

PADSTOW TOWN COUNCIL

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23 September 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 29 September 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

K 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. **To confirm the minutes** of the Full Council Meeting held remotely on **25 August 2020** having been previously circulated and taken as read. *(pg's 1-4)*

6. **Clerk's Report/Work Programme:** To receive an update for information only. (pg 5)
7. **Committees/Working Group Meetings:**
 - a) To receive minutes of the remote Planning Committee meeting (8 September 2020) (pg's 6-9)
 - b) To adopt the minutes and approve recommendations (if any) for the remote Staffing Committee meeting (22 September 2020) (pg 10)
 - c) To adopt the notes and approve recommendations (if any) of the Neighbourhood Development Steering Group Meeting (15 September 2020) (pg's 11-12)
8. **Finance:**

Monthly Accounts and Payments September 2020 (pg's 13-18)

 - a) To receive monthly finance report.
 - b) To approve accounts for payment and ratify payments made since the last meeting.
 - c) To note the car park takings.
 - d) To note External Audit Report Update
9. **Correspondence:**
 - a) To note correspondence for information, (pg 19)
 - b) To give consideration to the following:-
 - i) Land Use Request Railway Car Park - 21 May 2021 (pg 20)
 - ii) Boundary Governance Review Latest (pg 20-21)
10. **Car Park Tariffs:** To give consideration to revision of Council's Car Park tariffs. (to follow)
11. **Update Town Opening:** To receive an update and discuss and decide on way forward. (oral report)
12. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any)
13. **To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 27 October 2020 at 6.30 pm (pg 22)
14. **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.
15. **To confirm the confidential minutes** of the Full Council Meeting held remotely on **25 August 2020** having been previously circulated and taken as read. (pg 23)
16. **To adopt the confidential minutes** and approve recommendations (if any) for the remote Staffing Committee meeting (22 September 2020) (pg's 24-26)
17. **Staffing Committee Report:** To give consideration to report by the Staffing Committee. (pg 27)
18. **Update Rent Matters:** To receive update in this regard 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. (Pg's 28-34)
20. **Core Building Update:** To receive update in this regard and discuss and decide on way forward. (to follow)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 25 August 2020 at 6.41 pm

Present: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), K Freeman, R Higman, J O'Keefe, 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 2 members of the public (1 part)

2020/44 To receive apologies for absence and announcements:

- i) Apologies were received from Councillor R Buscombe, M Evans and M Rickard
- ii) Announcements: There were no announcements

2020/45 Declarations of Interest:

- Councillors C Watson-Smyth and Mrs T Walter declared an interest in agenda item 15 Lease/Tenant Issues in part.

2020/46 Dispensations: There were no dispensations.

2020/47 Public Participation: None.

- i) **Cornwall Councillors Report:** There was no report.
- ii) **Police Report:** Was noted as detailed in the agenda "to follow" papers

2020/48 Minutes Tuesday 28 July 2020: RESOLVED that the minutes of the meeting held remotely on Tuesday 28 July 2020 be signed as a true record.

2020/49 Clerks Report: The Clerk's report was noted for information.

2020/50 Committees/Working Group Meetings:

RESOLVED to receive the minutes of the Planning Committee meeting held remotely on 11 August 2020

2020/51 Finance: Monthly Accounts and Payments August 2020:

- a) The monthly finance report was noted for information. The Responsible Financial Officer (RFO) noted that although July had picked up it remained down on last year, August car park takings were better up to date. The RFO advised there were still debtors but that the finances were holding up at present, despite the April - June losses.
- b) It was **RESOLVED** to ratify payments made August (a) of £15,090.11, standing orders or direct debits (regular payments of the same amount) of £10,443.42 and direct debits of £5,104.55.
- c) Car park takings were noted. The RFO noted overall takings in July were down by approx. £3,000 due to the 6 days missed

revenue at the beginning of the month. August was up on last year up to the date of the meeting.

- d) Cornwall Council Grant. It was noted the RFO hoped to apply for a grant from Cornwall Council in the next few weeks. Cornwall Council were the only Council in the country offering grants to Town and Parish Councils.

