

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



21 October 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 27 October 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 E 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 **29 September 2020** having been previously circulated and taken as read. *(1-5)*

6. **Clerk's Report/Work Programme:** To receive an update for information only. (6)
7. **Committees/Working Group Meetings:**
To receive minutes of the remote Planning Committee meeting (13 September 2020) (7-9)
8. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (10)
9. **Finance: (11-20)**
Monthly Accounts and Payments October 2020
 - 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.
10. **Correspondence:**
 - a) To note correspondence for information, (21)
 - b) To give consideration to the following:- (22-25)
 - i) "We're Watching You" Anti-Dog Fouling Campaign
 - ii) Councillor Advocate Scheme
 - iii) Cornwall Council free parking provision letter
11. **Burial and Memorial Fees and Charges:** To give consideration to current fees and charges and discuss and decide on way forward. (26-34)
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 24 November 2020 (budget) at 6.30 pm (35)
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 **29 September 2020** having been previously circulated and taken as read.
16. **Emergency Scheme of Delegation Decisions:** To note confidential decisions made between meetings via this mechanism.
17. **Padstow Sand:** To give consideration to this matter and discuss and decide on way forward.
18. **Core Building Update:** To receive update in this regard and discuss and decide on way forward.

- 19. Update Rent Matters:** To receive update in this regard and discuss and decide on way forward.
- 20. Lease Breach Issue:** To be updated in this regard and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 29 September 2020 at 6.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Financial Responsible Officer), Mrs S Daly (Support Officer and Minute Taker) and 4 members of the public (1 part)

2020/59 To receive apologies for absence and announcements:

- i) Apologies were received from Councillors A Flide and M Evans
- ii) Announcements: The Chairman reminded members the Planning Committee would be considering the Government's "Planning for the Future" consultation at its next meeting. The deadline for comments from all Councillors was Thursday 1 October 2020.

2020/60 Declarations of Interest:

- Councillor C Watson-Smyth declared an interest in agenda item 18 Update Rent Matters. Councillor Mrs T Walter was not present for declarations of interest but declared an interest in agenda 18 Update Rent Matters later in the meeting.
- **RESOLVED** to amend the agenda order by switching agenda item 18 Update Rent Matters with agenda item 20 Core Building Update.

2020/61 Dispersations: There were no dispensations.

2020/62 Public Participation: None.

- i) **Cornwall Councillors Report:** There was no report.
- ii) **Police Report:** The police report for the period 23.8.20 to 27.9.20 was noted. In attendance was Sergeant Sue Honeywill and PC Alex Allen. PC Allen introduced himself and his role and provided the following update to Council:
 - There had been a greater level of multiagency working in Padstow this season regarding various issues such as street trading and anti-social behaviour. The agencies [D&C Police, CC, Padstow Harbour Commissioners and Padstow Town Council] would continue to work together going forward and formulate a defined, named group. The group will meet once a month during the winter increasing to fortnightly during the summer;
 - Referring to the police report, it was noted that Padstow had seen a 200% increase in calls regarding anti-social behaviour. This increase was seen in other areas too and the majority of the calls were linked to COVID;
 - Noted an increase in criminal damage and vandalism linked to vehicles parked in residential areas and roads. A few vehicles had been damaged in Netherton Road in particular. It appeared a myriad of tensions were rising regarding summer car parking.

- The area was incredibly busy with footfall and traffic, PC Allen considered it was possibly the busiest it had ever been and he reasoned this was likely to continue until at least the end of furlough.

Sergeant Honeywill addressed the meeting and advised:

- Pubwatch had been unable to meet due to COVID but that the group continue to work in good partnership.

Councillor R Buscombe expressed thanks to PC Allen for his "excellent" help over the summer.

2020/63 Minutes Tuesday 25 August 2020: RESOLVED that the minutes of the meeting held remotely on Tuesday 25 August 2020 be signed as a true record.

2020/64 Clerks Report: The Clerk's report was noted for information. Members expressed support for the Town Clerk approaching Cornwall Council to ascertain possible costs for undertaking patch work on the footpath at Stile Field whilst in the area in November.

2020/65 Committees/Working Group Meetings:

- RESOLVED** to receive the minutes of the Planning Committee meeting held remotely on 8 September 2020;
- RESOLVED** to adopt the minutes and approve recommendations (if any) for the Staffing Committee meeting held remotely on 22 September 2020;
- RESOLVED** to adopt the notes and approve recommendations (if any) for the Neighbourhood Development Plan Steering Group meeting held on 15 September 2020.

2020/66 Finance: Monthly Accounts and Payments September 2020:

- The monthly finance report was noted for information. The Responsible Financial Officer (RFO) noted that there were more debtors than usual. She added that the car park takings for August were up by approx. £11,000 on the previous year with a similar increase looking likely for September.
- It was **RESOLVED** to i) ratify payments made August (b) of £2,781.48 and direct debits of £1,136.30; ii) to ratify payments made September (a) of £19,210.99, standing orders or direct debits (regular payments of the same amount) of £10,443.42 and direct debits of £3,424.72 and iii) to ratify payments made September (b) of £1,724.06 and direct debits of £6,961.29.
- Car park takings were noted.
- External Audit Report Update: It was noted that further to the agenda report, the deadline for advertising the external audit report had been extended to 30 November 2020. The report would be brought to Full Council once received.

