

PADSTOW TOWN COUNCIL

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22 January 2020

TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman, J O'Keefe, M Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of Padstow Town Council in the **Council Chamber, Station House, Station Road, Padstow** on **Tuesday 28 January 2020 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

AGENDA

Public & Press and invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 26 November 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) Leisure, Tourism and Open Spaces Committee (3 December 2019) (pg 6-10)
 - ii) Highway, Roads and Transport Committee (3 December 2019) (pg 11-15)

- b) To adopt the notes and approve recommendations (if any) of the Neighbourhood Development Steering Group Meeting (17 December 2019)(Tabled)
 - c) To receive minutes of the Planning Committee meetings held on (3 December 2019 and 14 January 2020) (pg 16-20)
- 8. Committee and Working Group Vacancies:** To receive update on this matter and discuss and decide on way forward. (pg 21-22)
- 9. Finance:**
Monthly Accounts and Payments January 2020
- a) To receive the monthly finance report (pg 23-24)
 - b) To approve the accounts and addendum for payment and ratify payments made since the last meeting (pg 25-30)
 - c) To note the car park takings (pg 31)
 - d) To approve the i) Investment Strategy and ii) Risk Assessment Management Plan (pg 32-40)
 - e) Bank Reconciliations: to note their availability for inspection each month
- 10. Correspondence:**
- a) To note correspondence for information, (pg 41)
 - b) To give consideration to the following:-
 - i) Strengthening Police Powers to Tackle Unauthorised Encampments (pg 42-47)
 Consultation: Response via NALC
 - ii) Padstow Rowing Club – Land Use Request
- 11. Padstow Harbour Commissioners Letter – Public Meeting Christmas Events:**
 To give consideration on this matter and discuss and decide on way forward. (pg 48-49)
- 12. Bandstand Requests:** To give consideration to requests received and discuss and decide on way forward. (pg 48 + 50-51)
- 13. VE Day 75th Anniversary:** To receive update and discuss and decide on way forward. (pg 52+53)
- 14. Tommy Stile Field:** To receive update and discuss and decide on way forward. (pg 54)
- 15. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
- 16. To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 25 February 2020 at 7.30 pm (pg 55)
- 17. 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.
- 18. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 26 November 2019** having been previously circulated and taken as read. (pg 56)
- 19. Sealife Safaris: Lease Issue Request:** To give consideration on this matter and discuss and decide on way forward. (pg 57+58)
- 20. Lease and Tenant Issues and Updates:** To be updated on this matter and discuss and decide on way forward. (pg 57)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 26 November 2019 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

Present: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), M Evans, K Freeman, R Higman, H M Saunders, Mrs A E Symons and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and 3 members of the public (1 part).

2019/108 To receive apologies for absence and announcements:

- i) Apologies were received from Councillors R Buscombe and Mrs T Walter.
- ii) Announcements: The Chairman noted the date of the Padstow Town Council election, being 12 December 2019.

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: There was no Cornwall Councillor report.
- ii) Police Report: The Police report for the period 23/09/2019 – 24/11/2019 was noted. The report detailed 16 recorded crimes, the same number as for the same period in the previous year. A total of 36 incidents were recorded, a -23.4% difference when compared with the same period the previous year. Query was raised as to why there was a category for "Other Sexual Offences" but no principal "Sexual Offences" category. The query would be raised with the police to see if any items had been omitted.

2019/112 Minutes Tuesday 29 October 2019: RESOLVED that the minutes of the meeting held on Tuesday 29 October 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. It was noted that a full update on current projects would be taken to the relevant committee meetings scheduled for the following week.

2019/114 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
 - i) Staffing Committee held on 5 November 2019, having been tabled and read;
 - ii) Leisure, Tourism and Open Spaces Committee held on 12 November 2019; and
 - iii) Highways, Roads and Transport Committee held on 12 November 2019.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 12 November 2019.

2019/115 Draft Budget 2020-21 and Business Plan:

- a) **RESOLVED** that as recommended by the Finance and General

Purposes Committee at the meeting held on Tuesday 19 November 2019 i) the precept for 2020/21 be set at £nil; ii) the member allowance for 2020/21 be set at £nil; iii) the 2020/21 draft Budget, as detailed in the agenda papers, be approved; and iv) the updated Business Plan, as detailed in the agenda papers, be approved.

- b) **RESOLVED** to adopt the minutes and approve recommendations for the meeting of Finance and General Purposes committee held on Tuesday 19 November 2019

2019/116 Internal Audit Report: The interim internal audit report for the year ended 31 March 2020 was noted.

2019/117 Finance: Monthly Accounts and Payments November 2019

- a) The monthly finance report was received and noted for information.
- b) It was **RESOLVED** to i) ratify accounts paid November (a) of £9,318.90 and direct debits paid of £11,747.87; ii) to ratify accounts paid November (b) of £3,960.15 and direct debits of £360.35; iii) to approve the addendum to accounts outstanding for payment of £2,344.12 and direct debits and standing orders paid since the last statement of £90.11 having been tabled and read.
- c) Car park takings were noted.
- d) Bank Reconciliation availability was noted.

2019/118 Correspondence:

- a) Correspondence for information was noted.

b)(i) Coastal Access Improvements Consultation: Members gave consideration to the consultation and associated agenda report. It was **RESOLVED** as landowners of Stile Field to respond in support of proposal 3 of the Coastal Access Improvements Consultation. It was further **RESOLVED** to write to the coastal access delivery team advising that Padstow Town Council are content with the proposals for all South West footpaths in Padstow Parish.

(ii) VE Day 75th Anniversary: Members gave consideration to participation in VE Day 75th anniversary celebrations in May 2020. It was **RESOLVED** that the Town Clerk in consultation with the Chairman contact the local British Legion and any other relevant parties to consider a joined-up celebration and that any ideas arising be brought back to a future meeting of the Full Council.

(iii) Sea Cadet Land Use Request: Members were referred to the agenda report. It was noted that the land use request submitted by the Sea Cadets was for an event which was still in the early stages of planning. **RESOLVED** that the Sea Cadet's land use request for Saturday 4 April 2020 be approved subject to receiving satisfactory Risk Assessments and Public Liability Insurance.

2019/119 Coastal Sculpture Cornwall: It was noted that at the April Full Council meeting it was agreed to allow Coastal Sculpture Cornwall to defer its event in Stile Field to July 2020, on the proviso that the operational documentation be received by 15 November for consideration at the November Full Council.

The Town Clerk confirmed that no further information had come forward and sought confirmation that Council now wished to withdraw its offer.

RESOLVED to withdraw permission for Coastal Sculpture Cornwall to use Stile Field for its exhibition in July 2020 and the Town Clerk to advise them of this decision.

2019/120 Localism Summit Event Update: The Town Clerk confirmed that she and Support Officer, Tracey Trestain had attended the event and referred members to the agenda report. It was noted that the summit highlighted that different Councils were at different junctions and that throughout the summit Cornwall Council (CC) had conveyed that it wished Towns, Parishes and CC to work together.

The Town Clerk noted that interestingly they had learnt that Camelford Community Network area were looking to tackle the matter collectively through their network.

It was noted that the Chairman and the Town Clerk were still to meet in order to bring a report to Council on how best to address the climate change issue within PTC's current governance arrangements.

Generally, members felt that Towns and Parishes should all pursue the same controlled way of measuring their carbon footprint. One member also suggested that WREN be approached for their input in the matter as they already had a lot of information regarding renewable energy which could be useful.

RESOLVED to make enquiries about addressing climate change through the community network panel and suggest that WREN be approached also.

2019/121 Reports from Members/Outside Organisations: The Chairman commented that the community network panels involved travelling by car for a large number of people representing a number of organisations. Comment was made that the meetings could be quite repetitive about concerns relating to specific towns/parishes. Query was raised as to whether it would be more beneficial to have smaller groups with immediate neighbours such as Padstow, St Issey and St Merryn. Town Clerk confirmed she would raise concerns with the Community Link Officer.

One member commented that the sea cadet who played the bugle at remembrance Sunday did very well and informed Council that he also performed the Last Post in two cemeteries in Belgium during a recent school trip. It was agreed a letter of appreciation and acknowledgement of his efforts be sent from the Chairman.

2019/122 Meeting Dates: Date of next meeting: Tuesday 28 January 2020 at 7.30 pm. It was noted that the Staffing Committee Meeting scheduled for 10 December had been cancelled due to quorum.

RESOLVED to move the December Planning Committee meeting to the 3 December at 7.15pm or on the rising of the Highways, Transport and Committee meeting due to concerns over quorum.

It was noted that the 10 December could be used, if quorate, for any applications which came in needing a response before January 2020.

2019/123 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2019/124 Confidential Minutes Tuesday 29 October 2019: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 29 October 2019, were a true record of the meeting and they were signed by the chair.

2019/125 Committees/Working Group Meetings:
RESOLVED to i) adopt the confidential minutes and approve recommendations (if any) for the meetings of
i) Staffing Committee held on 5 November 2019, having been tabled and read;
ii) Highways, Roads and Transport Committee held on 12 November 2019.