2020/52 Correspondence:

- a) Correspondence for information was noted.
- b) (i) Access Stile Field: Consideration was given to a request from Cornwall Council in respect of access to undertake improvements works to the South West Coast Path. Further to the agenda report it was now expected that the works would take place in November and take approximately 4 weeks.

RESOLVED to approve the request from Cornwall Council to permit access across the top footpath of stile field and accommodate the storage of some stone in the area immediately by the main gate subject to receiving satisfactory risk assessments and PLI and on the basis that Cornwall Council make good any area they use.

(ii) Gate Rear of Workshop Units – Freeman Sails: Consideration was given to this temporary request to alleviate issues of rubbish and public urination behind the workshop unit.

RESOLVED to approve the request for a temporary gate at the rear of the Freeman Sails workshop unit provided there are no health and safety issues.

iii) Cornwall Council Climate Emergency Development Plan Document (DPD) Pre-Submission Consultation: Members gave consideration to the consultation. One member commented that they thought the document ought to address making properties more energy efficient or require properties to capture solar and geothermal energy.

Mention was made that the Council could seek views of groups such as Beach Guardian however it was noted the document was open to all and such groups were encouraged to answer in their own right.

In response to queries the Town Clerk confirmed the consultation had gone to Full Council to provide more time for a response than delaying until the next Planning meeting. In response to the documents effect on NDPs she considered that when the Padstow Parish NDP went to CC for Screening, it would be appropriate to ask how the policies of the NDP could be strengthened in respect of the Climate Change DPD.

Councillor C Watson-Smyth left the meeting due to technical difficulties. Vice-Chairman Councillor A Flide assumed the Chair.

It was proposed that Councillors submit their comments on the consultation to the Town Clerk and the response be delegated.

Councillor C Watson-Smyth returned to the meeting whereupon he resumed the Chair.

RESOLVED to delegate a response to the Cornwall Council Climate Emergency DPD to the Town Clerk in consultation with the Chairman and Vice-chairman based on comments from members to be submitted to the Town Clerk.

2020/53 Update Town Opening: Members noted the update in the agenda "to follow" papers. The Town Clerk confirmed the actions from the last Council meeting had been put in place. She had been unable to attend the partner site meeting on 19 August but referred members to the update from Councillor Buscombe in this regard which was also detailed in the agenda report.

Going forward it was suggested that additional car park signage would help alleviate some of the congestion into the town and this was being progressed by Cornwall Council as per the map in appendix 1 of the "to follow" papers. In addition, the partner organisations would continue to keep in contact and would get together to begin to take stock of this season, take on board lessons learnt and develop together a town plan for next season taking into account likely continued volume of tourist associated traffic and COVID19.

The Vice-Chairman commented that he thought the signs were a good step and that it was positive to be looking forward to next year. The Vice-Chairman proposed a vote of thanks to all those involved which was seconded by the Chairman.

It was suggested that signage should try to catch vehicles sooner, perhaps by the school and that this could be a multi-sign which an operator could update with all town car park availability. Comment was made that traffic was often congested on the ring road around midday when heading from Trevone towards Tesco because the road was blocked by cars queuing to turn off the road to the town centre.

Councillor C Watson-Smyth left the meeting due to technical difficulties. Vice-Chairman Councillor A Flide assumed the Chair.

The Town Clerk advised she would feedback members comments to Highways. There was general concern that vehicles were being parked almost anywhere during these unprecedented times which was beyond the Council's control.

Councillor C Watson-Smyth returned to the meeting whereupon he resumed the Chair.

- 2020/54 Reports from Members/Outside Organisations:** Councillor Vivian reminded members that voting was still open for the Persimmon Homes' grant. Votes for Padstow Sea Cadet Unit could be made up until 18 September.
- 2020/55 Future Meeting Dates And Date of Next Meeting:** Date of next meeting: Tuesday 29 September 2020 at 6.30pm and future meeting dates were noted.
- 2020/56 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2020/57 Confidential Minutes Tuesday 28 July 2020: RESOLVED** that the minutes of the meeting held remotely on Tuesday 28 July 2020 be signed as a true record.
- 2020/58 Lease/Tenant Issues:** See confidential minutes.

