

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



22 July 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 **to be held *remotely on Tuesday 28 July 2020 at 6.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

Kathy Pemberton

Kathy Pemberton
Town Clerk

**Due to the current regulations in response to COVID-19 this will be a virtual meeting. If you wish to view the meeting or speak in the public participation section [NB: this is only on agenda items], please contact the Town Clerk by email to enquiries@padstow-tc.gov.uk or by phone on 01841 532 296, so you may leave a message and be contacted by a member of our team*

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. Standing Orders:** To adopt the supplementary Standing Orders: Commencement of Remote Meetings whilst undertaking meetings virtually to last until the repeal of Padstow Town Council Supplementary Standing Orders: Remote Meetings Protocol and Procedures. (1)

6. **To confirm the minutes** of the Full Council Meeting held remotely on **30 June 2020** having been previously circulated and taken as read. (2-9)
7. **Clerk's Report/Work Programme:** To receive an update for information only. (10)
8. **Committees/Working Group Meetings:**
To adopt the minutes and approve recommendations (if any) for the remote meeting of the Planning Committee (14 July 2020) (11-12)
9. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (13-16)
10. **Finance:**
Monthly Accounts and Payments July 2020 (17-20)
 - a) To receive monthly finance report
 - b) To approve accounts for payment
 - c) To note the car park takings
 - d) To note RFO's Financial Overview Report
11. **Correspondence:**
 - a) To note correspondence for information, (21)
 - b) To give consideration to the following:-
 - i) Gorsedh Kernow - 2022 (22-23)
 - ii) Signage Request from Rick Steins Fish and Chip Shop (22, 24-25)
12. **Update Social Club Request:** To receive update on request granted last month and discuss and decide on way forward. (22)
13. **Update Town Opening:** To receive an update and discuss and decide on way forward. (to follow)
14. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
15. **To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 25 August 2020 at 6.30 pm (23)
16. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
For the purpose of this virtual meeting press and members public will be asked to leave the meeting or will be removed as a participant from the meeting.
17. **To confirm the confidential minutes** of the Full Council Meeting held remotely on **30 June 2020** having been previously circulated and taken as read. (24-25)
18. **Outstanding Rental Update:** To be updated in this matter and discuss and decide on way forward. (to follow)
19. **Lease/Tenant Issues:** To be updated on these matters and discuss and decide on way forward. (26-29)

PADSTOW TOWN COUNCIL
AGENDA ITEM 5: STANDING ORDERS

Following Council's decision at its last meeting with regards to Council remote meetings when they should meet and adjustment to time Council are asked to adopt the following supplementary Standing Orders which covers this matter.

PADSTOW TOWN COUNCIL



Supplementary Standing Orders: Commencement Of Remote Meetings.

Change to commencement of meeting times of remote meetings was agreed by Full Council at its virtual meeting held on 30 June 2020. The Supplementary Standing Orders (SO) Commencement Of Remote Meetings was adopted by Full Council at its virtual meeting held on 28 July 2020. This to last until the repeal of the Padstow Town Council Supplementary Standing Orders: Remote Meetings Protocol and Procedures.

General

This supplementary document should be read in conjunction with the Council's Standing Orders and Supplementary Standing Orders: Remote Meetings Protocol And Procedures.

Where there is a conflict between these and either of the afore mentioned Orders, this document takes precedence in relation to any remote meeting.

1 Ordinary Council meetings [SO 2d refers]

- a The Standing Order that no meetings of Full Council will be held in August or December is to be disregarded prior to 7 May 2021 and may take place
 - i. where called by the Chairman or
 - ii. following a resolution being passed at an ordinary or extra ordinary meeting of the Council.
- b The Standing Order that meetings will commence at 19.30 pm be disregarded prior to 7 May 2021 and instead council meetings held by remote means during this time will commence at 18.30pm unless otherwise decided at the previous meeting.

2 Committee Meetings [SO 16 refers]

- a All Committee Terms of Reference regarding frequency of meetings and meeting start times are to be disregarded prior to 7 May 2021 and may take place
 - i. where called by the Chairman of the Committee
 - ii. following a resolution being passed at an ordinary or extra ordinary meeting of the Council.
- b Committee meetings held by remote means will commence at 18.30pm unless otherwise decided at a previous meeting or as called by the Chairman of the Committee.

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 30 June 2020 at 7.30 pm

Present: 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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Financial Responsible Officer), Mrs S Daly (Support Officer and Minute Taker) and 13 members of the public (4 part)

