

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 28 July 2020 at 6.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Financial Responsible Officer), Mrs S Daly (Support Officer and Minute Taker) and 5 members of the public

2020/25 To receive apologies for absence and announcements:

- i) Apologies were received from Councillor M Evans.
- ii) Announcements: There were no announcements

2020/26 Declarations of Interest:

- Councillor Mrs T Walter declared an interest in agenda item 11 b) ii) Signage Request and agenda item 18 Outstanding Rental Update;
- Councillor C Watson-Smyth declared an interest in agenda item 18 Outstanding Rental Update.
- Councillor M Rickard declared an interest in agenda item 12 Update Social Club Request.

2020/27 Dispensations: There were no dispensations.

2020/28 Public Participation:

Agenda Item 13: 1 member of the public addressed the Council regarding agenda Item 13 Reopening of Towns. Points included:

- Considered in light of guidelines relating to COVID 19 and PPE that something should be done to prevent street traders operating in the town. Concern that they were encroaching onto the road and creating bad feeling;
- Request that as benches were being moved on the bandstand they be fixed in place;
- Felt closure of the Park & Ride had caused traffic problems around the town, requested a sign be placed advising public to park considerately re access for emergency services and people's driveways;
- Raised whether PTC could employ an enforcement officer to check on-street parking

Cornwall Councillor's Report: There was no report.

Police Report: The police report for the period 28 June 2020 – 23 July 2020 was noted for information.

2020/29 Standing Orders: RESOLVED to adopt the Supplementary Standing Orders: Commencement of Remote Meetings and that they last until the repeal of the Padstow Town Council Supplementary Standing Order: Remote Meetings Protocol and Procedures.

- 2020/30 Minutes Tuesday 30 June 2020: RESOLVED** that the minutes of the meeting held remotely on Tuesday 30 June 2020 be signed as a true record.
- 2020/31 Clerks Report:** The Clerk's report was noted for information. In respect of the toilet refurbishment project the Town Clerk added that further to the initial delay in receiving the bespoke doors due to COVID 19, the door manufacturer had suffered a fire and the doors which had now been received had suffered fire damage. It was noted that the Town Clerk had made clear to the Project Manager that the doors were unacceptable and sought assurances that these would be replaced. It was thought this would likely be September. The damaged doors had been hung in the interim for security purposes.
- 2020/32 Committees/Working Group Meetings: RESOLVED** to receive the minutes of the Planning Committee meeting held remotely on 14 July 2020
- 2020/33 Emergency Scheme of Delegation Decisions: RESOLVED** to note the decisions made via the Emergency Scheme of Delegation as detailed in agenda pages 13 – 16.
- 2020/34 Finance: Monthly Accounts and Payments July 2020:**
- a) The monthly finance report was received and noted for information. The Responsible Financial Officer (RFO) highlighted that Furlough payments had been received and that generally income remained minimal.
 - b) It was **RESOLVED** to approve the accounts outstanding July (b) of £4,470.94, transfer Lloyds Bank to Barclays PTC accounts of £100,000.00 and direct debits of £286.46
 - c) Car park takings were noted. The RFO considered that July takings had been fairly steady however losses in the first 6 days meant the month would likely be down on the budget overall.
 - d) Responsible Financial Officer's Financial Overview Report: The report was noted for information. One member commented that a precept needed to be looked at as a last resort and that if a very low income was expected to continue, then Council needed to look at cutting expenses first. The member noted the reduction in staffing levels. They added that if Council was going to be on a low level of income it needed to reduce ongoing overheads before raising a precept.
- 2020/35 Correspondence:**
- a) Correspondence for information was noted.
 - b) (i) Gorsedh Kernow: Following consideration of correspondence received from the Cornish Gorsedd it was **RESOLVED** to agree "in principle" to the request that Padstow Town support the holding of Gorsedh Kernow in Padstow in 2022 and that the Town Clerk in consultation with Chairman seek further details in this regard.

Councillor Buscombe joined the meeting. Councillor Mrs T Walter left the meeting.

(ii) Signage Request from Rick Steins Fish and Chip Shop: Consideration was given to this request. Concern was expressed by some members that the signage was already in situ. It was noted that the request was for the signage itself, the decision that customers collect their orders from an area within the tenants demise on the platform side had been reached between the Town Clerk and Chip Shop Manager as being the safest option for the Car Park in respect of social distancing due to COVID 19.

RESOLVED to approve the request for signage from Rick Steins Fish and Chip shop as detailed on agenda pages 22 and 24-25.

Councillor Mrs T Walter returned to the meeting. Councillor M Rickard left the meeting.

2020/36 Update Social Club Request: Members noted the update regarding the social club request and that to date it had not been necessary to use the grass area. Consideration was given to the request that permission be extended so that the space would remain available for use should it be required. It was noted that the social club had not yet provided a risk assessment or PLI for the space but that they were aware this would be needed before the space could be used.

RESOLVED to approve the request from Padstow Social Club that the permission for 4 tables to be placed on the grass by the tennis courts to help maximise space due to COVID-19 be extend to 30 September 2020 on the same basis as before, being i) relevant risk assessments and PLI are received to the satisfaction of Council's Health and Safety Advisor and Insurer; ii) that the area is kept clean and tidy from rubbish and litter and that this be the responsibility of the Social Club; and iii) any issues of anti-social behaviour then this permission may be withdrawn.

Councillor M Rickard returned to the meeting.