2020/67 Correspondence:

- Correspondence for information was noted.

b) (i) Land Use Request – Railway Car Park: **RESOLVED** not to approve the request made by Tough Runner UK Ltd for use of the Railway Car Park from 14 to 15 May 2021.

(ii) Boundary Governance Review Latest: The update was noted for information. Cornwall Councillor Buscombe further added that subject to the decision of Cornwall Council's extraordinary meeting on 3 November 2020, it was expected that a decision regarding the outcome of the Padstow Parish review would be postponed until the new Council is elected in May 2021. It was noted that this was expected to be the case for all parishes in which there were differing views about the review. Reasons being, due to COVID it had not been possible to hold proper public consultations in this regard.

2020/68 Car Park Tariffs: Members were referred to the agenda report and the recommendation that the tariff be increased and set all year round to help mitigate losses caused by COVID and minimise any possible precept next year. It was noted that the car park tariffs had not been increased for a number of years due in part to the associated expense in doing so. Comment was made that it would be useful to see a projection of figures based on the recommended tariff using the data from previous ticket sales.

Concern was expressed that season tickets were too heavily subsidised. In response to a member query, the Town Clerk clarified that season ticket eligibility had been amended through work undertaken by the Highways, Roads and Transport Committee to i) tenants without dedicated parking, and ii) people working in the town. The RFO advised that only 4 of the 15 available season tickets had been sold. The Chairman of the Highways, Roads and Transport Committee noted that the changes and reduction to 15 had been an attempt to reduce season tickets to a reasonable number and that this could be further reduced. The agenda report highlighted and outlined costs associated with any changes to the tariff.

Further comments included:

- Concern that the loss of a low winter tariff would penalise locals who live further out of town and who need to use the car park;
- Concern was expressed about the perception of an all year round tariff during the winter months when there were no visitors

The Town Clerk observed that Padstow no longer appeared to have a "season" with only November and January being quiet. Furthermore, anecdotally we were hearing that holiday accommodation and businesses were looking much busier this year than in previous years.

RESOLVED to update the car park tariffs for Town Council car parks as soon as practicable in 2020 (ideally from 1.11.20) and that these be set all year round, 24 hours, 7 days a week as follows:

- i) Car park fees: £1 for 1 hour, £3 for 2 hours, £4 for 3 hours, £6 for 4 hours, £8 for 12 hours and £10 for 24 hours;
- ii) Coach fees: £8 for up to 4 hours;
- iii) Excess charges to remain the same at £80 reduced to £40 if paid within timeframe directed;
- iv) Season ticket fee to remain the same at £480 inclusive of VAT.

FURTHER THAT the tariffs be reviewed 1 year from the start of the increase.

2020/69 Update Town Opening: The Town Clerk noted that the multiagency group had worked well together and the Railway Car Park had provided a conduit for vehicle traffic. The group were meeting in October to review the summer season. She noted that on her last few visits to the town she had not seen any street traders.

Councillor Buscombe echoed the Clerks comments and considered that this year had been the best ever for joint working between agencies and thanked all those involved. It was noted that Councillor Buscombe represented both Cornwall Council and the Town Council on the group and in view of this, Councillor Freeman volunteered to join the group solely as a Town Councillor.

At the invitation of the Chairman, PC Allen joined the discussion and advised that the group were looking to formalise the working arrangement together with a formal name. He agreed with the Town Clerk that the biggest thing of note was the reduction in street traders on the bandstand area. PC Allen noted that the group discussions had helped to facilitate action quickly and felt its continuation was important.

2020/70 Reports from Members/Outside Organisations: Councillor Vivian noted that the winners of the Persimmon Homes' grant that Padstow Sea Cadets had been competing for would be announced next week.

2020/71 Future Meeting Dates And Date of Next Meeting: Date of next meeting: Tuesday 27 October 2020 at 6.30pm and future meeting dates were noted.

2020/72 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2020/73 Confidential Minutes Tuesday 25 August 2020: RESOLVED that the minutes of the meeting held remotely on Tuesday 25 August 2020 be signed as a true record.

2020/74 Staffing Committee Confidential Minutes: RESOLVED to adopt the minutes and approve the recommendations (if any) for the Staffing Committee meeting held on Tuesday 22 September 2020.

2020/75 Staffing Committee Report: See confidential minutes.

2020/76 Core Building Update: See confidential minutes.

2020/77 Lease/Tenant Issues: See confidential minutes.

2020/78 Update Rent Matters: See confidential minutes.

Meeting closed at 7.43 pm

**PADSTOW TOWN COUNCIL: 27 OCTOBER 2020
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

Agenda 6.

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	As advised last month, Plan 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. Website has been updated with this positive step forward.
Padstow Safe	As Council will know they were updated on this initiative last month, this has been put in place to acknowledge the greater partnership working since COVID and continued joint working to prepare for next season main issue being one of traffic management. Proposed to meet November to review how this season has gone.
LTOS	
Tommy and Remembrance Sunday	Meeting took place as advised with Chairman, Town Clerk, Legion Reps and Church Rep and all happy and in agreement Tommy be re-sited to the Garden of Remembrance in the Churchyard. This to be taken forward soon. Concerning Remembrance Sunday, with the Legion it has been agreed that there will be no parade this year but a closed max. 6 wreath laying ceremony with the Mayor, Legion Reps and Church Rep. All organisations are being encouraged to lay their own wreaths individually this year. A joint statement has been released on this matter https://padstow-tc.gov.uk/2020/10/remembrance-sunday-8-november-2020/
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 have yet to take place. 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. As advised last month the Town Clerk has been in contact with CC who are happy to give consideration to possibly taking care of small areas along the top of Stile Field. Town Clerk to provide more detail.
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.
Tree Management	Our usual tree inspection has taken place, report has been received by the Council's tree advisor and necessary work will be taken forward.
HRT	
Railway Car Park Bollards	These works are now expected to take place October, date to be confirmed.

