to which the report relates, or the terms of any such proposal (paragraph 3(3)(e))	<input type="checkbox"/>
(f) the exercise of a discretion conferred on Natural England by section 301(2) or (3) of the Marine and Coastal Access Act 2009, or the failure to exercise a discretion conferred by section 301(3) of that Act (discretions which relate to a case where the continuity of any part of the coast is interrupted by a river) (paragraph 3(3)(f))	<input type="checkbox"/>

5. Please give details of the objection(s) you are making, and explain why you think that the proposals in the report fail to strike a fair balance as a result of the matter or matters that you have selected above:	
6. You may propose modifications of the proposals in the report, if you think that the modifications would remedy, or mitigate the effects of, the failure to strike a fair balance to which your objection(s) relate(s), and that the proposals as so modified would satisfy the requirements of paragraph 3(6) of Schedule 1A to the National Parks and Access to the Countryside Act 1949 <sup>(b)</sup> . Do you wish to propose any modifications?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
7. If yes, please give details of the modifications, and state why you think that they would remedy, or mitigate the effects of, the failure to strike a fair balance to which your objection(s) relate(s), and why the proposals as so modified would satisfy the requirements of paragraph 3(6) of Schedule 1A to the National Parks and Access to the Countryside Act 1949:	
8. Please list below any documents or evidence you have included in support of the objection(s):	
9. Have you made any other objection(s) about the report?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
10. Have you made any representations about the report?	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
11. Please complete your details below:	
Name:	
Organisation/company (if appropriate):	
Address (including post code):	
Telephone:	
E-mail:	
Date:	

12. The completed form should be sent to Natural England at:

Coastal Access Delivery Team – South West

Natural England, South West ECP, Ground Floor, Sterling House, Dix's Field, Exeter, Devon  
EX1 1QA

or to [southwestcoastalaccess@naturalengland.org.uk](mailto:southwestcoastalaccess@naturalengland.org.uk)

(a) A fair balance means a fair balance between the interests of the public in having rights of access over land, and the interests of any person with a relevant interest in the land (see paragraph 1(b) of Schedule 1A to the National Parks and Access to the Countryside Act 1949 and section 297(3) of the Marine and Coastal Access Act 2009).

(b) See paragraph 3(5) of Schedule 1A to the National Parks and Access to the Countryside Act 1949. The requirements of paragraph 3(6) of that Schedule are that the modified proposals are practicable; take account of the matters mentioned in sections 297(2) and (where appropriate) 301(4) of the Marine and Coastal Access Act 2009 (matters to which Natural England and the Secretary of State must have regard when discharging the coastal access duty); and are in accordance with the scheme approved under section 298 of that Act (the scheme in accordance with which Natural England must act when discharging the coastal access duty) or, where that scheme has been revised, the revised scheme.

## PADSTOW TOWN COUNCIL: 26 NOVEMBER 2019

### AGENDA ITEM 11b ii) VE Day 75th Anniversary

CALC (Cornwall Association of Local Councils) have shared the below information to help support the VE Day 75 Celebrations on 8 May 2020.

Would Council like to look at this and for further information be brought back to future meeting? Would some Councillors like to be involved? It would be good to collaborate and find out if other organisations are already planning. Councils view are welcomed.



**ssafa** | the  
Armed Forces  
charity

**VE DAY**  
75<sup>TH</sup> ANNIVERSARY  
A SHARED MOMENT OF CELEBRATION  
8 - 10 MAY 2020

### LOCAL MAYOR'S, LEADERS & CHAIRMAN OF TOWN & PARISH COUNCILS TO TAKE THE LEAD IN VE DAY 75 CELEBRATIONS 8TH - 10TH MAY 2020

Mayor's, Leaders and Chairman of town and parish councils throughout the UK are to take the lead in local celebrations marking the 75<sup>th</sup> Anniversary of the end of the war in EUROPE on the 8<sup>th</sup> May 2020. **(VJ Day will be commemorated on the 15<sup>th</sup> August 2020)**. After years of fighting, the end of hostilities were officially announced on the 8<sup>th</sup> May 1945 by Prime Minister Winston Churchill, from the Cabinet Office, 10 Downing Street, London, that date has since become enshrined in history as VE Day.

The VE Day 75 weekend of 8<sup>th</sup> - 10<sup>th</sup> May 2020, will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions at home and abroad who played such a vital part in achieving it. This includes the Armed Forces personnel from many countries who gave their lives or were physically and mentally injured; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others safeguarded the home front.