- 2020/1 To receive apologies for absence and announcements:**
- i) Apologies: There were no apologies for absence.
 - ii) Announcements: The Chairman thanked all for attending the first Virtual meeting of the full Council. The Chairman and the Vice-Chairman called for a vote of thanks to the Town Council staff for their work during this difficult time.
- 2020/2 Declarations of Interest:**
- Councillors Mrs T Walter and C Watson-Smyth declared an interest in agenda item 24 Lease/Tenant Issues.
 - Councillor M Rickard declared an interest in agenda item 17 b) iv) Request from Padstow Social Club.
- 2020/3 Dispensations:** There were no dispensations.
- 2020/4 Public Participation:**
- Agenda Item 18: 1 member of the public addressed the Council regarding agenda Item 18 Reopening of Towns. Points included:
- They had spoken to and received messages from residents concerned about the reopening of the town. They considered people were looking to Padstow Town Council (PTC) to take control alongside the Harbour Commissioner (PHC) and show visitors what is expected;
 - Acknowledged that many businesses were tourist based but did not want local residents to feel "shut out" of the town centre;
 - Query was raised as to whether Padstow had a considered plan, similar to St Ives together with the TIC to cover matters such as restricted times for access, 1 way systems, ensuring queues do not block the road and social distancing markings;
 - Concern was expressed regarding "bottle-necks" such as Hill Steps and the Lawns Car Park steps and whether there was a need for either a one-way system or their closure, and concerns regarding cash machine queuing and for the area outside Trespass;
 - It was suggested that PTC work with PHC to implement a one-way system;
 - A frames should be removed;

- Query was raised as to whether PTC had conducted a survey of businesses to establish their capacities and where people will be able to wait;
- Felt that PTC and PHC should form some sort of outside services scheme to organise who will be dealing with the various areas such as the bandstand railings and seating;
- Suggested that closing the park and ride would limit numbers;
- Query was raised as to how the queue for the ferry would be dealt with as its capacity would be greatly reduced.

Cornwall Councillor's Report: Cornwall Councillor Buscombe noted that he had spent much of the previous 2-3 weeks assisting businesses in accessing funding and support. He noted that he had experienced some success in assisting some who had previously been turned down. Councillor Buscombe urged people to ask any business who may need assistance to get in touch with him. It was noted that he would speak on other matters of interest at the relevant agenda item.

Police Report: Inspector Regie Butler-Card attended the meeting and addressed Council with the following points:

- Inspector Butler-Card introduced himself having recently taken over the role for the Bodmin, Wadebridge and Padstow area whilst his predecessor had taken a role specific to the COVID-19 response. He was expected to remain in post until September/October;
- Council noted the police report for the period 24/2/20 to 27/6/20. It was noted that the report indicated a significant increase in anti-social behaviour however the increase was related to COVID-19 breaches e.g reports of second homeowners which were recorded as anti-social behaviour;
- It was his intention to get to know the areas needs and concerns;
- With regard to the weekend of 4 July, Inspector Butler-Card would be patrolling, 2 extra officers would be out during the evening and late shift. Extra resources could also be called upon if required.

2020/5 **Standing Orders: RESOLVED** to adopt the supplementary Standing Orders to meet statutory requirements for the holding of remote meetings as previously approved by way of the Emergency Scheme of Delegation.

2020/6 **Minutes Tuesday 24 March 2020: RESOLVED** that the minutes of the meeting held on Tuesday 24 March 2020 be signed as a true record.

2020/7 **Clerks Report:** The Clerk provided a verbal report on the following items:

Toilets: The Railway Toilets had now been open for some time, opening times would be extended from July.

The Cory and North Quay toilet refurbishment would hopefully be completed soon, still outstanding were the doors. The Town Clerk had undertaken a cursory Risk Assessment and considered that potentially the disabled toilet and family toilet could be opened when ready but that adequate social distancing would not be achievable in the other units.

Skate Park: This was now open, limited to 3 persons maximum to ensure appropriate distancing and relevant signage was in place.

Lawns Car Park: It was noted that the project was now complete, with capacity increased by 20 spaces and improvements made to the entrance.

2020/8

Committees/Working Group Meetings:

RESOLVED to adopt the minutes and approve recommendations (if any) for the meetings of the

- i) Leisure, Tourism and Open Spaces Committee held on 3 March 2020; and
- ii) Staffing Committee held remotely on 23 June 2020

2020/9

Emergency Scheme of Delegation Decisions: RESOLVED to note the decisions made via the Emergency Scheme of Delegation as detailed in the "to follow" agenda papers pages 1-7 having been previously circulated and read.

2020/10

Finance: Monthly Accounts and Payments June 2020:

- a) The monthly finance report was received and noted for information. Income was considerably lower than the budget due to car park takings and rent payments being down.
- b) It was **RESOLVED** to approve the accounts outstanding June (b) of £12,466.45, standing orders/direct debits (regular payments of the same amount) of £2,043.42 and direct debits of £758.47
- c) Car park takings were noted. The Responsible Financial Officer advised that the additional spaces from the Lawns Car Park redevelopment were expected to generate c.£26,000 per annum in due course. It was hoped that car park takings for July, August and September would be much improved.
- d) Expenditure Review Report: Members gave consideration to the report which had been drafted by the RFO and Town Clerk in light of the financial impact upon the Council due to COVID-19. It was **RESOLVED** i) to approve the recommendations in the Expenditure Review April – June 2020 as outlined in the agenda report; and ii) Note the savings/best value that has been achieved throughout the year as detailed in pages 16 to 18 of the agenda report.
Councillor M Saunders abstained from voting and requested this be recorded.
- e) **RESOLVED** to approve the closure of the 32 day notice deposit account.