Meeting closed at 7.28 pm

**PADSTOW TOWN COUNCIL: 29 SEPTEMBER 2020
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	NDP Steering Group met earlier this month; copies of the draft plan were sent to all Cllrs should they wish to comment. The draft plan, with some further amendments made at the meeting, has now been sent to CC to seek their screening opinion and also their observations on alignment of the Plan to the emerging Climate Emergency DPD. We have updated our website with this positive step forward.
LTOS	
Tommy	Chairman and Town Clerk are meeting with representatives from the Padstow Branch British Legion in respect of rehoming the Tommy, they agree that Stile Field is too exposed and instead consider the memorial in the Churchyard could be fitting. Of course, if so, permission would be required from the Church. The meeting will also cover plans for this year's Remembrance Day.
Lawns Play Area	Appropriate disinfectant spray had now been acquired; we are reviewing risk assessments with a view to reopening soon. Key will be information and advice to education the public, so we are looking at banners to inform and advise.
Cemetery	The drainage works are due to take place in October, date to be confirmed.
South West Coast Path	As Council will know Council gave permission for CC to have access across Stile Filed in order undertake works to the SW Coast Path. The Town Clerk has noticed some areas on our own top path that could do with some attention, she will ascertain likelihood and possible cost of any patch work that could be done at the same time.
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 which will help us ascertain the level engagement on this and feedback.
HRT	
Railway Car Park Bollards	These works are now expected to take place October, date to be confirmed.

Agenda Item 6.

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held remotely on Tuesday
8 September 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), Mrs T Trestain (Support Officer and Minute Taker) and 5 members of the public (part)

P2020/17 **Apologies:** There were no apologies for absence.

P2020/18 **Announcements:** There were no announcements.

P2020/19 **Declarations of Interest:** Councillor Mrs T Walter declared an interest in agenda item 6 ii b) PA20/06068 Gulland House Upper Dobbin Lane Trevone.

P2020/20 **Public Participation:** 5 members of the public attended the meeting. 3 member of the public representing Waters Edge spoke in support of agenda item 6 ii a) PA20/03626 Waters Edge Office North Quay Padstow, comment was made that this was a minor application, and that Cornwall Council's Environmental Health Officer was satisfied with the same. They were available should any questions come up whilst the application was being considered during the meeting.

Another member of public spoke in support regarding agenda item 6ii f) PA20/06670 Land East of The Old Barn Trevethern Farm, comments included:

- The dwelling would be a family 'forever' home.
- That the plans had been carefully considered with the neighbours and other consultees and they have lowered the height from the original plans but have made it a little wider.
- They are hoping to use local granite and clad in wood to have a natural effect, for a sustainable building with a traditional barn building appearance.

The last member of public spoke in objection to agenda item 6ii b) PA20/06068 Gulland House Upper Dobbin Lane Trevone. Comment was made that the pervious application PA13/02461 did not raise concerns, however the new plans were 2 metres higher and the siting of the building had moved by 8 metres. What was a single storey application had changed to a two storey and bulky application. Further comment was made that work had yet to commence.

P2020/21

RESOLVED that the **minutes** of the meeting held on **Tuesday 11 August 2020** be signed as a true record.

P2020/22

Planning

i. The following Cornwall Council planning decisions were noted:

- a) PA19/10769 29 High Street Padstow PL28 8BB –**
Construction of dormer window to rear roof slope and single storey rear extension. **APPROVED**
- b) PA19/10770 29 High Street Padstow PL28 8BB –**
Listed building consent for construction of dormer window to rear roof slope and single storey rear extension, internal alterations to ground, first and attic floors including alterations to the attic staircase. **APPROVED**
- c) PA20/04431 Beacon Cottage Crugmeer Padstow Cornwall PL28 8HN -** Porch, rear extensions and small lean-to log store. **APPROVED**
- d) PA20/04612 Land West of Trelether Dennis Lane Padstow Cornwall PL28 8DP –** Construction of an agricultural storage shed. **APPROVED**
- e) PA20/05500 PA20/05500 Prideaux Place Tregirls Lane Padstow PL28 8DP -** Fell 2 Sycamore trees to prevent damage to the nearby listed wall. **WITHDRAWN**
Outline approval PA17/08592 (access, appearance, landscaping, layout and scale) **APPROVED**

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

- a) PA20/03626 Waters Edge Office North Quay Padstow Cornwall PL28 8AF –** Amended plans/description - The installation of 2 air conditioning units and a shelf above them on the west elevation of Waters Edge.
SUPPORTED Subject to Cornwall Council being satisfied with noise level.