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 and Mrs A E Symons

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

P2020/27 Apologies: Apologies for absence were received from Councillor Mrs T Walter.

P2020/28 Announcements: There were no announcements.

P2020/29 Declarations of Interest: There were no declarations of interest.

P2020/30 Public Participation: One member of the public attended the meeting and addressed Committee in opposition to PA20/06068 Gulland House, Upper Dobbin Lane, Trevone, Padstow. Comments included:

- Proposal is significant in size being higher than the existing 2 bay garage making it hugely disproportionate to the detriment of the local amenity;
- A garage should not be competing with the footprint and height of neighbouring buildings, proposal is almost same width and depth of own property;
- Noted there had been instances where Padstow Town Council have raised concerns over the roof height of an application resulting in the height being reduced;
- Consider it inappropriate to be higher than a 2 storey building and that its position will significantly impact own amenity.

P2020/31 RESOLVED that the **minutes** of the meeting held on **Tuesday 8 September 2020** be signed as a true record.

P2020/32 Planning

i. The following Cornwall Council planning decisions were noted:

a) PA20/03626 Waters Edge Office North Quay Padstow Cornwall - Installation of an air conditioning unit on the west elevation. **APPROVED**

b) A20/05599 5 Porthilly View Padstow PL28 8DH – Amendment to approved scheme PA20/00099: Kitchen extension enlarged by 1m. **APPROVED**

c) PA20/05681 Tremaryns Dennis Lane Padstow Cornwall PL28 8DP – Demolition of dilapidated rear addition along with bay window. Erection of replacement rear single storey extension, front single storey extension, construction of first floor addition and first floor roof terrace with associated building works. **APPROVED**

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

a) PA20/06068 Gulland House, Upper Dobbin Lane, Trevone, Padstow – amended plans and description - Construction of garage with storage above.
SUPPORTED; provided there is no provision for residential use.

b) PA20/07449 Caravan Creekview Creddis Farm High lanes Wadebridge – Replacement of static caravan with permanent dwelling.
SUPPORTED

c) PA20/08059 15 Treverbyn Road Padstow PL28 8DW – Demolition of existing garage and flat roof extension, proposed extensions and alterations with inclusion of a first floor balcony.
SUPPORTED

d) PA20/08078 1 Netherton Road Padstow PL28 8EG – Extending the existing lobby to the side of the property to create a downstairs cloakroom with toilet, shower and basin.
SUPPORTED

e) PA20/08157 20 Rainyfields Padstow PL28 8EZ – Proposed side/rear extension to the South and West, side extension to the North and internal alterations to form additional habitable accommodation and open plan living space.
SUPPORTED; provided no overlooking issues.

P2020/33

The following Planning Inspectorate applications were noted:

i. Applications moving to Planning Inspectorate decision:

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

ii. Planning Inspectorate Decisions:

a) PA19/05600 Treravel House, A389 Between Greenlane And Padstow Road, Padstow PL28 8LB - Retrospective application for the siting of 6 static

caravans for seasonal workers accommodation.

Appeal Dismissed

P2020/34

a) Planning For The Future Government Consultation:

Following consideration of this item and the agenda report it was **RESOLVED** that i) a response to the Planning For The Future Government Consultation should follow the motion paper put to Cornwall Council on 22 September including points 7, 8 and 9; and ii) to delegate the response to the Town Clerk in consultation with the Chairman.

b) Attendance: Cornwall Councils next Planning

Conference, 21 October 2020: It was noted that members were unable to attend the Planning Conference.

P2020/35

Date of Next Meeting: Tuesday 10 November 2020 at 6.30pm.

Meeting closed at 6.52 pm



PADSTOW TOWN COUNCIL: 27 OCTOBER 2020

AGENDA ITEM 8: EMERGENCY SCHEME OF DELEGATION DECISIONS

To note and ratify 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 not to re-discuss or re-consider.

EMERGENCY SCHEME OF DELEGATION - DECISIONS REGISTER					
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
21.10.20	October: 01	Town Clerk Via Emergency Scheme	N/A	No	<p>Padstow Town Council's response in respect of the following Planning application: PA20/02165</p> <p>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.</p> <p>SUPPORTED; all points of objection appear to have been addressed satisfactorily.</p>

Full Council 27.10.20 - Agenda item 9 **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 a clear External Report has been received from the Council's External Auditor, PKF Littlejohn, and the Notice of Conclusion of Audit has been advertised on the Council's website.

The Council's bank reconciliations are checked and signed monthly by the Chair of Finance or Town Clerk. If a Councillor would like to see copies please contact the RFO as detailed below.