2020/11

Internal Control: Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

2020/12 Financial Statements: The RFO referred members to the Financial Statements in the agenda pages. It was noted that there was no material impact on the 2019/20 accounts from COVID-19 but that the accounts for 2020-21 would be affected. **RESOLVED** to approve the Financial Statements for the year ended 31.3.2020.

2020/13 Budget to Actual Variance Report: The Budget to Actual Variance Report 1.4.2019 – 31.3.2020 as detailed on agenda pages 34 to 36 was noted. The RFO outlined that the Budget to Actual overview for the year 2019/20 was good with income greater than the budget. Overall spending had risen but fluctuations in staffing had seen savings. At the end of the year, before COVID-19, the financial situation had been good.

2020/14 Internal Audit Report: Members gave consideration to the report. The RFO noted the auditor had no issues concerning control. She addressed the auditor's comment in respect of adequate reserves, noting the impact of lockdown measures meant the moving of Earmarked Reserves had not been put to the March Full Council meeting as intended. Council were asked to give consideration to moving the earmarked reserves now.

RESOLVED i) to note the Internal Audit Report from Hudson Accounting LTD for the Year ended 31 March 2020; and ii) to approve the transfer of Council's Earmarked Funds to the General Fund.

2020/15 Annual Governance and Accountability Return 2019/20 Section 1: Following consideration of the annual governance statement it was **RESOLVED** to i) respond with "yes" to all the Assertions in Section 1; ii) in Assertion 8 to include the statement "the impact of the COVID-19 pandemic does not materially affect the Accounting Statement for 2019/20 but that there will be a financial impact in 2020/21 and dealing with that is underway"; and **FURTHER** on the basis of i) and ii) it was **RESOLVED** to approve Section 1 – Annual Governance Statement 2019/20 of the Annual Governance and Accountability Return 2019/20 and that these be signed by the Chairman and the Town Clerk.

2020/16 Annual Governance and Accountability Return 2019/20 Section 2 Accounting Statements: Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting statements 2019/20 for Padstow Town Council in the Annual Governance and Accountability Return 2019/20 and that they be signed by the Chairman.

2020/17 Correspondence:

a) Correspondence for information was noted.

b) (i) Cornwall Council (CC) – Recycling Bins: Members gave consideration to CC's offer to transfer ownership of its recycling banks in Padstow to the Town Council following CC's decision to withdraw the provision. Generally, it was thought that this was an unnecessary additional expense at this time. Cornwall Councillor Buscombe further added that he had been

approached on many occasions by residents reporting the bins misuse by commercial organisations. It was **RESOLVED** not to take on the provision of recycling bins in the Link Road car park when Cornwall Council end the service.

(ii) CC – Street Trading Consent Consultation, Padstow: Members expressed concerns over public health and safety and the highway regarding the street trading application in respect of “Mealz Street Kitchen”. Comments included concern that the area was often used by resting lorry drivers, concern that the location by the highway was unsuitable for alcohol consumption, unclear where customers would consume food offerings safely and concern that additional eatery not required. **RESOLVED** not to support the application for street trading consent in the layby on the A389 going into Padstow due to Health and Safety concerns and potential danger on the highway.

(iii) CC- PSPO Consultation and engagement: **RESOLVED** not to object to the approach proposed by CC in respect of dog control Public Space Protection Orders when they expire in October 2020, being to renew as existing and defer consultation to next year due to the current COVID-19 pandemic impeding an effective review and consultation this year.

(iv) Request from Padstow Social Club: **Councillor M Rickard left the virtual meeting.**

Members gave consideration to this request and it was **RESOLVED** to approve the request from Padstow Social Club for 4 tables to be placed on the grass by the tennis courts to help maximise space due to COVID-19 on the basis that: i) relevant risk assessments and PLI are received to the satisfaction of Council’s Health and Safety advisor and Insurer; ii) that the area is kept clean and tidy from rubbish and litter and that this be the responsibility of the Social Club; iii) approval be granted for one month (from the 4 July 2020 to 8 August 2020) to be reviewed; and iv) any issues of anti-social behaviour then this permission may be withdrawn.

Councillor M Rickard returned to the virtual meeting.

2020/18 Reopening of Towns: There was much discussion on this item. Cornwall Councillor Buscombe made the following points:

- As a CC Councillor, PTC Councillor and Padstonian, Councillor Buscombe was sympathetic to the concerns of residents but felt that no one knew what the town would be “up against” prior to the weekend of 4 July and considered any action needed to be fluid and flexible;
- Big issue was who has legal power to enforce? A lot was guidance or advice. Advised he had sat in on a meeting concerning Bournemouth, having significantly greater finances and resources Bournemouth adopted measures such as having staff out to direct people and signage in place, but these went on to be ignored [in respect of beach over-crowding];

- Not in favour of “knee-jerk” reaction, noted that Bodmin TC had reacted quickly with a road closure but that this had gone on to receive much criticism;
- Noted that PTC was small in comparison to St Ives and Penzance who had greater financial resources available, further Padstow did not have an effective Chamber of Commerce to speak for businesses;
- PTC had no power or resources and Councillor Buscombe felt it best to wait and see what was needed before reacting.