2020/37 Update Town Opening: The Town Clerk directly addressed some of the questions raised during public participation as follows:

- The Town Clerk was currently looking into fixing the benches in position on the bandstand, the land belonged to Padstow Harbour Commissioners (PHC), she was seeking their approval in this regard;
- Last summer the Town Council had set a budget to purchase additional on-street enforcement form Cornwall Council who did not have capacity to meet the extent of the budget available and the additional provision they provided was minimal. Following the expenses review by Council at their last meeting due to the current climate, it was not possible to provide funding this year for any additional provision.

The Town Clerk provided a general update on this item:

- As per Council's decision last month, a "wait and see" approach to the town's reopening had been adopted. The Town Clerk, PHC, PATA, CC and Police had developed a good relationship;
- The Town Clerk had met on site twice with representatives of the police, PHC, Cornwall Council and once with an officer from local MP Scott Mann's office in relation to street traders. CC officers had felt that the traders were doing everything they should be in respect of COVID-19 and that they were not unsafe;
- Issues that were noticed were vehicles passing through the quayside looking for parking and pinch points with pedestrians by the bandstand and on the corner of cory;
- The Town Clerk had attended several remote meetings with other Councils and was finding, worryingly, that many people were simply ignoring signage and guidance was unenforceable. It was felt informing and educating were the best tools available.

The Town Clerk shared the following recommendations for improvements:

- Quay side traffic: The Town Clerk, Harbour Master and Officer from CC Highways were progressing a Traffic Management Plan as detailed on agenda pages 4 – 5. The plan aimed to reduce cars travelling unnecessarily through the town centre by providing clearer car park capacity signage. It was also noted that cars would be able to turn around in the PHC car park. The plan would not close the quay to traffic but would restrict it to residential and business deliveries only.
- Pinch points: Members noted appendix 2 page 6 – 7 of the "to follow" papers detailing a draft version of a leaflet designed to inform and educate the public regarding possible pinch points, easiest routes to town and guidance for social distancing. Council's view was sought in respect of the reopening of Cory and North Quay toilets. It was felt that the opening of Cory toilets would exacerbate the already known pinch point and the opening of North Quay would create an additional pinch point to Stile Field and beyond with inevitable queuing. It was felt that these toilets should remain closed in the interests of safety. To alleviate the pinch point at the bandstand it was proposed to install additional bench seating. This had been approved by CC and PHC and would be at no cost and PTC had benches available for use.
- Social distancing: It was noted this was a concern across the country. The leaflet in appendix 2 and the signage in appendix 3 page 8 of the "to follow" papers were being progressed to help educate and inform. These were in draft form with some amendments and refinements to be undertaken but on the whole had been received from other Councils.

Members were in general agreement with the measures proposed. Specific comments included:

- Issue with traffic around the town part of a bigger issue;
- Support for the benches on the bandstand;
- Noted that Councillors are volunteers and consider the Council does a good job, frustrated that public complain about the Council in respect of street traders yet the Town Council do not own the land the traders operate on nor do they have any powers to move them;
- Suggest PHC reverse their entrance/exit so as to prevent cars being sent into the one way system around the town;
- Thanks to staff members both inside and outside for hard work during difficult time;
- Suggestion that long term solution be looked at regarding traffic with current plan used as an opportunity for experiment;
- Understanding comments regarding not reopening toilets but concern as to what public will do if not open. Noted that Link Road toilets are open as well as the Railway toilets as well as establishments having facilities for patrons. The Town Clerk confirmed that both North Quay and Cory were appropriately signed to direct the public to either Railway or Link Road toilets.

Cornwall Councillor Buscombe provided the following update:

- CC in touch with several seaside towns and current situation not an easy task. No ability to enforce. Police can only give advice;
- Regarding enforcement officers for parking, the CC team generally operated under capacity due to the level of abuse the position received;
- Expressed thanks to the Town Clerk for collaboration with Padstow Harbour Master and CC.
- Also outlined issue with traders to lobby Scott Mann MP's office as a legalistic change was required.

RESOLVED i) to support the recommended improvements in paragraph 5 of the Update Town Centre Opening report with final sign-off for posters and the leaflet delegated to the Town Clerk in consultation with the Chairman; and ii) to support both North Quay and Cory Toilets not opening on completion of refurbishment due to social distancing and COVID19 concerns.

2020/38 Reports from Members/Outside Organisations: Councillor Vivian updated that Padstow Sea Cadet Unit had been shortlisted to win a Persimmon Homes' grant. Winning the grant would be dependant on the number of votes the group received. Councillor Vivian asked all Councillors to vote. It was noted that votes could be made once every 24 hours.

2020/39 Future Meeting Dates And Date of Next Meeting: Date of next meeting: Tuesday 25 August 2020 at 6.30pm and future meeting dates were noted.

2020/40 It was **RESOLVED** to exclude the press and public due to the confidential nature of the business about to be transacted and the virtual meeting room was locked.

2020/41 **Confidential Minutes Tuesday 30 June 2020: RESOLVED** that the minutes of the meeting held remotely on Tuesday 30 June 2020 be signed as a true record.

RESOLVED to amend the agenda order and take agenda item 19 Lease/Tenant Issues before Agenda Item 18 Outstanding Rental Update.

2020/42 **Lease/Tenant Issues:** See confidential minutes.

2020/43 **Outstanding Rental Update:** See confidential minutes.

Meeting closed at 7.51 pm