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

20.10.20

Revenue Income 22.9.20 - 20.10.20 (per Sage)

	<u>£</u>
Highways Roads and Transport	61,885
" Railway car park income	23,047
" Lawn car park income	4,053
" misc income (RingGo - received & paid out)	1,977
Environment - Cemetery	6
Cemetery fees	3,968
Environment	4
seagull-proof sacks	94,940
Investment Properties	
misc rent leeway charges for sand	
Other operating income	
interest received	
	<u><u>94,940</u></u>

State of the Bank

		per Sage
Lloyds	Current Account	1,000.62
	Business Call Account	486,315.56
	Wages Account (PAYE & NIC)	6,062.50
	Car park takings account	14,513.60
	Car park takings account	24166.43
	Client deposit account	790.88
Barclays	Current Account	7,120.06
	Active Saver	170,080.54
	Wages Account (Net pay and LGPS pension)	17,505.81
	Petty Cash	200.00
		<u><u>727,756.00</u></u>

Wages month 7 gross pay, NIC ER's & LGPS ER's £21,724.48

Debtors Outstanding for more than 3 months:

£5100.96 gross (rent)
Current debtors total £48,765.24 gross (rent)

Creditors Outstanding for more than 3 months:

None
Current creditors total £6182.39 (incl.VAT)

per Sage	Apr-Oct £		1.4.20 - 31.3.21 Budget
Income	481,643	incl sales invoices sent but not all received	
Budget Income	614,133		747,470
Revenue Expenditure	295,566		
Budget Rev Exp	421,263		699,930
Capital/Project Expend.	49,070		
Budget Capital/Project Exp	169,750		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' c 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
8.9.20	HRT	Kestrel Guards	car park attendant for peak times, check call service	860	172.00	1032.00
25.9.20	Env - Cemetery	Duchy Cemeterys Ltd	excavate graves (recharged to funeral director)			886.00
25.9.20	LTOS	Masons Kings	WA17 GVO Gator service	356.85	71.37	428.22
30.9.20	LTOS	Padstow Petrol Station	fuel	308.42	61.68	370.10
24.9.20	LTOS		WL18 ENX vehicle tax			265
22.9.20	HRT	Flowbird	Smartfolio	80	16	96
24.9.20	Democratic Services	Floribunda Cornwall	bouquet for 90th birthday			35
						<u>3112.32</u>
21.9.20			Lloyds to Barclays transfer - PTC accounts			150,000.00
25.9.20	LTOS	Mole Valley Farmers	loppers, forks, shovel, face shield etc	184.60	31.57	216.17
30.9.20	Env toilets	AUK Supplies	toilet rolls, bleach, sanitiser etc	267.83	45.61	313.44
						<u>529.61</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	
		2
		2

Agenda item 9b

To ratify payments made:

ACCOUNTS OUTSTANDING
October' a 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
1.10.20	Corporate Services	PARK NOW Ltd	Sept RingGo fees (net cost £2136.93)	6189.43	1237.89	7427.32
9.10.20	Corporate Services	PKF Littlejohn LLP	External audit 2019/20	2000	400	2400.00
30.9.20	HRT	Kestrel Guards	car park attendant - peak times	280	56	672.00
7.10.20	Central Services		Grant - St Savour's Church Trevone stationery	208.93	41.78	300.00
29.9.20	Administration	JamaicaPress	Walcare soap	202.2	40.44	242.64
5.10.20	Env - toilets	Wallgate	IT support service 1 month	143.87	28.77	172.64
1.10.20	Administration	Tanist Ltd	topsoil	137	27.4	164.40
1.10.20	LTOS	Travis Perkins	PTC clothing - outside staff	109.32	21.86	131.18
2.10.20	LTOS	Greenham	strimmer line & mower blades	95.55	19.11	114.66
30.9.20	LTOS	Masons Kings	sanitary & nappy bin collections	74.21	14.84	89.05
1.10.20	Env - toilets	SW Hygiene	seagull-proof sacks			60
7.10.20	Administration	Cornwall Council	legionella control support package	43.13	8.63	51.76
1.10.20	Administration	Churchill Group	Poppy Appeal - wreath			20
7.10.20	Administration	Churchill Group	window cleaner			18
5.10.20	Administration	Sea Spray				
						<u>12114.36</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>
30.9.20	LTOS					
7.10.20	Env - toilets	Direct debits: Biffa	Sept. bulk waste bin emptying (Sep 2019 £903 net)	1825.41	365.08	2109.49
13.10.20	Env - toilets	AUK Supplies Ltd	polyliners, toilet rolls, centrefeed rolls, cloths etc	299.87	56	355.87
		AUK Supplies Ltd	alcohol hand sanitiser dispensers	101.7	20.34	122.04
						<u>2587.40</u>

Approved by 2 Councillors who are bank signatories:

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

Agenda item
96

14

**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	51165	59,000		16345	17136	20726	16300
Aug	69811	64687	71756	69,000		21050	23158	27741	21000
Sep	45461	48631	64641	45,000		13871	14103	26140	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	191833	375000		109336	105401	75155	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	640	40		0	0	40	0
Aug	400	160	1160	40		40	0	0	0
Sep	196	399	1160	40		0	40	120	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	2960	500		40	40	160	40
n/c 4404	303932	302631	191833	301000	n/c 4406	88147	93065	75155	88000
n/c 4405	1481	1512	2960	240	n/c 4407	40	40	160	40
Railway	305413	304143	194793	301240	Lawn	88187	93105	75315	88040
sub totals					sub totals				
Apr - Sep 2020					Apr - Sep 2020				
Apr-Sep	2018-19	2019-20	2020-21	Budget 2020-21					
Railway	305413	304143	194793	301240					
Lawn	88187	93105	75315	88040					
	393600	397248	270108	389280					
Car park takings									
April - September 2020 car park takings are £270,108 , this is £119,172 less than the Budget 2020-21 and £127,140 less than the same period last year.									
Excluding excess charges July car park takings are £71,891 this year and £75,105 last year, August is £99,497 this year and £87,845 last year (plus 13%) and September is £90,781 this year and £62,734 last year (plus 45%).									