The Chairman made the following points:

- Supportive of Councillor Buscombe’s approach;
- Stressed that Padstow Town Council does not have any powers to instruct or enforce social distancing/reducing or stopping people coming into our town;
- Proposed to wait and see but that himself as Chairman, Cornwall Councillor Buscombe, the Town Clerk, a PATA representative and Padstow Harbour Commissioners keep in touch and work together with CC transport Team on potential areas for improvement;
- Noted lack of Chamber of Commerce made matters difficult, he had been approached by separate businesses with opposing views;
- Concerned that we all personally have to take responsibility.

At the invitation of the Chairman, Inspector Butler-Card made the following points:

- Padstow were not alone, many communities shared the same concerns. Exmouth and Plymouth had seen similar issues to Bournemouth;
- Regarding legislation, most of what had come out around COVID-19 was guidance and not legislation meaning very little can be enforced. For example, second homes and overnight stays had been part of legislation and could be enforced whereas facemasks were guidance. For matters of guidance, the best tool was to explain and educate;
- Most of the legislation introduced from 4 July was around licensing. Officers would be accompanying CC Licensing Officers to visit areas over the weekend;
- Main issue he foresaw was influx of visitors and the need for shops to enforce social distancing and the potential for increase in traffic, particularly at supermarkets. Traffic was something which the police could try to act upon.
- It was noted that there was also legislation for “dispersal notices” which could be issued at gatherings and a force support group was available for deployment in the area should this be an issue locally. Preferred approach would be for the local officers to shut down gatherings in a low-key manner, but support was available to disperse if needed.
- Considered the approach being proposed was well considered.

Comments from other members included:

- It would be nice to see people give each other space and be non-confrontational and considerate;

- Concern over queuing for Tesco given reduced capacity due to social distancing, suggestion of local's hour to ease this;
- Pedestrianising the town not thought helpful, more suitable would be signage directing traffic via Duke Street and Church Street;
- Traffic flow exercise undertaken 10-12 years ago, if enacted wouldn't see the issues today. Should be looked at again in the near future.

Members discussed the proposal from the Chairman and considered it a good way to enable the Council to move more fluidly and react quickly to any issues which arrive from the re-opening of the town centre rather than going through Full Council or a Committee. Consideration was also given to the proposals for hand sanitiser units around the town and an information leaflet. It was not felt an information leaflet would not be of much benefit as guidance was well publicised. Members attention was also drawn to the agenda report which outlined which measures had been taken, such as signage.

RESOLVED to i) wait to assess issues arising from the re-opening of businesses in the town centre until after the 4 July; ii) to delegate to the Town Clerk in consultation with the Chairman and Vice-Chairman responsibility for monitoring the fluid situation, consulting with relevant authorities to implement any measures considered necessary as they occur, keeping Councillors updated as appropriate; and ii) to approve the placement of hand sanitiser units within the town.

2020/19 Future Meeting Dates And Start Times: Consideration was given to holding monthly meetings of the Full Council and Planning Committee with the Staffing Committee meeting as required. It was noted that meetings of the FGP, HRT and LTOS Committees could also be called as required but that be only if necessary, idea being these committee matters could be taken through Full Council at this time. Consideration was also given to a member's suggestion that during this time, meetings be held at the earlier time of 6.30pm.

RESOVLED to i) agree the revised meeting schedule for 2020-21 as detailed on agenda page 53 with the Emergency Scheme of Delegation to be used between meetings, if necessary; and ii) whilst undertaking virtual meetings, the start time for both Full Council and Committee meetings be moved to 6.30pm and Standing Orders be amended to reflect this.

2020/20 The Chairman and Vice-Chairman thanked all members of the public for attending the first virtual meeting of the Full Council. The Vice-Chairman expressed a hope that communities would emerge from the current pandemic in a better place than they had entered. He urged all to encourage a tolerance for each other during the present circumstances.

It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted and the virtual meeting room was locked.

2020/21 Confidential Minutes Tuesday 25 February 2020: RESOLVED that the minutes of the meeting held on Tuesday 25 February 2020 be signed as a true record.

2020/22 Committee/Working Group Meetings: RESOLVED to adopt the confidential minutes and approve recommendations (if any) for the meetings of the
i) Leisure, Tourism and Open Spaces Committee held on 3 March 2020; and
ii) Staffing Committee held remotely on 23 June 2020.

2020/23 Expenditure Review Report: See confidential minutes.

2020/24 Lease/Tenant Issues and Legal/Insurance Updates: See confidential minutes.