SSAFA the Armed Forces Charity - which has been supporting service personnel, veterans and their families since 1885 - is the charity partner for this series of VE Day 75 commemorative events.

**The planned activities over the weekend are as follows, please go to the VE Day 75 website – [www.veday75.org](http://www.veday75.org) to see the complete overview for this anniversary:**

- The Playing of Battle's O'er & VE 75 Years.
- The 'Nation's Toast to the Heroes of WW2.'
- The 'Cry for Peace, around the World.'
- Churches & Cathedrals 'Ringing out for Peace.'
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc.
- Services of commemoration and celebration in churches, including the reading of the 'Tribute to the Millions' and the playing of the Last Post

From a central location of their choice, Mayors, Leaders and Chairman of town and parish councils are being encouraged to lead them in the 'Nation's Toast to the Heroes of WW2', paying 'tribute' to those from their local communities that gave so much to ensure we all enjoy the freedom we have today by undertaking the following ceremony at **3pm** on **Friday 8<sup>th</sup> May** next year. (The wording of the 'Toast' can be obtained from the DOWNLOAD page of the VE day 75 website – [www.veday75.org](http://www.veday75.org)).

**2.55pm:** Source and arrange for a local Bugler, Trumpeter or Cornet player to play the Last Post followed by Reveille. (These can be obtained from local cadet forces, school, brass and silver bands and other organisations such as the Salvation Army etc).

**3pm:** Source and arrange for a local Piper to play Battle's O'er and VE 75 Years, the new tune especially written for this occasion. (This music can be obtained from the DOWNLOAD page of the VE day website – [www.veday75.org](http://www.veday75.org)).

**3pm:** To coincide with the Piper playing Battle's O'er, Mayor's, Leaders and Chairman of council, accompanied by invited guests, along with the members of the general public, raise a glass of refreshment of their choice and undertake the attached 'Nation's Toast to the Heroes of WW2.' (The refreshment does NOT need to be alcoholic as we want the event to be inclusive and not exclusive involving people of all ages, races, creeds, colour and religion in the VE Day 75 celebrations next year).

**7pm:** Encourage your local church to ring their bells as part of the nationwide 'Ringing out for Peace' that evening too.

We believe the above will provide every town and parish with a very short, simple, reflective and meaningful VE Day 75 event on the 8<sup>th</sup> May 2020, that is easy to organise and will be appreciated by all.

You will be interested to know that the complete short ceremony above, including all elements and timings, will also be taking place at **3pm** on the **8<sup>th</sup> May** next year, on the top of the four highest Peaks throughout the United Kingdom – BEN NEVIS – Scotland, MOUNT SNOWDON – Wales, SLIEVE DONARD – Northern Ireland and SCAFEL PIKE – England.

All those taking part are being asked to register their involvement on the VE day 75 website – [www.veday75.org](http://www.veday75.org) to enable us to keep in contact with them, along with informing the media of their involvement nearer the time. (IMPORTANT: Those councils etc, already registered, do NOT need to do so again)

My warmest regards,

*Bruno Peek*

Bruno Peek LVO OBE OPR

Pageantmaster VE Day 75

Tel: [REDACTED]

Email: [REDACTED]

Website: [www.veday75.org](http://www.veday75.org)

**PADSTOW TOWN COUNCIL: 26 NOVEMBER 2019**

**AGENDA ITEM 11biii) Padstow Sea Cadet Land Use Request**

On the 7 April 2020 Padstow Sea Cadets will be celebrating their 60<sup>th</sup> Anniversary. To mark this milestone, they would like to arrange a weekend of events over 3<sup>rd</sup>-5<sup>th</sup> April 2020. One of which is a re-dedication parade with them seeking permission to hold an event on Saturday 4 April 2020 on the Railway car park, requesting usage of the coach bays and in front of the Council offices.

Currently the Sea Cadets have read our Use of Council Land Policy and completed our request form. They would like to seek Council's approval before planning this event in more detail and are happy to meet with the representatives of the Council to liaise further in this matter, they understand the Council require PLI and that a risk assessment is a major factor.

They will also be requesting support on this event from Sea Cadet HQ Parade Staff, who have a great deal of experience in the Health and Safety of parades.

As per Council Land Use Policy charging is dependent on what the request is for and if the applicant intends to charge for the activity then the Council may charge for use of their land. In this circumstance its considered this would not be a chargeable event to attend.

Sections below outline extracts from request form. Council's view are sought in giving consideration to this request.