Padstow Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for Padstow Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Padstow Town Council on application to:</p> <p>(a) <u>NIKKI BARNES RFO</u> <u>Station House</u> <u>Station Road</u> <u>Padstow PL28 8DA</u></p> <p>(b) <u>10am - 1pm Monday - Thursday</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£0.30</u>(c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Nikki Barnes RFO</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>12.10.20</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Padstow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>n/a</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30/06/20

and recorded as minute reference:

2020/15

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.padstow-cc.gov.uk

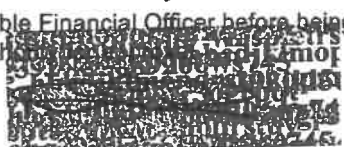
Section 2 – Accounting Statements 2019/20 for

Padstow Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	569,210	809,806	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	989,705	845,360	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	311,480	321,956	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	437,629	695,500	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	809,806	637,710	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	828,828	604,490	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,188,050	6,442,639	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority



Date

30/06/20

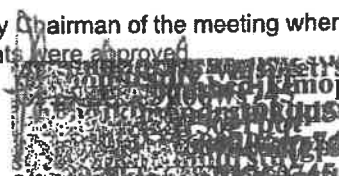
I confirm that these Accounting Statements were approved by this authority on this date:

30/06/20

as recorded in minute reference:

2020/16

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Padstow Town Council – CO0099**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

06/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

AGENDA ITEM 10 a): CORRESPONDENCE

Councillors Correspondence for Information – October

Item	From	Referring To	Notes
A	Cornwall Citizen Advice	Providing an newsletter items include: Join our Volunteer Heroes Saltash Office Re-opening Lottery Grant Pentreath Debt Advice And much more	Post went on PTC website with list of services and contact details for citizen advice
B	Cornwall Council Climate Emergency DPD Team	Thank you email for response sent to pre-submission Climate Emergency Development Plan Document (DPD). Also noting there will be another stage consultation.	This is following action from August Full Council that the response be delegated to Town Clerk in consultation with Chairman & Vice-chairman based on comments from members.
C	D&C Police	October Newsletter for Wadebridge area	Posted on PTC website
D	D&C Police	October Newsletter for Bodmin area.	Posted on PTC website
E	Network Rail	Rail improvement works in Cornwall	

PADSTOW TOWN COUNCIL: 27 October 2020

AGENDA ITEM 10 b i) "WE'RE WATCHING YOU" ANTI-DOG FOULING CAMPAIGN

Cornwall Council have been piloting Keep Britain Tidy's "We're Watching You" anti-dog fouling campaign in Cornwall. The campaign uses posters that have glow-in-the-dark eyes (appendix 1) aimed at reducing dog-fouling. CC distributed 80 of these "We're Watching You" signs to 8 Town and Parish councils across Cornwall who monitored their impact over a five-month period. Cornwall Council claim the signs reduced dog fouling by an average of 73% across the 8 trial locations.

CC are now inviting 15 additional Town and Parish Councils to take part and the application deadline is **17:00pm on Friday 6th November 2020**. If chosen to join, CC will require a non-refundable payment of £50 for five A3 "We're Watching You" signs and will provide "We're Watching You" graphics to share on social media. Signs usually cost £40 and CC will not replace damaged or stolen signs.

The scheme will require the Town Council to appoint a Community ambassador to champion the campaign and operate the campaign.

They must:

- Be a proactive, positive member of your community who feels strongly about tackling dog fouling.
- Be a resident in your community who is preferably not directly associated with your Town or Parish council (e.g. not an employee or councillor).
- Have a strong social media presence in your community.

They are also required to:

- Conduct an initial cleanse of the site to remove all dog fouls.
- Carry out two visits to the site, one week apart, before the signs are put up, to count the number of dog fouls for a control figure.
- Put the signs up in the agreed locations.
- Carry out a single visit each week for three consecutive months to count the number of dog fouls, cleaning the site of dog fouls after every second visit.
- Record your weekly counts in the digital monitoring sheet, which will be provided.
- Champion the campaign on social media and in local newsletters etc:
 - Post updates and images of the signs and any positive outcomes on dog fouling reduction on Community Facebook pages.
 - Share Cornwall Council's social media updates on the campaign to Community Facebook pages.
 - Contribute articles to the Town/Parish council newsletter to further inform residents of positive campaign activity.

Decision: Would Council like to participate in the "We're Watching You" anti-dog fouling campaign and if so, do members have any suggestions as to who the Council could approach to undertake the community ambassador role?