Meeting closed at 9.49 pm

**PADSTOW TOWN COUNCIL: 28 JULY 2020
CLERK'S REPORT/ WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Council Website	Council Website: The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 states that all public sector bodies have to meet the requirements of the regulation by 23 September 2020. Our current website is non-compliant and in addition is technologically old and so to best meet the compliance, the performance and stability must also be addressed. As per Financial Regs we have negotiated and accepted quotation (£1595) to do these works via our current provider. Also negotiated good terms to pay for the same with 25% upfront costs and the remainder on completion of the project.
Dock Wall	As Council will recall this requires checks following the issue with the shutting which was fixed. Due to shutdown checks were cancelled. Town Clerk to take up and schedule in. M/T are doing regular visual checks which are documented.
LTOS	
Cory and North Quay Toilets	The Project Manager has confirmed these are nearing completion. The outstanding supplies now being acquired. Town Clerk will provide further update at the meeting.
Lawns Play Area	Government Guidance now means that these can open. The Council Support Officer and Town Clerk have been liaising with Council's H&S advisor in processing and risk assessments to open safely. These will be open soon, following detailed checks, cutting of grass and putting in safety measures as detailed in risk assessment. Will also require disinfectant spraying once a day and some equipment being taped off not able to use – such as the tunnel.
MUGA	As Council will know due to financial situation this has been deferred. However, we will pull together information on the consultation to share in due course.
HRT	
Improvements to Lawns Car Park	Completed. Contractor aware of issue with tarmac, which thinks it is just part of initial use. However, this will be checked and if any fix will be done if needed.

Agenda Item 7.

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held remotely on Tuesday
14 July 2020 commencing at 6.30 pm**

Present: Councillors K Freeman (Chairman), M Evans, R Higman, J O'Keefe, Mrs A E Symons and Mrs T Walter

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

P2020/1 Apologies: There were no apologies for absence.

P2020/2 Announcements: There were no announcements.

P2020/3 Declarations of Interest: There were no declarations of interest.

P2020/4 Public Participation: There was no public participation.

P2020/5 RESOLVED that the **minutes** of the meeting held on **Tuesday 10 March 2020** be signed as a true record.

P2020/6 Cornwall Council Briefing Note: The CC briefing note regarding the Government's Business and Planning Bill, draft Planning Guidance and new Permitted Development Rights was noted for information.

P2020/7 Planning
i. The following Cornwall Council planning decisions were noted:

a) PA19/10773 31 High Street Padstow PL28 8BB-
Extension to rear elevation to dwelling and formation of two dormer windows to front and rear roof slopes.

WITHDRAWN

b) PA19/10774 31 High Street Padstow PL28 8BB -
Listed building consent for extension to rear elevation to dwelling and formation of two dormer windows to front and rear roof slopes.

WITHDRAWN

**c) PA20/01087 Land West of 29 Grenville Road
Padstow Cornwall PL28 8EX - Proposed new house**

REFUSED

d) PA20/01447 3 Cross Street Padstow PL28 8AT -
Retrospective change of use to a dwelling and remodeling of the building

APPROVED

**e) PA20/03260 2-4 Lanadwell Street Padstow
Cornwall PL28 8AN** Listed building consent to paint the outdoor frontage and repair exterior window heads,

jamb, sills and door mouldings with appropriate materials and paint **APPROVED**

ii. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

**a) PA20/04612 Land West of Trelether Dennis Land Padstow PL28 8DP – Construction of an agricultural storage shed.
SUPPORTED**

P2020/8

Date of Next Meeting: Tuesday 11 August 2020 at 6.30pm.

Meeting closed at 6.36 pm

DRAFT

PADSTOW TOWN COUNCIL: 28 JULY 2020

AGENDA ITEM 9: EMERGENCY SCHEME OF DELEGATION DECISIONS

To note decisions made via the Emergency Scheme of Delegation (ESD) as detailed in the in ESD Register (Appendix 1) since the last meeting. Please note this is purely to note, not to re-discuss or consider.

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER					
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
24.06.20	June:08	Town Clerk via Emergency Scheme	N/A	No	Padstow Town Council's response in respect of the following Planning applications: PA20/02165 & PA20/03626 Due to the restrictions placed on Council as a result of the pandemic Coronavirus, comments have been submitted to Cornwall Council which represent the opinion of members of Padstow Town Council identified through a consultation process and will be ratified at the next appropriate meeting of the Council. To view these applications and Padstow Town Council's responses please visit: https://padstow-tc.gov.uk/planning/
01.07.20	July:01	Town Clerk via Emergency Scheme	N/A	No	Padstow Town Council's responses in respect of 5 day planning protocol from Cornwall Councils Planning Officer on planning application PA20/02165 Planning Officer provided Council with details of why they were recommending approval [N.B Padstow Town Council response via Emergency Scheme of Delegation to this application was: Not Supported. It is understood that the alterations have helped with some overlooking issues and should any approval be made it is felt that a condition should be to attached making the glazed glass a permanent fixture. However, the following concerns are still present; i) Concern over size, height and bulk of the development; ii) Concern over the design of roof which is not in keeping with the vicinity and fascias which are out of character with the property; iii) Concern over closeness to the neighbouring properties] Padstow Town Council opted to respond to the 5 day protocol with 'The 5 day protocol has followed our Emergency scheme of Delegation and confirm the decision is option 2. Agree to disagree Planning Officer on this occasion.' Cornwall Council are the main planning authority and you can view the Planning Officer report on the decision via their planning register on: https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER

Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
01.07.20	July:02	Town Clerk via Emergency Scheme	N/A	No	Following correspondence received, the Council was asked if they would like to send the local MP a letter raising concern about lifting the COVID19 restrictions of lockdown, this was consulted under the ESD and the decision was not send the letter or respond.
09.07.20	July:03	Town Clerk via Emergency Scheme	N/A	No	Padstow Town Council's response in respect of the following Planning applications: PA20/04431 & PA20/04487 Due to the restrictions placed on Council as a result of the pandemic Coronavirus, comments have been submitted to Cornwall Council which represent the opinion of members of Padstow Town Council identified through a consultation process and will be ratified at the next appropriate meeting of the Council.
15.07.20	July:04	Town Clerk via Emergency Scheme	N/A	No	To view these applications and Padstow Town Council's responses please visit: https://padstow-tc.gov.uk/planning/ Padstow Town Council's responses in respect of 5 day planning protocol from Cornwall Councils Planning Officer on planning application PA20/03949 Planning Officer provided Council with details of why they were recommending approval [N.B Padstow Town Council response via Emergency Scheme of Delegation to this application was: NOT SUPPORTED i) Concern insufficient onsite parking for size of properties; ii) Concern over height of property compared to neighbours; iii) Concern over possible overlooking issues; iv) Believes the privacy panels require condition to ensure they cannot be changed in the future.] Padstow Town Council opted to respond to the 5 day protocol with 'The 5 day protocol has followed our Emergency scheme of Delegation and confirm the decision is option 2. Agree to disagree Planning Officer on this occasion.' Cornwall Council are the main planning authority and you can

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER

Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
16.07.20	July:05	Town Clerk via Emergency Scheme	£16989.74	No	<p>view the Planning Officer report on the decision via their planning register on: https://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/</p> <p>Ratify July 'a' payments: Agreed to ratify payments totalling £16989.74</p> <p>To promote openness and transparency, the UK government recommends that local authorities publish specific key data sets. You can view expenditure exceeding £500 (net of VAT) here https://padstow-tc.gov.uk/council-finance/council-documents/</p>

FINANCE REPORT

21.7.20

Revenue Income 24 June - 21 July 2020 (per Sage)

		<u>£</u>
Corporate Services	misc income HMRC furlough scheme	2986
Highways Roads and Transport	Railway car park income	9,790
"	Lawn car park income	1,491
"	misc income (RingGo)	295
Environment - Cemetery	Cemetery fees	42
Investment Properties	misc rent (leeway charges for sand)	1,892
Other operating income	interest received	3
		<u>16,499</u>

State of the Bank per Sage

Lloyds	Current Account	2,000.64
	Business Call Account	384,610.47
	Wages Account (PAYE & NIC)	15,584.62
	Car park takings account	10,575.67
	Client deposit account	790.88
Barclays	Current Account	8,856.60
	Active Saver	40,115.79
	Wages Account (Net pay and LGPS pension)	8,822.52
	Petty Cash	200.00
		<u>471,557.19</u>

Wages months 1-4 gross pay, NIC ER's & LGPS ER's £90,914
 PTC has received £7273 up to date for furloughing non-working staff, April-June.

Debtors Outstanding for more than 3 months:

£60,355 gross (rent)
 Current debtors total £117,422 gross (rent)

Creditors Outstanding for more than 3 months:

None
 Current creditors total £15,049 (incl.VAT, incl. WPS balance due, payable in monthly instalments).

per Sage	Apr-Ju1 £		1.4.20 - 31.3.21 Budget
Income	138,457	incl sales invoices sent but not all received	
Budget Income	355,570		747,470
Revenue Expenditure	132,752		
Budget Rev Exp	251,533		699,930
Capital/Project Expend.	46,070		
Budget Capital/Project Exp	97,000		291,000

Please note that the Accounts are prepared on an Income and Expenditure basis, not a Receipts and Payments basis (as required by the regulations). This means that sales invoices are included on Sage as they are invoiced but the amounts may not have been received.

ACCOUNTS OUTSTANDING
July' b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
21.7.20						£
11.7.20	Corporate Services	Ellis Whittam	transfer Lloyds Bank to Barclays Bank PTC accounts	3166	611	3777.00
16.7.20	Administration	Microtest	employment law, HR advice & insurance 1 year	232	46.4	278.40
15.7.20	LTOS	Total Pest Control	server memory & Office Teams	180	36	216.00
1.7.20	Env - toilets	SW Hygiene	Rope Walk allotments pest control 3 visits	74.21	14.84	89.05
20.7.20			sanitary & nappy bin collections 1 month, Railway toilets			88.79
15.7.20	Administration	Sea Spray	staff member - work calls from home			18.00
17.7.20	LTOS	Masons Kings	window cleaner	3.08	0.62	3.70
			nut			<u>4470.94</u>
21.7.20			transfer Lloyds Bank to Barclays Bank PTC accounts			100000.00
30.6.20	Env - toilets	AUK Supplies	sanitiser, disposable gloves & litter pickers	153.41	30.68	184.09
13.7.20	Administration	PureCloud	digital system channel, DDI, calls etc 1 month	85.31	17.06	102.37
						<u>286.46</u>