Councillor Mrs T Walter left the meeting

- b) PA20/06068 Gulland House Upper Dobbin Lane Trevone Padstow –** Revised design including reduction of ridge height and footprint of previously approved boat store of PA13/02461
Padstow Town Council Unable to Comment at this stage as clarification is required on siting compared to original approved plan, as understand work has yet to commence – this should be investigated by Cornwall Council further. Comment was made that it does not wish it to used as residential accommodation.

Councillor Mrs T Walter re-joined the meeting

- c) PA20/06321 Kingsley House Trevone Road Trevone Padstow** – Conversion of ground floor shop area to form additional living accommodation including reconfiguration of entrance and general alterations.

Councillor R Higman left the meeting part way through discussion of Kingsley House along with 4 members of public. He was not present for the decision on this application.

SUPPORTED request that post box be retained in same place.

Councillor R Higman returned during discussions on 6 Moyle Road.

- d) PA20/06450 6 Moyle Road Padstow Cornwall PL28 8DG** – Proposed rear extension, new front porch extension, front balcony and internal alterations.
NOT SUPPORTED i) two storey application in a single storey development; ii) over looking issues; and iii) extension out of character with existing bungalow.

- e) PA20/06585 Padstow Harbour Hotel (formerly The Metropole) Station Road, Padstow PL28 8DB** – 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 suite without compliance with conditions 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16 of Application Number PA19/05442 dated 3rd January 2020
SUPPORTED

- f) PA20/06670 Land East of The Old Barn Trevethern Farm Padstow PL28 8LE-** Construction of replacement dwelling house and associated development (revised design following approval of application ref: PA11/03182)
SUPPORTED

Last member of public left the meeting

P2020/24

Cornwall Council Draft Marine and Estuarine European Sites Supplementary Planning Document Consultation:
It was noted that further consultation would be available as per the agenda report.

RESOLVED not to comment at this stage of the consultation.

P2020/25

Planning Information

- i) The **Planning Reform** information was noted.
- ii) **Planning Conferences 2020** were discussed and it was noted as per the agenda report that 2 places and 1 reserve had been provisionally held for the meeting taking place on 22 September.

RESOLVED that should a Councillor be able to attend to contact the office and either the Town Clerk and/or Council Support Officer attend, should commitments allow.

- iii) **Planning for the Future Government Consultation:** It was noted that the Planning Conference included a discussion on this Government Consultation and therefore anyone attending to feed back to the next Planning Committee meeting. The Town Clerk asked if Committee would like to consult all Councillors.

RESOLVED that all Town Councillors be advised of this consultation and their comments sought by 1 October 2020 in order that officers can pull together a report for Planning Committee to consider at their next meeting.

P2020/26

Date of Next Meeting: Tuesday 13 October 2020 at 6.30pm.

Meeting closed at 19.21 pm

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held remotely on
Tuesday 22 September 2020 at 6.30 pm

Present: Councillors R Buscombe (Vice Chairman and Chairman for the meeting), A Flide, R Higman and A Symons

In Attendance: Mrs K Pemberton (Town Clerk/Note Taker)

- S2020/11** **Apologies for absence:** Councillor Mrs T Walter. The Vice-Chairman Councillor Buscombe chaired the meeting in her absence.
- S2020/12** **Announcements:** There were no announcements.
- S2020/13** **Declarations of Interest:** There were no declarations of interest.
- S2020/14** **Public Participation:** There was no public participation.
- S2020/15** **Minutes: RESOLVED** that the **minutes** of the meeting held remotely on **Tuesday 23 June 2020** be signed as a true record of the meeting subject to amending the minute numbers from S2019/52 – S2019/61 to S2020/1 – S2020/10.
- S2020/16** **Date of Next Meeting: RESOLVED** a remote meeting be scheduled for Tuesday 20 October 2020 at 6.30 pm
- S2020/17** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2020/18** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held remotely on **Tuesday 23 June 2020** be signed as a true record of the meeting subject to amending minute number S2019/60 to S2020/10.
- S2020/19** **Staff Update and Issues:** See Confidential Minutes