AGENDA ITEM 9 b ii) COUNCILLOR ADVOCATE SCHEME

Council has received the correspondence below from the Office of the Police and Crime Commissioner regarding participating in the Councillor advocate scheme:

"During April, May and June of this year, particularly as guidance and regulations in relation to the pandemic regularly changed, the OPCC's (Office of the Police and Crime Commissioner) Cllr Advocate Scheme proved invaluable in keeping local communities informed. Cllr Advocates also provided the OPCC (and through the OPCC, Devon and Cornwall Police) with important information concerning what exactly was going on in their Parishes and Towns.

Should we move towards a similar situation in the next few months, OPCC / Cllr Advocate communications will again be important.

As such we are now actively seeking Parish and Town Cllrs, or even the Clerk, to act as OPCC Cllr Advocates from every Parish and Town Council across Devon and Cornwall, and become a point of contact between the OPCC and their local area, able to receive messages (generally two of three emails a week at the most) from the OPCC and pass them on to their local community. And at the same time pass relevant information into the OPCC / Devon and Cornwall Police.

To provide resilience ideally we would like the email addresses of two named individuals from each Parish and Town Council.

Anything you can do to help increase the number of Cllr Advocates across Devon and Cornwall would be very much appreciated."

Decision: Does Council wish to participate in the scheme and nominate two representatives?

AGENDA ITEM 9 b iii) CORNWALL COUNCIL FREE PARKING PROVISION LETTER

Appendix 2 is a letter from Cornwall Council asking Council to select one day within the Festive period when Cornwall Council will provide free car parking in their car parks in our area. Members will recall last year Council selected Saturday 30 November 2019 to coincide with the Nadelik Lowen event.

Decision: Which date would Council like to propose to Cornwall Council this year? Deadline for response is 15 November 2020.



We're watching you!

9 out of 10 dog owners
clean up after their dog
Are you the one who doesn't?

Bag that poo,
any rubbish bin will do
#KeepCornwallClean



**Thoughtless dog owners
We're watching you!**

Walk your dog away
from a £100 fine

Bag that poo, any rubbish bin will do
#KeepCornwallClean



Samantha Daly

From: Charlie Sims <charlie.sims@cornwall.gov.uk> on behalf of Geoff Brown CC <geoff.brown@cornwallcouncillors.org.uk>
Sent: 14 October 2020 14:24
To: Geoff Brown CC
Cc: Ken Polmounter
Subject: Christmas Free Parking

Follow Up Flag: Follow up
Flag Status: Completed

Information Classification: CONTROLLED

Dear Clerk

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

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

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

If you feel that this will be beneficial in your area, please contact Ken Polmounter (Operations Manager- Parking) via email: ken.polmounter@cornwall.gov.uk **no later than Sunday 15th November 2020** in order to advise of your preferred date, so that the various operational changes can be made to enable the free parking provision.

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

Yours sincerely



CLlr Geoff Brown
Cabinet Member - Transport
Email: geoff.brown@cornwallcouncillors.org.uk

PADSTOW TOWN COUNCIL: 27 October 2020

AGENDA ITEM 11: BURIAL AND MEMORIAL FEES AND CHARGES

Council's burial and memorial fees and charges are considered by the Leisure, Tourism and Open Spaces Committee each year but were last increased in 2012.

A review of neighbouring towns and parishes has been undertaken including Bodmin, Wadebridge, St Stephen-In-Brannel, Launceston, Camelford, St Ives, Tavistock and Cornwall Council. As Council's are permitted to set their own fees and charges there is an understandable disparity across all the parishes, however Padstow Town Council's fees and charges were found to be the lowest.

For Council's consideration in appendix 1 is a proposed new scale of charges more similar to other cemeteries in the area. The most significant proposed change is the trebling of fees for non-residents where they were previously doubled. Of the parishes reviewed, fees for non-residents ranged from being an additional 150% (Tavistock) to being quadrupled (St Ives). As available space in the cemetery is limited, Officers are recommending that non-resident fees are trebled and that this be expanded (like other parishes) to include memorial fees also.

The term "parishioner/resident" is referenced and defined in paragraph 58 of the Padstow Town Council Cemetery Regulations 2014 and refers to people living or having lived in "Padstow Town". For clarity and accuracy this should be amended to "Parish of Padstow" and a more consistent use of the phrase "resident" and "non-resident" should be applied across the Regulations and the scale of charges. Council are asked to make these changes to the Regulations now and to provide consistency these changes have been incorporated in the proposed appendix 1. It is noted that it would be prudent to review the regulations as a whole prior to April 2021 when any new fees and charges will come into effect.

Other proposed significant changes to the schedule of charges include:

- a charge for the Maintenance Team's time in excavating a cremation plot (at present only an interment fee is charged);
- clarification and amendment of fees for different scenarios relating to the interment of ashes not previously covered in some instances;
- the removal of a charge for an Exclusive Right of Burial in the Children's Section.

For ease of use, a separate notice for the fees and charges relating to the cremation plots that Council manage in St Petroc's Churchyard has been prepared (appendix 2). These are consistent with the current approach to Churchyard fees. In addition the proposed new memorial fees are now more comparable with those charged by the Church of England.

For information, appendix 3 details the Council's current fees and charges. Council's view on the following recommendations are now sought.