Approved by 2 Councillors who are bank signatories:

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

Agenda item 10b

Padstow Town Council									
Railway & Lawn car park takings 2020/21									
n/c 4404	Railway income				n/c 4406	Lawn income			
	2018-9	2019-20	2020-21	Budget 2020-21		2018-9	2019-20	2020-21	Budget 2020-21
Apr	36375	41415	23	36,000		10242	11988	0	10200
May	43600	44549	692	43,000		12287	13217	63	12300
Jun	49098	45380	3556	49,000		14352	13463	485	14300
Jul	59587	57969		59,000		16345	17136		16300
Aug	69811	64687		69,000		21050	23158		21000
Sep	45461	48631		45,000		13871	14103		13900
Oct	38792	37094		38,000		10819	9496		10000
Nov	6311	5967		5,500		1555	722		500
Dec	8350	7972		7,000		2056	1445		1000
Jan	4206	5616		3,500		1267	611		500
Feb	6731	6173		5,000		1660	11		1000
Mar	16379	9993		15,000		3832	51		1000
	384701	375446	4271	375000		109336	105401	548	102000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2018-9	2019-20	2020-21	Budget 2020-21		2018-9	2019-20	2020-21	Budget 2020-21
Apr	165	200	0	40		0	0	0	0
May	200	360	0	40		0	0	0	0
Jun	200	120	0	40		0	0	0	0
Jul	320	273		40		0	0		0
Aug	400	160		40		40	0		0
Sep	196	399		40		0	40		40
Oct	239	200		60		0	0		0
Nov	120	120		40		0	0		0
Dec	121	80		40		0	0		0
Jan	120	200		40		0	0		0
Feb	0	40		40		0	0		0
Mar	40	40		40		0	0		0
	2121	2192	0	500		40	40	0	40
n/c 4404	129073	131344	4271	128000	n/c 4406	36881	38668	548	36800
n/c 4405	565	680	0	120	n/c 4407	0	0	0	0
Railway	129638	132024	4271	128120	Lawn	36881	38668	548	36800
sub totals					sub totals				
Apr - June 2020					Apr - June 2020				
Apr-Jun	2018-19	2019-20	2020-21	Budget 2020-21					
Railway	129638	132024	4271	128120					
Lawn	36881	38668	548	36800					
	166519	170692	4819	164920					
Car park takings									
April - June 2020 car park takings are £4819, this is £160,101 less than the Budget 2020-21 and £165,873 less than the same period last year.									
NB 2.7.20									

PADSTOW TOWN COUNCIL: 28 JULY 2020

AGENDA ITEM 10d): FINANCE: FINANCIAL OVERVIEW REPORT

Covid-19

The effect of Covid-19 on the Council's finances cannot be underestimated, as Padstow Town Council is completely reliant on car park and rental income to fund its running costs and public services, such as managing our town's open spaces, play areas and also its annual community grants etc. The Council has not yet set a precept (parish addition to Council tax). All discretionary capital and projects expenditure, such as the Multi Use Games Area (MUGA), has been deferred to future years. Over the last few years the car park and rental income has paid for the Lawn skate park, improving Stile footpath, the Cemetery, Lawn play area, refurbishing Station House, Railway and Lawn car parks (to improve safety and maximise income) and Railway, North Quay and Cory toilets.

Car park income virtually ceased for April – June, resulting in £160k less income than expected in the Budget. In addition, the Council has received c£100k less rental income than normal, as a result of difficulties experienced by some tenants and the Town Council agreeing to defer the rent due in advance for each quarter to September 2020 (for quarter 1 April-June 2020 and quarter 2 July-September 2020). The Council is aware of the number of local people who are employed but had to find the balance in both supporting tenants but also being mindful of its duty in dealing with public funds. This has meant that the Council has received c£100k less rental income than normal.

Income

The Council will have noted the latest report on our financial situation (Agenda item 10a) and the car park income (Agenda item 10c). The reduction in car park income is significant. Once the figures are known for July the RFO will email Councillors an update.

It is hoped that car park income levels can be maintained and that tenants will pay their outstanding rent. However, there is still the "unknown" of potential next coronavirus 'waves', which will impact on us all.

The RFO considers that, reluctantly, we will need to look at a potential precept for 2021-22. It is hoped this will be a "one off" and we appreciate that this is a difficult time for many households. The next few months will determine the potential level of a precept and will be dependent on if we receive rent and car park income. A precept will be looked at in detail later in the year for Council's consideration, as part of the Budget-setting process.

Other than furlough we have not been eligible for any support from Government. The RFO and Town Clerk are still making enquiries and any avenues we can explore. Our Business Interruption Insurance also did not pay out.

Ideally, if there was an option to borrow for the time being this would help but parish or town councils cannot borrow from a bank and loans from the Public Loans Work Board (PLWB) can only be for capital not revenue expenditure.

Expenditure

The RFO and Town Clerk reviewed costs in detail and a report was taken to Council last month. Discretionary capital and project expenditure have been deferred and minor savings achieved on IT and work mobile phones. Padstow Town Council always try and obtain best value, so it was difficult to make substantial savings in revenue expenditure. Regrettably we had to make a staff member redundant in order to reduce costs.