2019/126 Lease and Tenant Issues and Updates: See confidential minutes.

Meeting closed at 8.15 pm

Agenda Item 6.

PROJECT	NOTES/UPDATE
FULL COUNCIL	
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.
Dock Wall	Dock Wall: The Harbour Master reported issue with the Dock Wall, this was looked at by our Project Manager and looks like corrosion around a pipe area. He has suggested that other similar areas also be looked at and that a specialised be contacted to review/fix the same. At present the TC has contacted PHC for any contractors they may use, failing that the Project Manager will make necessary enquiries for these works. Funding for these will come from Grounds Maintenance Earmarked Reserve/or Budget.
Stile Field Slips	Stone Wall Slips: There are three slips along the wall at Stile Field; TC is clarifying ownership of the boundary in one section however the other is PTCs. To avoid delay she is seeking quotations from relevant firms in order to move this forward. Cliff Slip: The Maintenance Team have reported of slips to the cliff below Stile Field onto beach. Council may recall we had a larger slip awhile ago and H&S advice was to maintain the hedgerow above – to ensure a natural safe barrier and also put up warning signage on the cliff. Which we have done. The TC is seeking advice on this further slip from Council's H&S advisor and Project Manager. These slips are being monitored by the outside team. To TC will progress these matters and keep the Chairman informed. Funding for these will come from Grounds Maintenance Earmarked Reserve/or Budget.
LTOS	
Cory and North Quay Toilets	Project Manager has chased contractor on this issue as project has slipped. Site visit is scheduled for end of the month. At present Cory is stripped out. North Quay, leak issue with the roof has yet to be fixed; most of the tiling is complete in the ladies, and partially in the gents. LTOS to have latest update at their next meeting.
HRT	
Railway Car Park	Work undertaken, disabled bay to be redone, contractor awaiting delivery of bollards to put in.
Improvements to Lawns Car Park	Works is progressing well with LTOS having a full update and agreeing to other works to enhance/improvement (within budget) at its last meeting. Contractor currently dealing with Western Power to remove overhead and put wires into ground; also liaising with SSE concerning reposition of some streetlights. HRT to have latest update at their next meeting.

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 3 December 2019 at the Council Offices, Station House, Station Road, Padstow at 6.15 pm

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

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

LTOS2019/43 Apologies for Absence: Apologies were received from Councillor R Buscombe.

LTOS2019/44 Announcements: There were no announcements.

LTOS2019/45 Declarations of Interest: There were no declarations of interest.

LTOS2019/46 Public Participation: There was no public participation.

LTOS2019/47 RESOLVED that the **minutes** of the meeting held on **Tuesday 12 November 2019** were a true record of the meeting and they were signed by the chair.

LTOS2019/48 Clerks Report: The Clerks reported was noted for information. It was acknowledged that most of the items within the report were agenda items and would be discussed further.

LTOS2019/49 MUGA and Core Building Questionnaire: Members were keen that the questionnaire be made available as soon as possible. It was noted that the questionnaire still required comment from Sports England but that it was felt prudent it be brought to committee for comment first.

One member felt the questionnaire was too closed and expressed that they were in favour of a scheme which was covered, including walls and not just a roof. They considered that the questionnaire should be more forward thinking and include sports which would need to be accommodated inside a facility. Generally, they felt that the questionnaire should be more open and more aspirational and that Council had sufficient cashflow for a greater scheme than resurfacing and replacement fencing.

It was noted that the questionnaire had been prepared based on the decision of the committee. A member who had spoken at length with Sports England reminded committee of their advice which had been that PTC would be unsuccessful in securing any funding if it tried to build a sports centre because statistically, sports centres were in decline and struggled to meet operating costs. A MUGA scheme would be more favourable to funding and the purpose of the fairly closed questionnaire was to try and demonstrate a need. The member considered that an open questionnaire would see requests for

swimming pools and sports centres which wouldn't be deemed sustainable by Sports England and would demonstrate only a desire.

There was discussion as to whether committee would like to include questions regarding the Core Building in order to seek some initial community ideas on the buildings use. One member suggested that it made sense to include the 2 items in the same questionnaire as their future uses should compliment each other. However, the member felt that more mention should be made of the library space and felt that actions to keep the library should be more aggressive. Members were reminded that committee's decision had been to gather some initial thoughts on its use and that committee needed to be mindful of the Councils view on the library, being that its role was to engage as a key stake holder. It was then suggested that under the MUGA section of the questionnaire, question 9 should include a third option, asking whether an enclosed space should be included in the project.

Members gave consideration to the distribution of the questionnaire. It was felt that the most effective methods for encouraging participation would be through a collective effort from Councillors sharing and promoting information about the questionnaire and not via Royal Mail's Door to Door service. Members considered that flyers directing residents to the survey, distributed in key places and to the school and major organisations would be more beneficial than printing copies of the questionnaire in vast numbers. However, it was noted that some copies of the questionnaire could be placed in key locations and made available upon request. Members wished to see an engagement plan prepared and brought back to the next committee meeting, when it was hoped that comments from Sports England on the questionnaire would also be known.

RESOLVED that i) subject to including the option "iii) enclosed" in question 9 of Section 1, the questionnaire be sent, as is, to Sports England for opinion and input; ii) proposals for promoting the questionnaire, together with costings be prepared by the Town Clerk in consultation with Councillor Flide; and iii) these both be brought back to the next meeting of the Leisure, Tourism and Open Spaces Committee.

LTOS2019/50

CCTV – Skate Park Area: Consideration was given to the agenda report on this matter. Members expressed concern that by introducing CCTV the problem could simply spread to other areas and not solve the issue.

The Town Clerk advised that following a site meeting at the Lawns Car Park regarding improvement works, it had been suggested that one of the lamp posts be moved closer to the Skate Park and Lawns Play area. This would provide more light to the area and could be discouraging to anti-social behaviour. The suggestion was to be taken to the Highways, Roads and Transport Committee's next meeting.

Generally, members felt that a message of self-policing the area should be spread if the community wished to see the skate park remain open. Mention was also made that a dummy camera may prove a deterrent.

It was noted that since Committee's last meeting, 10 September, there had been only 1 reported incident of anti-social behaviour. Mention was made that the new skate park in Wadebridge had recently been opened which may have seen some older children migrate to Wadebridge to skate as their scheme was larger. It was also noted that contractors were currently on site in the Lawns Car Park which may have an affect on incidents.

RESOLVED not to progress with CCTV in the skate park area at this time but that regular item be added to the Leisure, Tourism and Open Spaces Committee providing regular updates on anti-social behaviour in the area.

LTOS2019/51

Tree Inspection Report: Following due consideration of the agenda cover report and its appendices it was **RESOLVED** to i) Note the tree report and agree the Tree Works Programme outlined in appendix 2, agenda pages 14 – 20, and for the Town Clerk to seek quotations for tree works highlighted therein; ii) to agree to the replanting programme as outlined in appendix 3, agenda pages 21 – 23; iii) that the Town Clerk request the Tree Inspector work up management plans for both the Plantation and Churchyard; and iv) to note the removal of the cemetery hedge outlined in the report.

LTOS2019/52

North Quay and Cory Toilets Refurbishment: The Town Clerk advised she had met on site with the contractor and that the stripping out of North Quay was complete, the overall condition found was good. It was noted a small saving would be made on the floor tiles because it would be possible to overlay the new tiles onto the existing. The contractor was at present researching doors, it was felt these might be sourced under budget as the contractor was at present purchasing doors on behalf of the Police, and as such the quality of the doors would be robust enough to withstand most vandalism.

The Town Clerk advised as per the agenda report that there had been an issue with a leak in the roof. It was noted that further detail on what was needed to repair the leak would be known next week. It was thought that a bad repair had been undertaken a number of years ago and vegetation had been allowed to grow through the frame. Better access to the roof by way of a skylight would be addressed by the contractor to make such matters easier going forward.

Members were advised that Cory toilets would be closing after the festival and a skip placed at long lugger to facilitate the strip-out. The Town Clerk advised that within the budget it would be possible to provide 2 door access to the family room so that the room could be accessed from both the ladies and gents toilets. This would be an

amendment to the specification and as such Committees thoughts and approval were sought.

The Town Clerk confirmed that the Wallgate machine in Cory was approx. 18 months old and as such could be retained. The other machines would need to be replaced.

The Town Clerk advised that so far she had been impressed with the contractor. The contractor was currently looking to see if it would be cost effective to remove the blockwork between the stalls. However, members were concerned that given the recent vandalism in the Railway toilets that it may be better to retain the blockwork partition.

RESOLVED to i) approve installation of a larger skylight to improve access to the roof space and effect repairs; ii) approve the amendment to the Cory Toilet specification and create a dual access to the family room from both the ladies and the gent's toilets and iii) that these changes be made within the existing budget.

LTOS2019/53

Memorial Trees Update: Members were referred to the agenda report, it noted that the Outside Services Supervisor had advised that there was no further room to plant memorial trees in wheal jubilee park. It was noted that the memorial policy included the cemetery as a location for memorial trees but none had ever been planted there. It was noted that if Committee wished to offer the cemetery as a place for memorial trees it would be best to check with the Tree Inspector as to whether the species referred to in the current policy would be suitable or whether the policy needed amending.