Recommendations:

- i) The fees and charges as detailed in Appendices 1 and 2 be approved to come into effect from April 2021; and

ii) Padstow Town Council Cemetery Regulations 2014 paragraph 58 be updated with immediate effect as follows:

In determining whether fees will be chargeable at the ~~Parishioner or Non-Parishioner~~ Resident or Non-Resident rate, the Town Council have defined the term "~~Parishioner~~/Resident" in respect of the operation of the scale of charges to include:-

- any person who has resided in the ~~Town Parish~~ of Padstow for not less than one year immediately prior to death;
- anyone who, at any time, has lived in the ~~Town Parish of Padstow~~ for at least five years;
- patients in hospitals or institutions normally resident in the Parish of Padstow.

PADSTOW TOWN COUNCIL



Cemetery Fees As From 1 April 2021

Fees Payments and Sums fixed and settled under Section 34 of the Burial Act 1852 and by the Town Council under Section 214 of the Local Government Act 1972

Fees are payable in advance by BACS to Padstow Town Council, Sort Code 30 98 98, Account Number 00620229, Address: Lloyds Bank, Wadebridge. Alternatively, cheques made payable to Padstow Town Council can be sent to Station House, Station Road, Padstow, Cornwall PL28 8DA. In both instances please state the grave number as reference.

The interment fees (no.1-10) set out below do not include the grave excavation fees (no.11-13). An Exclusive Right of Burial must be purchased for all new graves. For Non-Residents of Padstow Parish some fees and charges are treble, please refer to the Non-Resident scale of charges as appropriate.

A Resident will be defined as:

- Any person who has resided in the Parish of Padstow for not less than one year immediately prior to death;
- Anyone who, at any time, has lived in the Parish of Padstow for at least five years;
- Patients in hospitals or institutions normally resident in the Parish of Padstow;
- In addition, the interment of ashes on existing earthen grave spaces will be charged using the Resident scale of charges, irrespective of residential status.

INTERMENTS

The fees given below in respect of earthen graves are for a depth of up to 2 metres. An Exclusive Right of Burial must be purchased for each grave.

	Resident	Non Resident
1 Interment of the Body of a still-born child or a child not exceeding 12 years in the Children's Section	No Charge	No Charge
2 Interment of the Body of a person exceeding 12 years	£166.00	£498.00
3 Interment of cremated remains in a cremation plot	£100.00	£300.00
4 Interment of cremated remains on an existing earthen plot	£100.00	£100.00

5	FIRST Interment of cremated remains in a new earthen grave purchased solely for cremated remains	£166.00	£498.00
6	SECOND Interment of cremated remains in an earthen grave purchased solely for cremated remains	£166.00	£498.00
7	For each interment of cremated remains AFTER the FIRST and SECOND in an earthen grave purchased solely for cremated remains (maximum 6)	£100.00	£100.00
8	Surcharge where an interment takes place or involves work on a Saturday	£90.00	£270.00
9	Surcharge where an interment takes place or involves work on a Sunday or Bank Holiday	£180.00	£540.00
10	Exhumation	POA	POA

GRAVE EXCAVATION

The fees below are in addition to the interment fees above. An external sexton is arranged for all earthen burials. In most instances, excavation of an area for the interment of cremated remains will be undertaken by Padstow Town Council employees. In any circumstance where a sexton is employed these fees will be a direct re-charge of the sexton's services and as such are subject to change.

	Resident	Non Resident
11 Sexton's fee for excavation of an earthen grave (maximum double depth)	£465.00	£465.00
12 Fee for excavating area for cremated remains (all cremation plots are double depth)	£80.00	£80.00
13 Exhumation	POA	POA

EXCLUSIVE RIGHT OF BURIAL

An exclusive right of burial **must be purchased for all new graves in Padstow Cemetery only** and will be granted for a period of 99 years. An exclusive right of burial information sheet can be viewed online at www.padstow-tc.gov.uk or requested from the Council Offices.

	Resident	Non Resident
14 For Exclusive Right of Burial in the Children's Section	No Charge	No Charge
15 For Exclusive Right of Burial in an earthen grave	£200.00	£600.00

16	For Exclusive Right of Burial in a cremation plot	£100.00	£300.00
----	---	---------	---------

MONUMENTS, TABLETS AND INSCRIPTIONS

For regulations relating to memorials including permissible sizes, stone and responsibilities, please refer to the Padstow Town Council Cemetery Regulations.

	Resident	Non Resident
17	For permission to erect a monument not exceeding 2'6" x 3'0"	£125.00 £375.00
18	For permission to erect a tablet or tablet with integral vase holder	£75.00 £225.00
19	For each additional inscription after the first	£30.00 £90.00
20	For permission to replace an existing kerb memorial on a grave prior to 1974 on a "like for like" basis	£150.00 £450.00

OTHER ADMINISTRATIVE FEES

21	Transfer of Exclusive Right of Burial including preparation of relevant documents	Resident and Non Resident £30.00 max 2 hours, £15.00 per hour thereafter
22	Research of burial records to include up to 2 x A4 hard copies of an entry or a scanned copy.	£30.00 max 2 hours, £15.00 per hour thereafter

PADSTOW TOWN COUNCIL
 Council Offices, Station House
 Station Road
 Padstow
 Cornwall, PL28 8DA
 Tel: 01841 532296
 Email: enquiries@padstow-tc.gov.uk
 Website: www.padstow-tc.gov.uk



St Petroc's Churchyard Fees As From 1 April 2021

Fees Payments and Sums fixed and settled by the Town Council in consideration of the 2014 Agreement between St Petroc's Church in respect of managing the administration (interments and installation of tablets) and record keeping for the ashes/s section of St Petroc's Churchyard.