Meeting closed at 7.22 pm

**Padstow Town Council
Neighbourhood Development Plan Steering Group**

Notes of meeting held remotely on Tuesday 15 September at 7.30 pm

Present: Councillors C Watson-Smyth (Chairman), A P Flide, D N Vivian and Mrs T Walter

In Attendance: Kathy Pemberton (Town Clerk), Samantha Daly (Support Officer and Note Taker) and Councillor H M Saunders

1. **Apologies:** None.
2. **Declarations of Interest:** None.
3. **Public Participation:** There was no public participation.
4. **Meeting Note (17 December 2019): RESOLVED** that that the meeting note was a true record of the meeting held on 17 December 2019.
5. **Revised Draft Plan:** The Chairman referred members to the agenda cover report and the reasons outlined for the amendments to the plan. It was noted that task group members Gill, Tim, Jon and himself had assisted in the work on the 5 policies identified at the last meeting. The Chairman expressed thanks to the task group members and the Consultant for their help and support.

It was noted that the updated plan had been sent to all Town Councillors by way of update and for comments. One member had responded with comments some of which the Chairman also wished to raise and some he considered to be personal opinion; the Chairman was mindful that the document had been drawn from evidence and consultation with the public. He noted that further scrutiny and consultation would take place following Cornwall Council's review of the pre-submission version of the plan. The Chairman clarified that the 'we' used in the plan is "us as whole, our community" and he considered "this is a good message to convey".

The Chairman outlined suggested amendments relating to i) the map in paragraph 1 of the introduction, ii) the Town Council's position in paragraph 3.10 and iii) typing errors in paragraphs 4.4, 7.15 and 9.6. He suggested that subject to these minor amendments the plan be sent to Cornwall Council for environmental screening.

ACTION: The draft plan as amended in red be forwarded to Cornwall Council for an environmental screening and a request for its observations of the implications of the emerging Climate Emergency DPD subject to making the following further amendments: i) the map in paragraph 1 (introduction) be amended to include Gulland as per designation; ii) paragraph 3.10 be replaced with "It is recognised the role a neighbourhood plan can play in affecting the change that is needed in respect of climate change"; iii) in paragraph 4.4 "15 years" be replaced with

“time span of the Plan”; iv) in paragraph 7.15 the typo “supported” be replaced with “support”; and v) in paragraph 9.6 the typo “201” be replaced with “2010”,

- 6. Consultation Comments Unrelated to NDP:** Members noted the list of Comments unrelated to the NDP but of importance to the community and raised during the “informal” community consultation in 2019.

ACTION: Town Clerk refer comments received through NDP consultation unrelated to the plan but of community importance to either Cornwall Council, full Council (including relevant Committees thereof), or to any other relevant body as appropriate.

- 7. Project Plan:** The project plan was noted for information. It was acknowledged that progress would now depend on how long Cornwall Council’s screening process took, the Town Clerk advised that generally this was between 6-8 weeks but the current pandemic could cause delays.

In response to a query the Town Clerk confirmed that the Steering Group did not need to refer the Plan to the full Council as it remained a draft plan at this stage, however it had been made available to all Councillors for comment prior to the meeting.

- 8. Date of Next Meeting:** To be confirmed dependant on Cornwall Council’s screening response time.

The meeting ended at 7.41 pm

Full Council 29.9.20 - Agenda item
Finance Report

- a) to receive the monthly Finance Report.
- b) to approve accounts for payment and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) to note that, at the date of sending this report, the External Auditor had not sent back the External Audit Report. Once it is received it will be sent to Councillors. The report needs to be advertised by the 30th September. Council can then note it as received at their next meeting.

If a Councillor has any queries regarding the finances, please contact the RFO on enquiries@padstow-tc.gov.uk or call the office on 01841 532296 and leave a message.