RESOLVED that the Town Clerk seek advice from the Tree Inspector as to suitable locations and species for memorial trees in the cemetery and report back to a future meeting of the Leisure, Tourism and Open Spaces Committee.

LTOS2019/54

Quay Issues: Members noted the agenda report and that early conversations with Cornwall Council (CC) and Padstow Harbour Commissioner (PHC) had been positive. It was hoped that a CC enforcement officer could be shared between PHC and PTC to address issues with traders around the quayside and on the bandstand under PHC byelaws using CC powers. It was noted that a provision of £5,000 had been included in the 2020/21 budget for enforcement of both the quayside issues and on-street parking.

RESOLVED to continue to pursue conversations with Padstow Harbour Commissioner and Cornwall Council regarding enforcement issues around the quayside and bandstand.

LTOS2019/55

Dog and Waste Bin Signage: The update was noted as per the agenda report. It was **RESOLVED** to purchase 40 x "litter, dog waste" vinyl stickers to replace the "litter only" signs on Padstow Town Council

bins at a cost of £182.40 plus P&P and VAT and that the cost be taken from the LTOS Equipment and Furniture budget.

- LTOS2019/56** **Winter Works Programme:** Members noted that the Outside Services Supervisor (OSS) had updated pages 2 and 4 of the Winter Works Programme, agenda pages 27 and 29. It was noted that winterising Cory and North Quay toilets was included, however these were being refurbished. The Town Clerk would ask the OSS to amend.
- LTOS2019/57** **Date of Next Meeting:** Tuesday 21 January 2020 at 7.00pm was noted.

Meeting closed at 6.59 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 3 December 2019 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm

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

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

HRT2019/38 Apologies for Absence: There were no apologies for absence.

HRT2019/39 Announcements: There were no announcements.

HRT2019/40 Declarations of Interest: There were no declarations of interest.

HRT2019/41 Public Participation: One member of the public addressed committee in respect of agenda item 7 Lawns Update with the following comment:

- Council should double or treble the car park tariff whilst it still has car parks for which it can charge.

HRT2019/42 Minutes: RESOLVED that the minutes of the meeting held on **Tuesday 12 November 2019** be signed as a true record of the meeting.

HRT2019/43 Clerks Report: The Clerk's report was noted for information.

HRT2019/44 Lawns Car Park Update: The Town Clerk provided an update on this item. It was noted that the contractor would be pulling back the site to make as much parking available during the Christmas festival weekend as possible.

The tarmac had been found to be in a better condition than expected and this would see savings in this area. Committee were advised that within the existing budget it would be possible to make a pathway above the retaining wall by the tennis courts to the Social Club with adequate drainage and "anti-trap" fencing in powder coat black. It was thought that within budget the same fencing could also be installed on the piece of grass to the left of the exit and by the young people's play area.

Having now started works, it had been noticed that currently 2 streetlights were positioned side by side. As these need to be moved anyway it was proposed that 1 be sited on the corner of the social club and the other be made into a double headed streetlight and placed by the young people's play area. It was noted that the costs incurred by Western Power to move their pole and place it underground could be included within the project budget.

The Town Clerk advised that it was now thought that the contractor could install a soakaway to improve drainage in the area. It was noted that at present run off flows down Hill Street. Drainage to the car park steps could also be improved and the handrails replaced with some which would require less upkeep. In response to a member query the Town Clerk advised that the area for the steps was too steep to install a ramp, however as part of the improvement works improved signage to the disabled access route could be included.

RESOLVED to make the following amendments to the Lawns Car Park improvement works within the existing budget i) install a pathway above the retaining wall to the Social Club; ii) install "anti-trap" fencing in powder coat black along the retaining wall pathway, the piece of grass to the left of the exit and around the young people's play area; iii) reposition 2 streetlights and place one by the social club and one by the young people's play area; iv) make the streetlight by the young people's play area "double headed"; v) install a soakaway; vi) improve drainage by the steps and replace handrails; and vii) improve directional signage to the disabled access route.

HRT2019/45

Season Tickets Policy: Members gave consideration to the agenda report and updated Season Ticket Policy.

RESOLVED TO RECOMMEND TO COUNCIL to approve the updated Season Ticket Policy and approach as detailed on agenda pages 6 – 8 (policy appended).

HRT2019/46

Museum Correspondence: Consideration was given to correspondence received from Padstow Museum in respect of additional seating by the Council steps and coaches parking with their engines running.

With regard to the coaches it was noted that if the Car Park Attendants saw coaches idling, they would request that the driver switch of the engine. It was thought that a sign requesting the same should be installed.

With regard to additional seating in the area, some members considered the request should be explored whilst mention was made by another member that seating by the coaches should not be encouraged.

RESOLVED to i) Erect signage requesting that coaches turn off their engines when parked; and ii) the Town Clerk in consultation with the Chairman look into the possibility of additional seating to reduce numbers sat on the Council steps and report back to the next meeting of the Highways Roads and Transport Committee.

HRT2019/47

RingGo Update: The agenda report was noted for information.

HRT2019/48 **Date of Next Meeting:** Tuesday 4 February 2020 at 7.00 pm

HRT2019/49 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

HRT2019/50 **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on **Tuesday 12 November 2019** be signed as a true record of the meeting.

Meeting closed at 7.14 pm

PADSTOW TOWN COUNCIL



ANNUAL PARKING PERMIT POLICY

Permits Available

Padstow Town Council will make available a maximum of 15 annual parking permits known as Season Tickets. Season Tickets will be valid from 1 April to 31 March the following year. Application forms for the forthcoming year will be made available from the first working day of March each year. Season Tickets must be registered to at least one specified vehicle registration. A maximum of 2 vehicle registrations will be permitted per Season Ticket but only 1 vehicle may use the ticket at any one time and must display it in accordance with the directions set out within this policy.

Eligibility

Season Tickets are available for purchase by

- Padstow Town Council Tenants without designated parking; or
- Persons employed in Padstow with a need to travel to and from a place of work by vehicle.

Valid Locations

Season Tickets are permitted in all Padstow Town Council owned car parks.

- The Lawns Car Park, Padstow, Cornwall PL28 8EB
- The Railway Car Park, Padstow, Cornwall PL28 8DA

Season Ticket Tariff

Season Tickets cost £480 (£400 net + £80 VAT) with receipts issued upon request. If available, Season Tickets can be purchased throughout the year but there will be no reduction in cost and tickets will expire on 31 March of the current Season Ticket year. There are no variations.

Purchasing A Season Ticket

Requests for Season Ticket application forms can be made from the first working day of March by email, phone or in person. No method will be given priority and available tickets will be sold on a "first come, first served" basis.

A Season Ticket is reserved upon requesting an application form and will be held for 2 weeks, by which time completed applications and full payment must be made in order to proceed with a Season Ticket purchase. If within 2 weeks both form and payment have not been received, the reserved Season Ticket will be released.

Payment can be made by cheque made payable to: Padstow Town Council or by BACS payment to: Lloyds Bank, Sort Code 30-98-98, Account No 00620229. Payments made before confirmation of a reserved Season Ticket may be refunded.

Auto Renewal

On the first working day of March each year Season Ticket holders will automatically be reserved a Season Ticket for the forthcoming year and a request for confirmation of Ticket details and payment sent to them. If after 2 weeks confirmation of details and payment have not been received, the reserved Season Ticket will be released.

Use of Season Tickets

Season Tickets do not guarantee a space or benefit from designated parking. Vehicles can park in any available parking space except coach, motorhome or reserved spaces. If parked in a disabled space a valid disabled badge must be displayed. Season Ticket users must comply with The Padstow Town Council (Off-Street Parking Places) Order 2015 when using Town Council car parks. For example, vehicles must park wholly within a parking space, not park in any restricted areas i.e crossed hatching/yellow lines (without exception) and must display the Season Ticket clearly. A copy of the Order can be obtained from www.padstow-tc.gov.uk or by contacting the office.

Displaying Season Tickets

Season Tickets must be displayed facing forward on the dashboard or fascia of the vehicle for the entire duration that it is in the car park. For full clarification Season Ticket users should refer specifically to Articles 6.7, 6.12 and 6.13 of The Padstow Town Council (Off-Street Parking Places) Order 2015. If a Season Ticket becomes illegible due to damage it will become invalid; it is the Season Ticket holder's responsibility to purchase a replacement ticket as required.

Replacement Season Tickets

Where a replacement Season Ticket is required for any reason, including incorrect registration details where the applicant is found to be at fault, the following fees will apply:

- £20 for a first replacement
- £25 for a second replacement
- £30 for a third replacement
- Further replacement will be at the discretion of the Council.

Each replaced Season Ticket will become invalid and where possible should be returned to the Council Offices.

Returning Season Tickets

Season Tickets that are no longer required must be returned to the Council Offices and cannot be resold by the holder, to do so would make them invalid. Returned or unused Season Tickets are not eligible for a refund.