**SECTION 2: REQUEST DETAILS**

**2.1 Area of Council land requested:**.....

Coach Bays and immediate area to the front of the PTC Office

.....  
**Page 1/4**

**2.2 Date/s of request:**..... **Saturday 4th April 2020**.....

**2.3 Time access is required:**

Arrival TBC (But from about 12.00      Departure...TBC (but aiming for 16.00

**2.4 If your request relates to an event, please provide the event start and finish times if different to 2.3:**

Start Anticipated 13.00                      Finish Anticipated 15.30

- 2.5** Describe the nature of the activity. Please provide as much detail as possible and including but not limited to:
- Number of people attending activity;
  - Details (including quantity and size) regarding any vehicles, equipment or signage that will be brought on to the land.

If necessary please use an additional sheet of paper to answer this question.

We are hoping to hold a Re-dedication Parade to celebrate the 60th Anniversary .....  
.....  
..... of the Padstow Sea Cadet Unit. We would like this Parade to form at the front of  
.....  
..... the Padstow Town Council Building, where we would host VIPs for a Formal  
.....  
..... Inspection and some speeches. The Parade would then march off and head to  
.....  
..... St Petrocs Church for a Service.  
.....

.....  
..... We would anticipate the attendees to include our full Unit personnel totaling  
.....  
..... 30 cadets and staff. Also support and representation from Cornwall District Sea  
.....  
..... cadets, that would include up to an additional 20 cadets and staff. Then considering  
.....  
..... invited guests and VIPs (approximately 10) and an open invite to any ex-cadet or  
.....  
..... ex-volunteers from our 60 year history, we would anticipate a total attendance by  
.....  
..... 100 people plus spectators.  
.....

.....  
..... The only equipment that I believe, at the stage, we would need, is a PA/Sound system  
.....  
..... for the speeches.  
.....

- 3.2** Adverse Weather:..... In the event of adverse weather we would look at alternatives  
.....  
..... such as cancelling the inspection and holding speeches at our Unit building.  
.....

#### **SECTION 4: PERMISSION FROM OTHER BODIES**

- 4.1** Please provide details of the permissions from other bodies your activity requires (policy section 7.1), if any.

.....  
..... Once permission from yourselves has been granted, we will be applying to Cornwall  
.....  
..... Council for us to action appropriate road closures for the Parade from the Council  
.....  
..... to St Petroc Church.  
.....



## **PADSTOW TOWN COUNCIL: 26 NOVEMBER 2019**

### **AGENDA ITEM 12: COASTAL SCULPTURE CORNWALL**

Council may recall at their meeting in April 2019 the Director, Brian MacShane for Coastal Sculpture Cornwall requested that the proposed event be deferred from July 2019 to July 2020. The event was for an outdoor sculptural exhibition in Stile Field.

As Council will know information had not been forthcoming and concern was expressed to him. Consideration of the deferment was made by Council at its April, which was agreed on the same conditions previously agreed by on the proviso that, the operational documentation as outlined in letter from PTC dated 28 March 2019, be received by 15 November 2019 in order that it be taken to the November meeting of full Council.

Council decision from its April meeting was outlined in a letter which was sent by hard copy and email on 30 April 2019. Presently no further information has come forward. Therefore, the Town Clerk assumes that Council wishes to withdraw its offer and seeks confirmation.

### **AGENDA ITEM 13: Localism Summit Event Update**

#### **1. Overview of the Localism Summit**

- 1.1 Following Septembers Full Council meeting, the Town Clerk and Support Officer, Tracey Trestain attended.
- 1.2 There were over 100 attendees, which meant it was a great networking opportunity.
- 1.3 The day was broken into 2 main sections
  - Localism
  - Climate Change

Although it was noted throughout the day that these work hand in hand.

- 1.4 There were 2 main points it was hoped to get from the Climate Change topic, which were:
  - Best way to move forward working in line and in partnership with Cornwall Council's own plans; and
  - How we find out our own Carbon footprint as a starting point.

However, neither of these points got fully answered and more detail is below. Cornwall Council are still working on setting up their Climate Change Team and sorting out their "own house". The event did let us hear what other communities are doing and Cornwall Council (CC) did ask what Town and Parish Council are being asked and what CC could potentially do to help. They did reiterate on a number of occasions that it's about working together and collaboration and that Cornwall Council can not do it on their own and that everyone needs to act.

#### **2. Information gathered from other communities' approaches to climate change at the Localism Summit**


##### **Helston Town Council**

- 2.1 Helston has declared an emergency and have already got their Helston Climate Action Plan together and are now working on events and changes within their plan.