The Council currently has expenditure of c£50k per month (staff c£20k, Non-Domestic Rates c£8k, insurance c£2k, other costs c£20k). We are funding this expenditure from reserves. If we have any large, unforeseen items of expenditure it will be difficult to make it to the end of the Financial Year (31.3.21).

AGENDA ITEM 11 a): CORRESPONDENCE

Councillors Correspondence for Information – July 2020

Item	From	Referring To	Notes
A	Trevone War Memorial Village Hall	Grant thanks you letter	
B	Bodmin Neighbourhood Police Team	July Newsletter	
C	Wadebridge Neighbourhood Police Team	July Newsletter	

PADSTOW TOWN COUNCIL: 28 JULY 2020

AGENDA ITEM 11b: CORRESPONDENCE

i) Gorsedth Kernow 2022:

Appendix 1 details a request for 2022. Would Council like to give this their "in principle" support in order that the Town Clerk and Chairman may look into the matter further? The Town Clerk is aware that Padstow's Old Cornwall Society suggested Padstow and are supportive of this request.

ii) Signage Request Rick Stein Fish and Chip Shop

The Chip Shop Manager has requested the following:

To place sign 60 cm by 60 cm to the rear of the building to highlight of collection point and also a banner, to place on their leased area at the rear, which will be 1 metre wide and 60 cm high. Images as outlined in the attached appendices (Appendix 2).

Council will know following her email update to Councillors she met with her to discuss how best to manage the queues which was having an affect on the Council's car park.

AGENDA ITEM 12: UPDATE SOCIAL CLUB REQUEST

As Council will know at its last meeting it agreed:-

RESOLVED to approve the request from Padstow Social Club for 4 tables to be placed on the grass by the tennis courts to help maximise space due to COVID-19 on the basis that:

- i) relevant risk assessments and PLI are received to the satisfaction of Council's Health and Safety advisor and Insurer.
- ii) that the area is kept clean and tidy from rubbish and litter and that this be the responsibility of the Social Club;
- iii) approval be granted for one month (from the 4 July 2020 to 8 August 2020) to be reviewed; and
- iv) any issues of anti-social behaviour then this permission may be withdrawn.

As outlined in iii) above this permission was up until 8 August 2020 and then to be reviewed. The Social Club were very appreciative of Council's support in this matter however, as outlined in their recent communication they have not utilised this space.

"The reopening has gone well to date but the numbers are such as we haven't needed to use the grassed area. I will endeavour to carry out the risk assessment this week and get back to you. In the meantime the grass area will not be used as agreed."

However, they would still like to have use, should it be needed and therefore Council are asked to extent this request upon the same basis as outlined previously. Our Council happy to give this request until the end of September?



30-6-20

Syrra/Madama hweg,

My name is Pol Hodge and I am Kannas Bardh Meur / Deputy Grand Bard of the Cornish Gorsedd. I hope that Padstow has come out of lock-down relatively unscathed.

Last year I was in contact with Padstow Old Cornwall Society who suggested that Padstow would be a great location for the Gorsedh. The Gorsedh Council are in complete agreement. Since then we have been working hard planning the Gorsedh for Bude-Stratton. Then the pandemic struck and so it was decided to have a small celebration at Lys Kernow and to live stream it. The Bude-Stratton Gorsedh will now take place September 2021. So, it was proposed to hold Gorsedh Kernow at Padstow in 2022.

Obviously, we would need the support of the Town Council and would need to find a sit-down venue for a minimum of 150 – perhaps the extended Social Club? Anyhow, I would be grateful if you could discuss the possibility at your earliest convenience and get back to me.

Oll an gwella,



Pol Hodge

Mab Stenek Veur

Kannas Bardh Meur Gorsedh Kernow

cc Liz Carne, Melenek, Bardh Meur, Ms Daphne Hicks.



RICK STEIN

FISH & CHIPS

TAKEAWAY

COLLECTION POINT

FULL COUNCIL: 28 JULY 2020

AGENDA ITEM 15: FUTURE MEETING DATES

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS
FOR 2020-2021

Date	Meeting
2020 DATES	
Tue 28 July	Full Council
Tue 11 August	Planning Committee
Tue 25 August	Full Council (SO's not usually have in August)
Tue 8 September	Planning Committee
Tue 29 September	Full Council
Tue 13 October	Planning Committee
Tue 27 October	Full Council
Tue 10 November	Planning Committee
Tue 24 November	Full Council (budget)
Tue 8 December	Planning Committee
2021 DATES	
Tue 12 January	Planning Committee
Tue 26 January	Full Council
Tue 9 February	Planning Committee
Tue 23 February	Full Council
Tue 9 March	Planning Committee
Tue 30 March	Full Council

*All other Committees to be held as and when necessary
December Council meeting to be arranged, if required*

***All meetings to be held virtually (until further notice) at 6.30 pm
Extra meetings of Council to be arranged as required. However, alongside
Emergency Scheme of Delegation to be used if required.***