Excess Charges

Excess charges will be issued to any vehicles that breach The Padstow Town Council (Off-Street Parking Places) Order 2015. This includes Season Ticket holders who forget to display or improperly display their Season Ticket, leave their Season Ticket at home and fail to make an alternative valid payment, or breach the Order in any other way.

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 3 December 2019 commencing at 7.15 pm in the Council Chamber, Station House, Station Road, Padstow

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

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

P2019/50 **Apologies:** There were no apologies.

P2019/51 **Announcements:** The Chairman thanked members for attending the meeting which was held on a rescheduled date.

P2019/52 **Declarations of Interest:** There were no declarations of interest.

P2019/53 **Public Participation:** 2 members of the public attended the meeting. 1 member of the public representing the Harbour Hotel spoke in support of agenda item 6.ii a) PA19/05442 Hotel Metropole Station Road Padstow Cornwall and made the following points:

- Harbour Hotels were grateful for Padstow Town Council's support of the original application following which a site meeting was held with the planning officer for the site and number of changes;
- Noted that highways were now happy with the application;
- Proposed changes included amending glass balustrade to more traditional material and replacing contemporary doors with traditional, both points the conservation officer was satisfied with;
- Height of additional buildings had been reduced;
- Condition of Town Council support had been subject to inclusion of Construction Management Plan. Noted that the full right of way would be kept for the steps, car park would be used for materials and vehicles but banksmen would be in place and site carefully managed, all of which covered in the Construction Management Plan.

A second member of the public spoke regarding agenda item 6.ii a) PA19/05442 Hotel Metropole Station Road Padstow Cornwall, comments included:

- Had objected to the application, specifically regarding the specification of the Sail Loft building;
- Considers reduced height will still see objections from neighbouring properties;

- Concern that the overall scale of the development was uneconomical;
- Would welcome improvements if development does not change overall area.

P2019/54

RESOLVED that the **minutes** of the meeting held on **Tuesday 12 November 2019** were a true record of the meeting and they were signed by the chair.

P2019/55

Planning

i. The following Cornwall Council planning decision were noted:

a) **PPA19/07405 27 Dennis Road Padstow PL28 8DF** – Erection of 3 bedroom detached dwelling following demolition of the existing dwelling and garage. **APPROVED**

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

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

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

e) **PA19/07531 Rest Harrow Trevone Road Trevone Padstow Cornwall** – Conversion of caravan store and games room into annexe without compliance with condition 2 of decision notice PA19/02269 dated 30 May 2019. **APPROVED**

f) **PA19/07780 23 Sarahs View Padstow PL28 8DU** – Construction of balcony at first floor level to front of the property over existing ground floor. **APPROVED**

g) **PA19/08044 Harbour View 3 North Quay Padstow Cornwall PL28 8AF** – Listed building consent for repointing of the front of the building with a lime mortar. **APPROVED**

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

a) **PA19/05442 Hotel Metropole Station Road Padstow Cornwall** Amended Plans - Alterations and extensions to hotel to create new spa facility, external terracing, additional bedrooms and reconfigured car parking plus the addition of up to 10 new residential units on existing swimming pool site.

SUPPORTED; provided a construction management plan and service management plan are in place for access from St Edmund's Lane to Station Road and the access steps between the Seafood Restaurant and the Metropole are maintained.

Councillor Mrs T Walter abstained from voting and requested this be recorded.

- b) **PA19/09471 The Plantation North of Hill Street Padstow Cornwall** – Elm/Ash, Dead elm and a double stemmed ash with damaged limb – fell all 3 stems. Ash remove at the main trunk one low branch. Alder x 2 Fell. Elm Remove the dead branches to the 1st live fork. Various Dead branches from Elm/Holly to be removed. Lime prune lower branches to leave 4m clean stem.

SUPPORTED

- c) **PA19/09764 Treceus Farm Treceus Padstow PL28 SRT** Proposal Residential development of 67 dwellings to include 34 affordable units (22 social rented and 12 units for sale by shared ownership or intermediate rent) without compliance with Condition 1 of Decision Notice PA11/06459 dated 2nd December 2011

SUPORTED; provided applicant plants more trees in other places.

P2019/56

Protocol for Local Councils: Committee noted the response from m Cornwall Council regarding the letter sent by the Town Council raising points made by committee in respect of planning protocol for local councils.

P2019/57

Planning Committee Training: Members gave consideration to the agenda report in this regard. Generally it was felt prudent to wait until committee vacancies were filled in January following the local election.

There was some discussion as to the type and topic of training members would like. It was felt that more training around the 5 day protocol and general expectations from planning officers would be beneficial.

RESOLVED to refer the matter to the Planning Committee meeting in February 2020.

P2019/58

Date of Next Meeting: Tuesday 14 January 2020 at 7.00 pm.

Meeting closed at 7.37 pm

PADSTOW TOWN COUNCIL**Minutes of the Planning Committee meeting held on Tuesday 13 January 2020 commencing at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow**

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

In attendance: Mrs K Pemberton (Town Clerk) and Councillor J O'Keefe.

P2019/59 Apologies: There were no apologies.

P2019/60 Announcements: There were no announcements.

P2019/61 Declarations of Interest: There were no declarations of interest.

P2019/62 Public Participation: There was no public participation.

P2019/63 RESOLVED that the **minutes** of the meeting held on **Tuesday 3 December 2019** were a true record of the meeting and they were signed by the chair.

P2019/64

Planning

i. The following Cornwall Council planning decision were noted:

a) **PA19/02582 Dilkusha Dobbin Lane Trevone Padstow PL28 8QP** Conversion of loft to provide additional bedrooms, bathroom and dayroom, including raising the roof to accommodate the proposal. **APPROVED**

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

c) **PA19/07778 Fairhaven Dobbin Close Trevone Padstow Cornwall** – Proposed extensions. **REFUSED**

d) **PA19/09212 14 Glynn Road Padstow PL28 8EF** – Construction of single storey extension to dwelling. **APPROVED**

e) **PA19/09471 The Plantation North of Hill Street Padstow Cornwall** – Elm/Ash dead elm and a double stemmed ash with a damaged limb – fell all 3 stems. Ash

remove at the main trunk one low branch. Alder x 2 fell 2 alders. Elm Remove the dead branches to the 1st live form. Dead branches from Elm/Holly to be removed. Lime Prune lower branches to leave 4m clean stem. **APPROVED**

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

a) PA19/10769 29 High Street Padstow PL28 8BB

Conversion of loft space into living accommodation, construction of dormer windows to front and rear roof slopes and rear extension.

SUPPORTED

b) PA19/10770 29 High Street Padstow PL28 8BB

Listed Building consent for conversion of loft space onto living accommodation, construction of dormer windows to front and rear roof slopes and rear extension.

SUPPORTED, provided conservation officer satisfied

P2019/65

Date of Next Meeting: Tuesday 11 February 2020 at 7.00 pm.

Meeting closed at 7.04 pm

PADSTOW TOWN COUNCIL: 28 JANUARY 2020

AGENDA ITEM 8: COMMITTEE AND WORKING GROUP VACANCIES

As Council will know at its October meeting it did appoint to some vacant positions following the resignation of two Padstow Ward Councillors. However, it was considered that once these positions were filled that these vacancies be considered at its January meeting.

Therefore, Council are asked to give this matter their due consideration.

Current vacancies are:-

Leisure, Tourism and Open Spaces Committee:	1 x vacancy
Highways, Roads and Transport Committee:	2 x vacancies
Planning Committee:	2 x vacancies
Finance and General Purposes Committee:	1 x vacancy
Neighbourhood Development Plan SG	2 x vacancies

Appended to this report is a list of current membership for the above.

PADSTOW TOWN COUNCIL

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

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



MEMBERSHIPS 2019-20 (INTERNAL)

COMMITTEE	2019/20 MEMBERSHIP	MINUTES
Leisure, Tourism and Open Spaces (LTOS) <i>Members: 7 Quorum: 4</i>	Councillors C Watson-Smyth (Chairman), R Buscombe, A P Flide, K Freeman, R Higman, D N Vivian and 1 x Vacancy.	Orange
Highways, Roads and Transport (HRT) <i>Members: 7 Quorum: 4</i>	Councillors K Freeman (Chairman), M Evans, R Higman, D N Vivian, C Watson-Smyth and 2 x Vacancies.	Blue
Staffing <i>Members: 5 Quorum: 3</i>	Councillors Mrs T Walter (Chairman), R Buscombe (Vice Chairman), A P Flide, R Higman and Mrs A E Symons	Lilac
Planning <i>Members 6 Quorum: 3</i>	Councillors K Freeman (Chairman), R Higman, Mrs A E Symons, Mrs T Walter and 2 x Vacancies	Pink
Finance and General Purposes (FGP) <i>Members 8 Quorum: 4</i>	Councillors R Higman (Chairman), R Buscombe, M Evans, A P Flide, K Freeman, Mrs T Walter, C Watson-Smyth and 1 x Vacancy.	Yellow

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

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

Padstow Town Council
Finance Report
Agenda item 9

- a) to receive the monthly Finance Report.
- b) to approve Accounts and Addendum for payment and ratify payments since the last meeting as follows:
to ratify accounts paid 'December a' of £53,052.62 and direct debits paid of £10,651.
to ratify accounts paid 'December b' £28,552.31.
to ratify accounts paid 'December c' £3235.40 and direct debits paid of £1492.60.
to ratify accounts paid 'January a' £31,902.08 and direct debits paid of £11,953.68.
to ratify accounts paid 'January b' £2540.09 and direct debits paid of £1448.62.
to approve the Accounts Outstanding of £1833.48 & direct debits of £101.40 for payment.
to approve the Addendum to Accounts Outstanding (as tabled) for payment.
- c) to note the car park takings.
- d) to approve the Investment Strategy and Risk Assessment Management.
- e) 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.