FINANCE REPORT

22.9.20

Revenue Income 18.8.20 - 22.9.20 (per Sage)

		£
Highways Roads and Transport	Railway car park income	78,293
	Railway excess charges income	1,640
"	Lawn car park income	30,254
	Lawn excess charge income	80
"	misc income (RingGo - received & paid out)	5,819
Environment - Cemetery	Cemetery fees	91
Environment	seagull-proof sacks	9
Investment Properties	rent income Sept-Dec rent invoices due in advance	44,308
Investment Properties	misc rent leeway charges for sand	3,134
Other operating income	interest received	6
		163,634

State of the Bank per Sage

Lloyds	Current Account	1,000.00
	Business Call Account	468,098.49
	Wages Account (PAYE & NIC)	11,222.63
	Car park takings account	23,228.50
	Car park takings account	12039.5
	Client deposit account	790.88
Barclays	Current Account	734.33
	Active Saver	62,080.54
	Wages Account (Net pay and LGPS pension)	15,600.07
	Petty Cash	200.00
		594,994.94

Wages months 5-6 gross pay, NIC ER's & LGPS ER' £48,451.83

Debtors Outstanding for more than 3 months:

£56,698 gross (rent)

Current debtors total £171,514 gross (rent)

Creditors Outstanding for more than 3 months:

None

Current creditors total £12,669 (incl.VAT)

per Sage	Apr-Sept £		1.4.20 - 31.3.21 Budget
Income	386,703	incl sales invoices sent but not all received	
Budget Income	512,245		747,470
Revenue Expenditure	241,573		
Budget Rev Exp	363,180		699,930
Capital/Project Expend.	49,070		
Budget Capital/Project Exp	145,500		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.

To ratify payments made:

**ACCOUNTS OUTSTANDING
September a 2020**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
1.9.20	Corporate services	Park Now Ltd (Cobalt)	August RingGo fees (net cost £2791.17)	8234.67	1646.94	9881.61
7.9.20	Capital/projects	Paul Weston	NDP consultant			2000.00
8.9.20	Corporate services	Womble Bond Dickinson	half bill re legal services	1592.3	318.46	1910.76
2.8.20	HRT	G4S	Aug-Sept cash collections	982.86	196.57	1179.43
15.9.20	Central Services		Grant - Padstow School PTFA			750
1.9.20	Administration	Ian Dawe - electrician	replace radon fan at Station House	493.63	98.73	592.36
8.9.20	HRT	Flowbird Smart City UK Ltd	replace plate Rail 2 car park machine	458.90	91.78	550.68
15.9.20	Central Services		Grant - Padstow United Youth FC			500
2.9.20	HRT		Grant - Padstow United FC			500
8.9.20	HRT	Kestrel Guards	car park attendant	310	62	372.00
15.9.20	LTOS	Clear-flow	clear pump station (recharged to tenant)	160.81	32.16	192.97
14.9.20	Env - toilets		WA17 GVO John Deere Gator vehicle tax			165.00
2.9.20	Administration	Dyno-Rod	unblock drains family room Railway toilets	130	26	156.00
19.8.20	Administration	Microtest	laptop cases, FTTP, antivirus, alarm tel line etc 1 mth	117.68	23.54	141.22
1.9.20	Env - toilets	Complete Business Solutions	stationery	91.43	18.29	109.72
27.8.20	Env - toilets	SW Hygiene	sanitary & nappy bin collections 1 month	74.21	14.84	89.05
12.9.20	Administration	SeaDog IT	staff member - toilet signs			77.19
8.9.20	Administration	Sea Spray	website support			25.00
			window cleaner			18.00
						<u>19210.99</u>

* For VAT purposes RingGo credits PTC with income, then we pay the fees, meaning that the actual net cost is less than the invoice.

Standing orders or Direct Debits (regular payments of the same amount):

1st	Inv Prop	WPS Insurance (Aviva)	Commerical combined insurance policy	2027.42		
7th	Corporate	Barclays Bank	bank charges	16.00		
1st		Cornwall Council	Non Domestic Rates - PTC sites	8400.00		
						<u>10443.42</u>
31.8.20	LTOS	Direct debits:				
2.9.20	Env - toilets	Biffa	August bulk waste bin emptying (Aug 2019 £1644 net)	2313.9	462.78	2776.68
9.9.20	Env - toilets	AUK Supplies	hand sanitiser and toilet rolls	272.65	54.53	327.18
		AUK Supplies	bleach, hand sanitiser, toilet rolls, cleaner etc	267.38	53.48	320.86
						<u>3424.72</u>

Approved by 2 Councillors who are bank signatories:

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

16

To ratify payments made:

ACCOUNTS OUTSTANDING
September' b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
2.9.20	HRT	G4S	cash collections 1 month	673.88	134.78	808.66
4.9.20	HRT	Amos Pumps	service pump station	387	77.4	464.4
16.9.20	HRT	Kestrel Guards	additional car park attendant for peak times	280	56	336
21.9.20			damage to vehicle from strimming			75
15.9.20	HRT		refund excess charge			40
						<u>1724.06</u>
16.9.20	LTOS	AUK Supplies	polyliners	221.2	44.24	265.44
10.9.20	Administration	Pure Cloud Solutions	digital system channel, DDI, tel calls 1 month	91.09	18.22	109.31
19.9.20		Everflow	water			6586.54
						<u>6961.29</u>

Direct debits:

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 2020/21

n/c 4404	Railway income				n/c 4406	Lawn income			
	2018-9	2019-20	2020-21	Budget		2018-9	2019-20	2020-21	Budget
				2020-21					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	51165	59,000		16345	17136	20726	16300
Aug	69811	64687	71756	69,000		21050	23158	27741	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	127192	375000		109336	105401	49015	102000
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2018-9	2019-20	2020-21	Budget		2018-9	2019-20	2020-21	Budget
				2020-21					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	640	40		0	0	40	0
Aug	400	160	1160	40		40	0	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	1800	500		40	40	40	40
n/c 4404	258471	254000	127192	256000	n/c 4406	74276	78962	49015	74100
n/c 4405	1285	1113	1800	200	n/c 4407	40	0	40	0
Railway	259756	255113	128992	256200	Lawn	74316	78962	49055	74100
sub totals					sub totals				
Apr - Aug 2020					Apr - Aug 2020				
Apr-Aug	2018-19	2019-20	2020-21	Budget					
				2020-21					
Railway	259756	255113	128992	256200					
Lawn	74316	78962	49055	74100					
	334072	334075	178047	330300					
Car park takings									
April - August 2020 car park takings are £178,047, this is £152,253 less than the Budget 2020-21 and £156,028 less than the same period last year.									
NB 14.9.20									

AGENDA ITEM 10 a): CORRESPONDENCE

Councillors Correspondence for Information – September

Item	From	Referring To	Notes
A	Cornwall Council/Cormac	Town and Parish Council Highways and Environment Update Item on update about: <ul style="list-style-type: none"> • Volunteering • Making space for nature • Responding to ragwort • Rural highway maintenance 	
B	Cornwall Area of Outstanding Natural Beauty	Latest News - August 2020 Update included: <ul style="list-style-type: none"> • Cornwall AONB is open for business • Cornwall AONB Wheal Buzzy project • Kerdroya – Cornish Labyrinth Project • Monumental Improvement project 	
C	Padstow & District Community Minibus	Covid 19 Update – remaining closed until further notice	
D	Cornwall Council Town and Parish Bulletin	New drive-through flu vaccination service trail – patients should book their appointments through their practice as usual and their GPs will be able to tell them where the clinics are located.	
E	Cornwall Community Flood Forum	Invite to the 2020 online conference. Break down of the event available, event running from 9.15 until 15.30 on Friday 6th November.	
G	Benefice Office – St Petroc’s Church	Will be purchasing bollards to place near the kerb along the length of the pavement outside the Church. Pavement belongs to the Church but is persistently obstructed by cars parking on it. The bollards will still allow access for funeral cortege’s, pedestrians, prams and wheelchairs.	
H	Chairman of Cubert Parish Council - Acting on behalf of all three parish councils - Crantock Parish Council, St Newlyn East Parish Council & Cubert Parish Council	Letter written to all Cornwall Town and Parish Councils updating further on their believes that they and their residents have been, and are being, discriminated against by the Local Planning Authority, when considering Secondary Parish status for affordable housing allocations within Section 106 Deeds. (previous correspondence was noted in August Full Council)	Copy sent to Chairman of Planning and to liaise with Council Support Officer on any potential impact there could be and if necessary to discuss through Planning Committee
I	Padstow Sea Cadets	Letter informing that the Padstow Sea Cadets AGM will be held remotely on 22 October at 7.30pm. If you wish to attend contact padstowseacadetunit@gmail.com	