Fees are payable in advance by BACS to Padstow Town Council, Sort Code 30 98 98, Account Number 00620229, Address: Lloyds Bank, Wadebridge. Alternatively, cheques made payable to Padstow Town Council can be sent to Station House, Station Road, Padstow, Cornwall PL28 8DA. In both instances please state the grave number as reference.

INTERMENTS

The interment fees (no.1-4) set out below do not include the grave excavation fees (no.5-6).

1	Interment of cremated remains in a cremation plot	£100.00
2	Surcharge where an interment takes place or involves work on a Saturday	£90.00
3	Surcharge where an interment takes place or involves work on a Sunday or Bank Holiday	£180.00
4	Exhumation	POA

GRAVE EXCAVATION

The fees below are in addition to the interment fees above. In most instances, excavation of an area for the interment of cremated remains will be undertaken by Padstow Town Council employees. In any circumstance where a sexton is employed these fees will be a direct re-charge of the sexton's services and as such are subject to change.

5	Fee for excavating area for cremated remains (all cremation plots are double depth)	£80.00
6	Exhumation	POA

MONUMENTS, TABLETS AND INSCRIPTIONS

For regulations relating to memorials including permissible sizes, stone and responsibilities, please refer to the memorial section of the Padstow Town Council Cemetery Regulations which includes memorials in St Petroc's Churchyard.

- | | | |
|---|--|--------|
| 7 | For permission to erect a tablet or tablet with integral vase holder | £75.00 |
| 8 | For each additional inscription after the first | £30.00 |

RESERVATION AGREEMENTS

A Reservation Agreement lasting 99 years must be signed prior to the FIRST interment in a cremation plot in the area described "Extension to the Area of Cremated Remains". There is no fee for the Reservation Agreement but where an agreement is made in advance of the plots being needed, a £20 deposit will be taken and later deducted from the first applicable fee (either interment or memorial). The deposit will be deducted from the fees published at the time the first applicable fee becomes due, this may not be the same as those published at the time the Reservation Agreement is made. A Reservation Agreement information sheet can be viewed online at www.padstow-tc.gov.uk or requested from the Council Offices.

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk

Website: www.padstow-tc.gov.uk

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



Fees Payments and Sums fixed and settled under Section 34 of the Burial Act 1852 and by the Town Council under Section 214 of the Local Government Act 1972 made and adopted at a meeting of the Council held on 1 December 2011 to be effective from 1 April 2012.

INTERMENTS

The fees given below apply to the digging of an earthen grave to a depth of 2 metres. An Exclusive Right of Burial must be purchased for all earthen graves.

1. Interment of the Body of a still-born child or a child not exceeding one month	No Charge
2. Interment of the Body of a child exceeding one month but not exceeding 12 years	£ 40.00
3. Interment of the Body of a person exceeding 12 years	£166.00
4. Interment of the Body of a second person in a double depth grave	£102.00
5. Interment of Cremated Remains	£ 50.00
6. Where the funeral takes place or involves work on a Saturday an additional fee (on a Sunday or Bank Holiday double fee)	£ 90.00
7. Sexton's fees (If this cost increases this cost will be re-charged)	£443.00

EXCLUSIVE RIGHTS OF BURIAL

The fees below apply to the purchase of a new grave in Padstow Cemetery. The fees do not apply to plots in St Petroc's Churchyard Extension.

8. For Exclusive Right of Burial in an Earthen Grave	£100.00
9. For Exclusive Right of Burial in an Earthen Grave in the children's section	£ 60.00

10. In respect of Cremated Remains	£ 50.00
11. Issuing of a Statutory Declaration or Form of Assignment	£ 25.00
12. Research fees for family history	£10.34 (per hour)
13. Photo copying of documentation	10 pence (per copy)

ADDITIONAL FEES

14. Non-resident of Parish	Double fees
15. Grave to be dug out of sequence (except where an Exclusive Right of Burial has already been purchased)	Double fees

MONUMENTS TABLETS AND INSCRIPTIONS

16. For permission to erect a monument not exceeding 2'6" x 3'0"	£ 42.00
17. For permission to erect a vase/vase tablet not exceeding 8"	£ 41.00
18. For permission to erect a flat tablet not exceeding 14" by 9" in Cemetery and old cremation area. Cemetery cremation extension area only 15" x 12" tablet permitted with integral vase in the upper left hand corner. 9" x 9" (12" x 9" in M P Q & R rows in the Churchyard) Only 15" x 12" tablet with integral vase in upper left hand corner permitted in Churchyard Extension area.	£40.00

Any size over these maximums to be considered by the Council.

19. For each additional inscription after the first	£ 16.00
20. Changing cremation tablets	£16.00
21. For permission to erect a kerb memorial size not exceeding 7' x 3'	£ 30.00

NOT ALLOWED IN NEW PART OF CEMETERY (August 1974)



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

Date	Time	Meeting
2020 DATES		
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.

**NB: Christmas Closure 2020:
 From 5 pm on Wednesday 23 December to
 9.00 am on Monday 4 January 2021**