FINANCE REPORT

21.1.20

Revenue Income 19 November 2019 - 20 January 2020 (per Sage)

		<u>£</u>
Corporate Services	misc income - insurance claim	1165
Highways Roads and Transport	Railway car park income	14,450
"	Railway excess charges	200
"	Lawn car park income	2,350
"	misc income	808
Environment - Cemetery	Cemetery fees	1,471
"	Seagull-proof sacks	6
LTOS	misc income	180
Investment Properties	rent income	58,678
"	misc rent	11,637
Other operating income	interest received	854
		<u>91,799</u>

State of the Bank per Sage

Lloyds	Current Account	738.89
	Business Call Account	235,323.21
	Wages Account (PAYE & NIC)	17,051.11
	Car park takings	740.20
	Car park takings	13,176.61
	32 day call notice 0.75% interest	312132.05
	Client deposit account	790.88
Barclays	Current Account	14,795.94
	Active Saver 0.2% interest	279,055.57
	Wages Account (Net pay and LGPS pension)	17,230.89
	Petty Cash	155.41
		<u>891,190.76</u>

Permission to Transfer funds

Petty Cash (Petty cash imprest amount is £200)	44.59
Wages	17,769.11
Lloyds to Barclays (PTC bank accounts) (Wages month 9-10 - gross pay, NIC ER's & LGPS ER's £ 54,881.80)	100,000.00
	<u>117,813.70</u>

Debtors Outstanding for more than 3 months:

None

Creditors Outstanding for more than 3 months:

None

per Sage	Apr-Jan £	1.4.19 - 31.3.20 Budget
Actual Income	814,555	
Budget Income	702,343	729,000
Actual Revenue Expenditure	578,566	
Budget Rev Exp	607,427	694,110
Actual Capital/Project Expend.	168,283	
Budget Capital/Project Exp	283,333	340,000

To note as paid:

ACCOUNTS OUTSTANDING
December' a 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
28.11.19	Capital/projects	Michael Vanstone Plant Hire	Lawn car park refurbishment - Valuation 1	37009.15	7401.83	44410.98
29.11.19	Corporate Services	Womble Bond Dickinson	legal advice re Police letter	5040.9	1008.18	6049.08
28.11.19	Capital/projects	Furnitubes	Fingerpost arms	1175	235	1410.00
26.11.19	Env - toilets	Cormac Solutions	weekend toilet cleaning & sanitary collections 1 month	639	127.8	766.80
28.11.19			gift vouchers employee retirement			250.00
29.11.19	Administration	AUK Supplies Ltd	office cleaning supplies	52.55	10.51	63.06
27.11.19	LTOS	Bodmin Nursery	memorial tree etc (recharged)	49.58	9.92	59.50
27.11.19	Administration	Ian Dawe	PAT testing PA system	36	7.2	43.20
						<u>53052.62</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	Corporate	Barclays Bank	bank charges			16.00
1st	Env - toilets	Churchill Service Solutions	legionella control support package 1 month	107.48	21.49	128.97
						<u>10226.39</u>

Direct debits and cheques paid since the last statement:

26.11.19	LTOS	Mole Valley Farmers	bird spikes	29.60	5.92	35.52
30.11.19	LTOS	Biffa	bulk waste bin emptying 1 month	324.24	64.85	389.09
						<u>424.61</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
1	2	2
1	2	2

To note as paid:

ACCOUNTS OUTSTANDING
December' b 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
5.12.19	Capital/projects	SW Building & Maintenance	Toilets refurbishment - Valuation 1	22325	4465	26790
5.12.19	HRT	Paragon ID	car park tickets	547.5	109.5	657
30.11.19	HRT	Cobalt	RingGo fees	360.63	72.13	432.76
4.12.19	LTOS	Kernow Fires	fix fingerpost on the bandstand	250	50	300
30.11.19	LTOS	Appleton Signs	memorial plaque (recharged)	138.63	27.73	166.36
4.12.19	Env - Cemetery	Duchy Cemeterys Ltd	burial fees (recharged)			100
4.12.19	Administration	Microtest	FTTP & alarm line	61.99	12.4	74.39
3.12.19	Administration	ID Card Centre	badge rack	26.50	5.30	31.80
						28552.31

Approved by 2 Councillors who are bank signatories:

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

To note as paid:

ACCOUNTS OUTSTANDING
December' c 2019

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
16.12.19	Corporate Services	Womble Bond Dickinson	legal services	1000	200	1200
16.12.19	LTOS	Quay Garage	WK12 DLU - replace brake pads, discs & service	505.19	101.04	606.23
9.12.19	LTOS	Glasdon	Phoenix seat (recharged)	437.52	87.5	525.02
9.12.19	Administration	Viking	stamps			337
12.12.19	Administration	SLCC	annual subscription			273
10.12.19	LTOS	Travis Perkins	Sadolin, barrier tape & brushes	116.4	23.28	139.68
12.12.19	LTOS	Travis Perkins	paint, brushes & anchor bolts	89.56	17.91	107.47
12.12.19	Administration	SeaDog IT	website hosting & maintenance			25
10.12.19	Administration	Sea Spray Window Cleaning	window cleaner			22
						<u>3235.40</u>

Direct debits and cheques paid since the last statement:

6.12.19	Administration	Pure Cloud	Digital system channel, DDI, call charges etc 1 month	81.28	16.26	97.54
10.12.19		Opus Energy	electricity - 1 month PTC sites			1395.06
						<u>1492.60</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

To note as paid:

ACCOUNTS OUTSTANDING
January' a 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
20.12.19	Capital/projects	Michael Vanstone Plant Hire	Lawn car park - Valuation 2	15260.61	3052.12	18312.73
2.1.20	Capital/projects	South West Building & Maintenance Ltd	North Quay & Cory toilets refurbishment - Valuation 2	10084.07	2016.81	12100.88
31.12.19	Corporate	Cobalt	RingGo fees 1 month	485.72	97.15	582.87
4.1.20	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave			443
5.1.20	Administration	Nolan Plumbing, Heating & Gas Ltd	service electric boiler, underfloor heating etc	180	36	216
18.12.19	HRT	Flowbird Smart City UK Ltd	Smartfolio 1 month	80	16	96.00
23.12.19	LTOS	Appleton Signs Manufacturing Ltd	plaque (recharged)	63	12.6	75.60
22.12.19	Administration	SeaDog IT	Site security services			75.00
						<u>31902.08</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:

26.11.19	LTOS	Mole Valley Farmers	saw and bolts	26.03	5.21	31.24
18.12.19	LTOS	Quay Garage	2 tyres	105.3	21.06	126.36
18.12.19	LTOS	EE phone	mobile phone contract - 3 phones 1 month	46.2	9.24	55.44
18.12.19	Capital/projects	Clear-flow	CCTV North Quay toilets drains	672.36	134.47	806.83
18.12.19	LTOS	Proludic	play equipment floor panel & bolts	265.28	53.05	318.33
31.12.19	LTOS	Biffa	bulk waste bin emptying December	324.24	64.85	389.09
						<u>1727.29</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
	1	2
	1	2

To note as paid:

ACCOUNTS OUTSTANDING
January' b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
2.1.20	HRT	G4S	cash collections 2 months	1034.18	206.84	1241.02
13.1.20	LTOS	Padstow Petrol Station	fuel	243.99	48.79	292.78
6.1.20	Administration	Sage	S50 Pay Pension plus module	202	40.4	242.40
8.1.20	LTOS	Parc Signs	stickers for bins	187.15	37.43	224.58
10.1.20	Env - toilets	SAS (AI & Security Products)	indicator bolts	169.6	33.92	203.52
10.1.20	Administration	AUK Supplies Ltd	office cleaning supplies & swing top bins	122.72	24.55	147.27
6.1.20	LTOS	Travis Perkins	post hole borer hire & latch	49.6	9.92	59.52
9.1.20	Administration	Golant Fire & Security	fire alarm call out	35	7	42.00
8.1.20	Administration	Green Gecko Clean	clean upholstery sofa			40.00
12.1.20	Administration	SeaDog IT	website hosting			25.00
13.1.20	Administration	Sea Spray	window cleaning			22.00
						<u>2540.09</u>

Direct debits and cheques paid since the last statement:

6.1.20	LTOS	Mole Valley Farmers	posts, fencing, screws & rope	132.25	26.45	158.70
8.1.20			Petty cash imprest			107.62
10.1.20		Opus Energy	electricity PTC sites 1 month			1182.30
						<u>1448.62</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
Signature	1	2	2