PADSTOW TOWN COUNCIL: 29 September 2020

AGENDA ITEM 9 b i) LAND USE REQUEST RAILWAY CAR PARK: 14 and 15 MAY 2021

A request has been made by Tough Runner UK Ltd for the use of our Railway Car Park from 8 pm on Friday 14 May to 12 pm on Saturday 15 May 2020 in order to host a Padstow Triathlon (750m swim, 18k bike, 5k run). They outline participants will be 500. On seeking some additional information, the request also includes the roadway leading to the camel trial. On looking at other document mention is also made of music (live DJ set), street stalls, gazebos, as well as the bike route being out on open roads around the beautiful town of Padstow and surrounding areas. The Town Clerk has spoken with the Chairman on the request and both consider this is too large an event, there will be the organisers, spectators as well as the usual visitors. Furthermore, as we know COVID19 is with us and will be with us for some time to come and our community has been concerned at the level of visitors coming to our town, let alone a large event such as this. The Harbour Master confirmed that he was not aware but is now in the loop, but they have yet to give their due consideration. CC has confirmed that no permissions have been granted by them yet and the Camel Trail team are also seeking confirmation on this proposal. They too have concerns. This event has been promoted both on their website and Facebook with it outlining that *"Early bird capacity reached! More info on general entries will be released soon"*.

As Council will know from the regular town updates, with the road closure in place our Railway Car Park has been a conduit for traffic flow during this time. Furthermore, as we have seen in these last few months it is busy with people parking, buses, sand operations as well as businesses working during this time. Subject to any further restrictions, this level of "busy" is expected to continue into next year and therefore our car park will be needed to operate as a car park.

It is recommended by both the Chairman and Town Clerk that this request be refused.

AGENDA ITEM 9 b ii) BOUNDARY GOVERNANCE REVIEW LATEST

This is to update Council on the latest in this regard. Members will recall being advised in January that at the conclusion of stage 2 of the governance boundary review, Cornwall Council (CC) approved a draft recommendation that no change be made to the Padstow area. This was followed by stage 3, a 3 month public consultation on the draft recommendations which finished in March. Work on the review was paused due to the coronavirus pandemic but is now proceeding again with the aim of carrying out as much as possible of the review before the May 2021 elections.

The next step is that the Electoral Review Panel will be considering the results of the public consultation exercise and will decide what changes need to be made to the draft recommendations for parishes. Therefore, the Governance arrangements of various Parish Councils will be discussed at three meetings in the next fortnight - on Wednesday 23rd September, Thursday 1st October and Tuesday 6th October. The Panel is expected to recommend either a change, no change, or a deferral of the decision relating to each parish. Cornwall's Full Council will then consider these recommendations at an extraordinary meeting on 3 November 2020.

The discussion for Padstow will take place at the meeting on Wednesday 23 September and for information, the Electoral Review Panel agenda papers make the following recommendation:

1102 Padstow

7. *Residents of the Trevone ward of Padstow Town Council wished for Trevone to become a separate parish with its own Parish Council.....Based on the evidence available Cornwall Council, on balance, did not consider that this change is likely better to reflect the identity and interests of the area and secure more effective and convenient community governance.*
8. *No submissions were received, nor further proposals made, during the public consultation in relation to this recommendation.*
9. *Recommendation - That no change be made to the governance arrangements for Padstow parish.*



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

Date	Time	Meeting
2020 DATES		
Tue 29 September	6.30 pm	Full Council
Tue 13 October	6.30 pm	Planning Committee
Tue 20 October	6.30 pm	Staffing Committee
Tue 27 October	6.30pm	Full Council
Tue 10 November	6.30 pm	Planning Committee
Tue 24 November	6.30 pm	Full Council (budget)
Tue 8 December	6.30 pm	Planning Committee
2021 DATES		
Tue 12 January	6.30 pm	Planning Committee
Tue 26 January	6.30 pm	Full Council
Tue 9 February	6.30 pm	Planning Committee
Tue 23 February	6.30 pm	Full Council
Tue 9 March	6.30 pm	Planning Committee
Tue 30 March	6.30 pm	Full Council

All meetings to be held virtually (until further notice)

If you wish to view a 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

Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.