- 2.2 Helston has a very active group which includes Councillors and active members of the public, which formed the Helston Climate Action group. The Town Clerk in Helston informed us that the Town Council wasn't heavily involved and that it was the community that lead the project.
- 2.3 We asked about how Helston's worked out their Carbon footprint, their footprint in their action plan wasn't just about the Town Council's actions but about the town as a whole. We were informed that the Helston Downsland Trust had commissioned the organisation Community Works to undertake this stage, they couldn't remember the cost but believe it was in the thousands.



**Chacewater Projects – Community Energy Group (CPCEG)**

2.4 Chacewater has a voluntary group, this was formed as a project raised from the Chacewater Parish Neighbourhood Development Plan. The voluntary group has for the last few years run an event which shows electric vehicles and talks about renewable energy. Below is flyer from their last one.









**Chacewater Community Energy Group**  
**COME TO THE Electric Vehicle Day & Renewable Energy Fair:**  
**11:00am - 5:00pm Sat 27th July 2019**

Chacewater Village Hall and Millennium Green  
 Electric Cars, Vans, and Bikes, CoCars, Photo Voltaic panels, Biomass, Heat Pumps, Solar Thermal, Batteries, Geothermal Energy, and much more.



Talks from internationally recognised speakers including:

- Molly Scott-Cato MEP,
- Nikki Jones,
- Peter Leddingham,
- Matt Trevaskis,
- Professor Richard Cochrane,
- Dr Stephen Lowe


Refreshments :: Car park TR4 8PZ.

**Thinking about an electric vehicle?**  
**Range? Charge time??**  
**Costs???** **Longer journeys????**

**Want to make your own electricity?**  
**Want to heat your home more sustainably?**  
**Get some real answers.**

John Carley 07966 750515:01872 560831:organic@carleys.co.uk  
 Steve Leech : 01872 560288 : steveclovelly@gmail.com  
 Paul Shevlin : linshev@btinternet.com  
 Peter Chesworth : peter@willowbridgecottage.co.uk  
 Angie Beckkam : angie.becks@btinternet.com



**Target: Net Zero Carbon by 2030 (NZC30)**  
 Doing nothing about climate change is not an option!  
 "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has". Margaret Mead.  
 "Its generally foolish to bet against the judgement of science, and when the planet is at stake it is insane " Steven Weinberg

### **Penzance Town Council**

- 2.5 Penzance Town Council has declared a climate change emergency and are currently looking to adopt an action plan, approve a budget towards climate change and establish a sub-committee. When liaising with Penzance members they too were asking how to work out their carbon footprint and were hoping Cornwall Council could help lead the way.

### **Camelford Community Network Panel**

- 2.6 Camelford Community Network Panel covers 17 Town and Parish Councils. The panel has set 5 priorities for this year and each panel meeting has a themed approach based around these priorities. One of these priorities is climate change and they are just starting the journey on network panel approach to this issue.

### **3. Next steps following the Localism Summit**

- 3.1 Cornwall Council has asked that we answer some questions following the Summit these are:
- What happens now? – How will your parishes use the information that has been presented?
  - Future workshops? – Would you like to attend further Climate Change sessions?
  - Potential partnership opportunities? – How do you involve voluntary organisations in your local projects?
  - Developing the Localism vision – How would you like to be involved in developing the Localism Vision?

We think it maybe worth investigating, if Council agree, to see if our local network panel would like to work along similar lines to Camelford Network Panel, so the topic is discussed with other neighbouring towns and this links with Cornwall Council. What are Council's views on this.

Our Support officer is still working on one of September's Full Council outcomes to provide useful information on environment and climate change on PTC website. Furthermore, it was outlined that following the summit the Town Clerk consult with the Chairman to bring a report back to Council on how best to address the climate change issue within our current governance arrangements. The Town Clerk will progress this with the Chairman and report back to a future meeting, along with any further updates.



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

Date	Time	Meeting
<b>2019 DATES</b>		
Tue 19 November	7.00 pm	Finance & General Purposes Committee (budget)
<b>Tue 26 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 3 December	6.15pm	Leisure, Tourism and Open Spaces Committee
Tue 3 December	7.00 pm or on the rising of LTOS	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
<b>2020 DATES</b>		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee
<b>Tue 28 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
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)
<b>Tue 25 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
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
<b>Tue 25 March</b>	<b>7.30 pm</b>	<b>Full Council</b>

**NB: Christmas Office Closure:**  
**Tuesday 24 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