To approve:

ACCOUNTS OUTSTANDING
January' c 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
10.1.20	Administration	Sage	Sage Payroll and Cover Extra until 22.1.21	924	184.8	1108.80
5.12.19	Administration	Microtest	battery back-up, FTTP & alarm tel line	261.99	52.4	314.39
15.1.20	Corporate	Kestrel Guards	check call service 3 weeks	225	45	270
15.1.20	HRT	Flowbird Smart City UK Ltd	Smartfolio Easy Plus	80	16	96
13.1.20	LTOS	Travis Perkins	drill bits, gripfill etc	36.91	7.38	44.29
						<u>1833.48</u>

Direct debits and cheques paid since the last statement:

13.1.20	Administration	Pure Cloud	Digital system, DDI, call charges etc 1 month	84.50	16.9	101.40
						<u>101.40</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 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	38448	36375	41415	36,000		11587	10242	11988	10200
May	44164	43600	44549	43,000		12327	12287	13217	12300
Jun	46477	49098	45380	49,000		14039	14352	13463	14300
Jul	58161	59587	57969	59,000		17210	16345	17136	16300
Aug	68348	69811	64687	69,000		21149	21050	23158	21000
Sep	46134	45461	48631	45,000		14276	13871	14103	13900
Oct	39608	38792	37094	38,000		10117	10819	9496	10000
Nov	6113	6311	5967	5,500		1446	1555	722	0
Dec	7253	8350	7972	7,000		1955	2056	1445	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	353664	375000		111002	109336	104728	98000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2017-18	2018-9	2019-20	Budget 2019-20		2017-18	2018-9	2019-20	Budget 2019-20
Apr '19	240	165	200	40		0	0	0	0
May	120	200	360	40		40	0	0	0
Jun	644	200	120	40		0	0	0	0
Jul	401	320	273	40		0	0	0	0
Aug	480	400	160	40		40	40	0	0
Sep	640	196	399	40		40	0	40	40
Oct	160	239	200	60		0	0	0	0
Nov	160	120	120	40		0	0	0	0
Dec	360	121	80	40		0	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	1912	500		120	40	40	40
n/c 4404	354706	357385	353664	351500	n/c 4406	104106	102577	104728	98000
n/c 4405	3205	1961	1912	380	n/c 4407	120	40	40	40
Railway	357911	359346	355576	351880	Lawn	104226	102617	104768	98040
sub totals					sub totals				
Apr-Dec 2019					Apr-Dec 2019				
Apr-Dec	2017-18	2018-19	2019-20	Budget 2019-20					
Railway	357911	359346	355576	351880					
Lawn	104226	102617	104768	98040					
	462137	461963	460344	449920					
Car park takings									
April-Dec 2019 car park takings are £460,344, this is £10,424 more than the Budget 2019-20 and £1619 less than the same period last year.									
The Lawn car park is being refurbished so has been closed or partly closed since 1.11.19									
NB 8.1.20									

Agenda item 9d Investment Strategy and Risk Assessment Management Plan

The Investment Strategy and Risk Assessment Management Plan are reviewed annually by the Responsible Financial Officer and Town Clerk, checked with the Internal Auditor, then updated as necessary. The documents then need to be approved annually by the Council.

The only amendments are:

Investment Strategy – Introduction item 2 – changing the investment limit from £500,000 to £100,000, as the Guidance changed the limit.

Risk Assessment Management Plan – amending the position being jointly responsible for some areas, as detailed in the tracked changes.

Cyber security insurance is now in place rather than 'being considered.'

Recommendation

To approve the Investment Strategy and Risk Assessment Management Plan.

NB
20.1.20

PADSTOW TOWN COUNCIL

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

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



Investment Strategy

Introduction

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £1500,000 the council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.
4. A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
5. Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.
6. Local authorities should keep strategies simple and maintain prudence at all times.

Strategy

Padstow Town Council (the Council) has adopted the following Investment Strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
2. The Council's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) and then yield (the return made on the investment), in that order of importance.

3. Adopt the Secretary of State's Guidance in relation to council investments.
4. Carry out an annual budget to ascertain expenditure commitments for the coming financial year.
5. On the basis of that budget, to invest only in:

'Specified Investments' (which provide high security and high liquidity) and bodies with high credit ratings, based on information from approved rating agencies.

Investments will be spread between different UK clearing banks, where appropriate, to minimise the risk. The Council's current investments are deposit accounts with Lloyds Bank and Barclays Bank, the accounts are immediate access and up to 32 days access.
6. 'Non Specified Investments' including longer term investment i.e. 12 months or more, examples include money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.
7. To review investments regularly.
8. The Council has a portfolio of investment properties that provide a rental income, this will continue as long as the capital appreciation and rental yield exceeds that which could be achieved elsewhere, at which point it will be reviewed. Professional advisors will undertake rent reviews on behalf of the Council. The underlying assets provide security for the capital investment.
9. If the level of reserves are anticipated to be more than £1 million pounds for a long period then independent, external, expert 'Treasury Management' advice will be sought to review the Investment Strategy and Specified Investments.
10. The Council will not borrow to invest as this is 'ultra vires' (beyond one's legal power).
11. The Council will not make loans to local enterprises etc. due to the prioritisation of security and liquidity.
12. The Council does not have any borrowings and capital expenditure is financed from revenue income after it has been received. A balanced revenue budget is achieved from car park income and rental income, any surplus is used to finance capital expenditure once it has been received.

NB
15.1.2027-3-19

9dii)

Padstow Town Council – Risk Assessment Management (January 2020-February 2019)

Area	Risks Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Position responsible	Review/Action Required
Assets						
Properties	Protection of physical assets.	Medium	High	Buildings and property insured. Fire alarm & fire equipment annual test. Weekly fire alarm test. Annual electrical tests as required.	TC & RFO Support@Outside Services Officer & TC Supervisor	Insurance policy to be reviewed annually. Weekly checks conducted of remote locations e.g. cemetery.
Security of above assets	Inadequate security of buildings, equipment etc.	Medium	Medium	Buildings secured outside working hours. Staff vigilance and regular patrols. Adequate lighting.	Maintenance Team & office team	Maintain existing procedures. Regular liaison with Police.
Maintenance of above assets	Inadequate maintenance of buildings etc.	Medium	Medium	Planned maintenance programme. Property maintenance Earmarked Reserve.	TC & OSS	FGP Committee to review budget annually. Asset conditions reports done and under review.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	Annual review of insurance with brokers. Annual review of asset values.	TC & RFO	Maintain existing procedures. Update Asset Register annually.
Finance						
Car parks	Volatility of car park income.	Medium	High	Hold adequate reserves and flexi-staffing is used for outdoor activities.	RFO	Maintain existing procedures.
Bank and Banking	Bank errors and/or inadequate checks leading to financial	Low	Medium	Bank reconciliations done when bank statements received.	RFO	Maintain existing procedures.

	irregularities.					
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Finance Committee or Full Council. Regular Finance Committee/Council meetings.	RFO & TC	Maintain existing procedures.
Computer records	Loss of data through system error or theft.	Low	High	Back-ups done daily. Antivirus software installed. Contracted IT support.	Office team	Weekly back-up to finance software.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	Low	Ensure adequate reserves. Ensure adequate insurance cover.	RFO	Maintain existing procedures.
Cash	Loss through theft or dishonesty.	Low	Low	Receipts issued matched to invoices. Unbanked cash locked in safe. Cash banked regularly. Petty cash imprest for expenditure.	RFO	Maintain existing procedures.
Budget	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	Budget considered by Finance Committee and Full Council. Income and expenditure considered quarterly. Viirements made where necessary.	RFO	Review of budget during course of financial year. Budget to actual reports sent to Town Clerk and Chair of Finance monthly.
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	RFO & TC	Maintain existing procedures
Payments	Goods not supplied but	Low	Medium	All invoices recorded and filed on receipt.	RFO & TC	Maintain existing procedures and cheque

	invoiced. Invoices incorrect. Invoices unpaid. Cheque or online payment made for incorrect amount.			Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques or Accounts and Addendum to Accounts Outstanding and initialling of cheque stubs. List of payments presented to full Council monthly.		signatories to verify cheques to invoices. Online payments input by RFO and then authorised by the Town Clerk.
Cheque books & online security details	Loss of cheques. Fraudulent use.	Low	High	Cheque books & online security details kept in safe or locked cupboard. No blank cheques signed.	RFO & TC	Maintain existing procedures.
Receipts	Services provided by Council but not paid for.	Low	Medium	List maintained of regular invoices. Debtors monitored and action taken if required.	RFO	Maintain existing procedures.
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered to.	RFO & TC	Maintain existing procedures.
Salaries	Incorrect payments to staff (rates, NI, tax).	Low	Medium	Payroll input by the RFO and checked by the Town Clerk. All correspondence filed. Internal audit.	RFO & TC	Maintain existing procedures.
Salaries	Payments not made to HMRC.	Low	Medium	Payment due dates entered in diary. Internal audit.	RFO	Maintain existing procedures.
Pensions	Local Government Pension Scheme.	Low	Low	Included on Sage Payroll, payment due dates entered in diary.	RFO	Review any updates received.
Councillor Allowances	Non-payment of tax.	Low	Low	Councillors do not receive allowances at present.	n/a	No action required.

Election Costs	Inability to meet costs.	Low	Low	Provision made in budget annually.	RFO	Maintain existing procedures.
VAT	Errors in calculation. Payments not made to HMRC.	Low	Medium	Comply with HMRC regulations. Quarterly returns to be made. Internal audit. Book internal audit early.	RFO	Maintain existing procedures. Advice sought as necessary.
Annual Return	Inability to conduct year end close on time/not submitted on time.	Medium	Medium		RFO	Maintain existing procedures.
Rent reviews	Not reviewing rents on time.	Medium	Medium	Review rent schedule regularly.	TC & RFO	Maintain existing procedures.
Annual review of money	Failure to provide adequate segregation of duties leading to increased risk of error and fraud.	Low	High	Duties are segregated where possible in a small team.	RFO & TC	Maintain existing procedures.
Liability						
Third parties	Risks to third party, property or individuals.	Medium	Medium	Public liability insurance in place (limit of indemnity £10m)	TC	Insurance cover to be reviewed annually. Risk assessments of individual events and any new projects or services (to go to Council if necessary and added to the Risk Register if there are ongoing risks).
Staff	Compliance with Employment Law.	Medium	Medium	Ellis Whittam employment lawyers and South West Councils consulted as necessary. Employer	TC	Insurance cover to be reviewed annually.

All personnel	Health & Safety Matters.	Medium	Medium	Liability insurance in place (limit of indemnity £10m)	TC & OSS	Staff induction & training.
Staff and third parties	Staff keeping up to date with legislation etc There is a higher than normal Health & Safety risk due to the parish being a coastal area.	Medium	High	Health & Safety policy in place. Access to health and safety advisor, as and when required. Membership of NALC & SLCC	TC, Support & OSS Officer and Maintenance Team	Staff undertake Continuing Professional Development (CPD).
Legal	Conduct of Council business is ultra vires	Medium	Low	Health & Safety policy in place. Risk assessments carried out. Access to health and safety advisor, as and when required.	TC	Maintain existing procedures. Advice to be sought as necessary.
Administration						
Councillor propriety	Incomplete register of interests.	Medium	Low	Clerk to verify legal position for any new proposal.	TC	Legal advice to be sought where required.
Councillor propriety	Failure to declare interests.	Medium	Low	Regular reminder to members.	TC	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Low	Regular reminder to members.	TC	Maintain existing procedures.
Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium	Regular reminder to members/staff. Council to meet monthly to receive and approve minutes of meetings held in the interim. Full Council minutes to be made available to press and public via the Council	TC	Maintain existing procedures.

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				website within 10 working days of a meeting.		
General Data Protection Regulations (GDPR)	Non-compliance with data protection.	Medium	Medium	Training undertaken by staff. The Local Council Public Advisory Service was appointed as the Data Protection Officer and has visited the office. Cyber-security insurance is in place, being considered.	TC	Maintain existing procedures and review regularly.

NB
9.1.2020/19.2.19

AGENDA ITEM 10a): CORRESPONDENCE**Councillors Correspondence for Information – December 2019 – January 2020**

Item	From	Referring To	Notes
A	National Lobster Hatchery	Autumn/Winter Newsletter	
B	St Petrocs Church Magazine	December/January Issue	
C	Cornwall Council	Street Trading Policy Review response comments	
D	PALS	November 2019 Update	
E	PALS	December 2019 Update	
F	Padstow Harbour Commissioners	December 2019 minutes	
G	Cornwall Community Flood Forum	Free workshop invite	

Agenda Item 10bi) Strengthening Police Powers to Tackle Unauthorised Encampments Consultation: Response via NALC

NALC (National Association of Local Councils) have been in contact and are seeking Local Councils views on the new consultation the Home Office are running regarding strengthening police powers to tackle unauthorised encampments.

NALC are seeking views of Parish and Town Councils in respect of answers to questions on the following pages (Appendix 1) so they can gather the sectors views and respond. They are asking for replies by 17.00 on 19 February 2020.

A copy of this consultation can be viewed via the following link:-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844954/Unauthorised Encampments - consultation paper.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/844954/Unauthorised_Encampments_-_consultation_paper.pdf)

Appendix 2 to this report is a copy of the Executive Summary.

Would council like to respond to NALC in respect of this consultation?

19 NOVEMBER 2019

PC13-19 | STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

Summary

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers. The main consultation document can be found [here](#).

Context

The government previously consulted on unauthorised developments and encampments in April 2018. Responses to this made clear that significant problems are created by many unauthorised encampments, including the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

The government also heard compelling evidence that stronger powers are needed to address the issues and concerns identified and that the majority of respondents believe the government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment. The government would now like to test the appetite to go further and broaden the existing categories of criminal trespass.

NALC's views

NALC is minded to use points made in response to the April 2018 consultation, as a steer to guide our new response. These include:

- All cases of unauthorised encampments should be criminalised on account of trespassing
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally
- The police should be able to take action regardless of the number of vehicles in the unauthorised encampment
- Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments

Consultation questions

NALC will be responding to the below consultation questions and is interested in the sector's views:

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

b) the encampment is causing or is likely to cause damage to the land or amenities

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q5. What other conditions not covered in the above should we consider?

Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q14: Should the police be able to seize the property of:

i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;

ii) Anyone they arrest for trespassing on land with the purpose of residing on it;

or iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

Your views

Please email your responses to this consultation to Jessica.Lancod-Frost@nalc.gov.uk by 17.00 on 19 February 2019. County associations are asked to forward this briefing onto all member councils in their area.

© NALC 2019

2. Executive summary

We would like to consult on measures to;

- Criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales.

We would also like to consult on the following alternative approach to this issue:

- Amending section 62A of the Criminal Justice and Public Order Act 1994 to permit the police to direct trespassers to suitable authorised sites located in neighbouring local authority areas.
- Amending sections 61 and 62A of the Criminal Justice and Public Order Act 1994 to increase the period of time in which trespassers directed from land would be unable to return from 3 months to 12 months.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to lower the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised from six to two or more vehicles.
- Amending section 61 of the Criminal Justice and Public Order Act 1994 to enable the police to remove trespassers from land that forms part of the highway.

This consultation is open until 05/03/2020; details of how to respond are set out towards the front of this document.

PADSTOW TOWN COUNCIL: 28 JANUARY 2020

AGENDA ITEM 11: PADSTOW HARBOUR COMMISSIONERS LETTER – PUBLIC MEETING CHRISTMAS EVENTS

Council are asked to consider a letter received from the Harbour Master (Appendix 1). Council are being asked if this is a meeting it would consider being involved in and to offer any suggestions for a way in which such a meeting could be conducted, as outlined in the 3rd paragraph of his letter.

AGENDA ITEM 12: BANDSTAND REQUESTS

Appendix 2 and 3 to this cover report are requests from both Nadelik Lowen and Padstow Events Limited to use the Bandstand. Dependent on the view of Council in respect of the agenda item 11; it may wish to defer consideration of these requests after the proposed public meeting by the Padstow Harbour Commissioners. NB: The Town Clerk is seeking clarification on the dates requested by Nadelik Lowen as Saturday 5 December is specified, but for 2019 they requested it for the whole of December.

RECEIVED

16 JAN 2020

Appendix 1



PADSTOW HARBOUR COMMISSIONERS

Harbour Office, Padstow, Cornwall PL28 8AQ

Telephone: (01841) 532239

Email: padstowharbour@btconnect.com

Web site: <http://www.padstow-harbour.co.uk>

Our Ref: P1a/BP/ph

Your Ref:

Harbour Master/Port Administrator: **Mr. B. Phillips**

Deputy Harbour Master: **Mr. N. Billing**

Assistant Port Administrator: **Mrs. N. Dyer**

15th January 2020

Mrs K Pemberton
Padstow Town Council
Station House
Station road
Padstow
Cornwall PL28 8DA

Dear Kathy,

Due to the constant and increasing comments and concerns of the local residents, general public and local business owners regarding the festival and PHC's involvement with the leasing of the land enabling the festival to take place, it was decided that the festival may proceed this year with certain provisions.

One of the provisions and as discussed previously, the Commissioners feel that a meeting needs to take place involving the Padstow Christmas Festival committee, Nadellick Lowen committee, Padstow Christmas Lights committee, Padstow Town Council, Padstow Harbour Commissioners and local residents and business owners so that questions and unfortunate hearsay can be answered with an aim to provide better communication, consultation, transparency and the possibility of events working alongside each other and the town coming together rather than being divided during this time of year.

I am writing to ask if you could please bring this to the attention of the councillors to see if this is something which they would consider being involved in and to provide suggestions for a way in which a meeting could be conducted for appropriate questions to be answered, in a controlled environment, to alleviate the possibility of over spirited discussions?

I think it is important that we work together on this. We understand the huge financial benefit to the community that the festival brings and we also understand the importance of making it work for everyone.

I look forward to your comments.

Yours sincerely,

Mr Bryn Phillips
PORT ADMINISTRATOR/HARBOUR MASTER
For and on behalf of the
PADSTOW HARBOUR COMMISSIONERS

Nadelik Lowen

A Community Christmas Celebration



Chairperson:
Judith Rowse
19 Drake Road
Padstow
PL28 8ES
01841 533476

Secretary:
Matt Alcock
19 Drake Road
Padstow
PL28 8ES
07739 057273



Email: nadeliklowen.padstow@gmail.com

Dear Councillors,

I would like to take this opportunity to thank you for all your help and support of Nadelik Lowen Padstow. I am hoping this year will prove to be as successful as last, and hope that you will all be able to join us in celebrating the day.

It may seem a bit premature, but I wonder if it would be prudent to ask for your permission to plan the event for next year, and possibly several years to come. I would also like to ask for the use of the bandstand for our Christmas tree. We would need, as I am sure you are aware, the right-hand corner of the bandstand.

The tree is being put up this week on Thursday 28th, and I think you will see how central it has become to the towns Christmas Celebrations.

As our event is linked to the switching on of the Christmas Lights, and historically this has always been done during the first weekend of December, we are therefore hoping to organise our day next year on Saturday 5th December.

We would then envisage our event being held on the first weekend in December every year as the Food Festival is always on the second weekend of December.

Thankyou for taking the time to read this and I look forward to your reply.

Merry Christmas to you all.

Kind Regards,

The Nadelik Lowen Committee

In association with:
Padstow & District Lions Club



32 Dennis Road
Padstow
Cornwall
PL28 8DE



PADSTOW EVENTS LTD

January 22, 2020

Kathy Pemberton
The Clerk
Padstow Town Council

Dear Kathy

PADSTOW CHRISTMAS FESTIVAL 3RD – 6TH DECEMBER 2020

First of all I would like to thank you and your staff for the help you gave me regarding last year's festival it was much appreciated. Thank you also to the Council for very kindly letting us have two coach bays for the transport for the Santa Parade.

To avoid any of the problems we had this year I would like to ask the council for permission to use the bandstand for this year's festival with, of course, all the correct documentation. We are happy to work with any other parties to ensure that everything goes smoothly, as it always has in previous years, so the town and visitors can enjoy the very varied and exciting different bands, choirs and groups that we have over the festival.

I look forward to hearing from you in due course.

Sincerely,

Tina Evans
Director



Email: info@simply-padstow.co.uk

Phone: 01841 532814

Mobile: 07970 861748

AGENDA ITEM 13: VE DAY 75th ANNIVERSARY

- 1.1 Celebrations are to mark the 75th anniversary of the end of the war in Europe, with celebrations taking place 8-10th May 2020. This weekend will be an international celebration of peace – a time to remember, reflect and pay tribute to the million at home and abroad who played such a vital part in achieving it.
- 1.2 This item was discussed at November's Full Council meeting the Council decided to see what other organisations, such as the Local British Legion were doing to mark this celebration and for further information be brought back to a future meeting.

2. Update

- 2.1 The Padstow Royal British Legion & Padstow Sea Cadets were contacted on this matter and advised that they were not planning on doing anything significant but did say if the Council were planning to mark the event then they both would certainly be happy to help.
- 2.2 The church has also been contacted and currently they do not have anything planned. They are in a transition period with no Rector and therefore rely on retired priest, worship leaders to conduct services. The church had previously spoken to the British Legion who said at this stage they didn't require a special service. However, the church has said should the Council want to do a service to let them know as soon as possible. They are happy to help where they can. It was also noted that the Church rooms are already booked for that weekend.

3. Ideas

- 3.1 There is a website set up (www.veday75.org) which gives details of celebrations already planned, provides useful downloads and you can register your event.
- 3.2 Categories of events you can register on the website are (you can tick more than one):
 - a. Piping Battle's O'er
 - b. Sounding The Last Post
 - c. Ringing Out for Peace
 - d. Church Service
 - e. Cry or Peace Around the World
 - f. Nation's Toast to the Heroes of WWII
 - g. Party
- 3.3 The website provides useful downloads and one of these being a pub toolkit which gives great ideas should pubs want to get involved, but this is also a great tool should you wish to hold an event to celebrate. It breaks it down into two easy items that could help mark the occasion, these being:
 - 1) Take part in the 'NATIONS TOAST TO THE HEROES OF WORLD WAR II' at 3pm on 8th May 2020
To make sure customers/guest raise a glass and give a toast to the heroes of WW II and exactly 3pm (on the dot) on 8th May 2020 which will be exactly 75 years since Churchill announces the end of WWII in Europe.

2) Take part in 'THE CRY FOR PEACE AROUND THE WORLD' at 7pm on 8th May 2020.'

For someone to read The Cry For Peace Around The World at 7pm (on the dot) on 8th May 2020. To celebrate the 75th anniversary of VE Day, church bells across the UK will ring at 7pm whilst town criers read the Cry For Peace Around The World. Doing this in the pub will add to the VE Day 75th anniversary celebrations. The Cry For Peace Around The World words can be downloaded from the website.

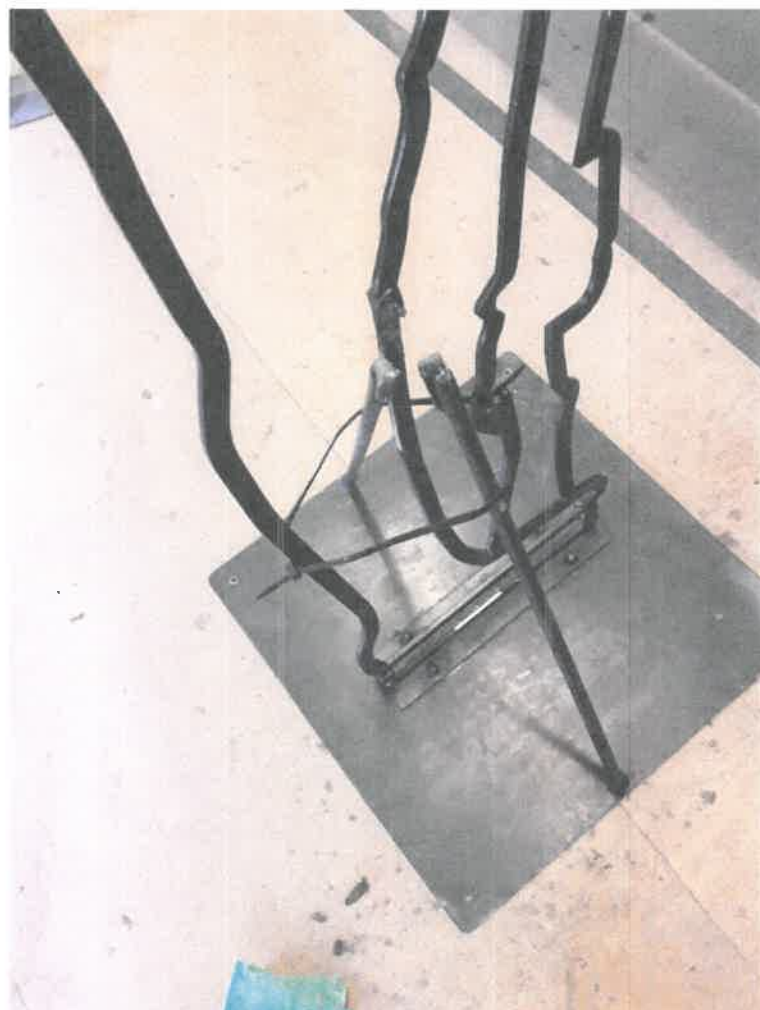
4. Going Forward

What would Council like to do, as you will note from the report no organisation is planning anything at the moment but would be pleased to support/be involved.

TT (22.1.20)

AGENDA ITEM 14: TOMMY STILE FIELD

Council will know that the since the Tommy was put up in Stile Field he has struggled with the bad weather, particularly the winds. Last year a bracket was fixed. However, again early this year he has succumbed to the winds with the bracket breaking again. He is currently in safe keeping in one of our stores. Council are asked to give thoughts on what best to do. This may not be the best place for him and instead perhaps approaches could be made to see if there is a possibly for him to be relocated at the Church, by or near the war memorial there? Council's thoughts are welcomed.





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

Date	Time	Meeting
2020 DATES		
Tue 14 January	7.00 pm	Planning Committee
Tue 21 January	7.00 pm	Leisure, Tourism and Open Space Committee Rescheduled to 4 Feb
Tue 28 January	7.30 pm	Full Council
Tue 4 February	6:30pm	Leisure, Tourism and Open Space Committee
Tue 4 February	7.00 pm or on the rising of LTOS	Highways, Roads and Transport Committee
Tue 11 February	7.00 pm	Planning Committee
Tue 18 February	7.00 pm	Finance, General Purposes Committee (grants)
Tue 25 February	7.30 pm	Full Council
Tue 3 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 10 March	7.00 pm	Planning Committee
Tue 17 March	6.00 pm	Staffing Committee
Tue 17 March	7.00 pm or the rising of Staffing	Highways, Roads and Transport Committee
Tue 31 March	7.30 pm	Full Council

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