

PADSTOW TOWN COUNCIL

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24 March 2021

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 30 March 2021 at 6.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

Kathy Pemberton

Kathy Pemberton
Town Clerk

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

AGENDA

Public & Press and invited to attend

- 1. To receive apologies for absence and announcements**
- 2. To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- 3. Dispositions:** 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 Police Report
- 5. To confirm the minutes** of the Full Council Meeting held remotely on **23 February 2021** 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 (to follow)
7. **Committees/Working Group Meetings:**
 i) To receive minutes of the remote Planning Committee (9 March 2021) (pg's 5-7)
 ii) Finance and General Purposes Committee (16 March 2021 Interim Budget 2021-22 appended minutes); (Pg's 8-16)
 iii) To adopt the minutes and approve recommendations of the Staffing Committee meeting (23 March 2021) (Pg 17)
8. **Finance:**
Monthly Accounts and Payments March 2021 (Pg's 18-22)
 a) To receive the monthly Finance Report
 b) To approve the accounts for payment and ratify payments made since the last meeting
 c) To note the car park takings
 d) To note Council's Insurance Provider from 1 November 2022
 e) To note Ladywell Parking Space Tender
9. **Correspondence:**
 a) To note correspondence for information (Pg 23)
 b) To give consideration to the following:-
 i) Cornwall Council Consultation: Draft Pre-Submission Climate Emergency DPD; (pg's 24-25)
 ii) Sailing Club Request
10. **To discuss and decide on the following planning application:** (Pg 25)
PA21/01472 24 Rainyfields Padstow PL28 8EZ – Side extension, garage conversion and creation of annexe.
11. **Hanging Baskets – Padstow Town:** To give consideration to this matter and discuss and decide on way forward. (Pg's 26-27)
12. **Town Update – Roadmap Out of Lockdown:** To give consideration to this matter and discuss and decide on way forward. (to follow)
13. **Cemetery Regulations Update:** To give consideration to this matter and discuss and decide on way forward. (Pg's 28-36)
14. **Election Update:** To note update in this regard. (Pg 37)
15. **To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 27 April 2021 at 6.30 pm (Pg 38)
16. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
For the purpose of this virtual meeting press and members public will be asked to leave the meeting or will be removed as a participant from the meeting.

- 17. To confirm the confidential minutes** of the Full Council Meeting held remotely on **23 February 2021** having been previously circulated and taken as read.
- 18. Committees/Working Group Meetings:** To adopt the confidential minutes and approve recommendations of the Staffing Committee meeting (23 March 2021)
- 19. Emergency Scheme of Delegation Decisions:** To note confidential decisions made between meetings via this mechanism.
- 20. Council Land/Tenant Update Matters:** To receive an oral update for information.

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 23 February 2021 at 6.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker) and 4 members of the public (3 in part)

2020/136 To receive apologies for absence and announcements: There were no apologies for absence or announcements.

2020/137 Declarations of Interest: There were no declarations of interest.

2020/138 Dispensations: There were no dispensations.

2020/139 Public Participation:

- i) **Cornwall Councillor's Report:** Cornwall Councillor R Buscombe provided an update in relation to queries from members of the public as to the safety of the gaps and ditches left by Cornwall Council following recent works along the coast path from stile field to George's Well. He noted that due to the weather, it had not yet been possible for CC Officers to attend a site meeting but it was hoped this would take place in the next few days.
- ii) **Police Report:** Members noted the police report for the period 23/1/2020 to 23/02/2021.

2020/140 Minutes Tuesday 26 January 2021 RESOLVED that the minutes of the meeting held remotely on Tuesday 26 January 2021 be signed as a true record.

2020/141 Treceus Development Phased Strategy: At the invitation of the Chair, representatives of Situ8 Planning Consultancy and Poltair homes were invited to present on the latest development proposals at Treceus Farm. Comments from Situ8 included:

- Client has a number of options for development, as identified on map in the additional agenda paper. Client wished for development to avoid piece-meal approach and adopt a holistic approach which addresses community needs raised/identified in the Padstow Parish Neighbourhood Plan e.g land for next phase is a logical extension of existing site, not in the AONB and could address business needs;
- Welcomed any guidance and advice from Town Council as to what would be useful to the Parish;
- Keen to engage with community and hold public consultations when allowed.

Comments from Poltair homes included:

- Focus of previous phases had been on delivery of much needed affordable housing with 114 being subject to a 106 agreement;

- Contributions had been made to educational services, public open spaces and a play area;
- Ethos for the development is to add community value as evidenced by the honoured commitment to sell a number of the phase 4 properties to Cornwall Council for the purpose of both affordable and open market dwellings for private rent;
- Poltair are looking to deliver good quality, tenure blind housing. Ambition is to create an attractive neighbourhood not just urban sprawl. The development could complement the approaches identified in the Neighbourhood Plan and could include:
 - senior housing, self-design and self-build schemes;
 - as an exception site would need to be affordable led for which there is still demonstrated need;
 - Size of housing would need to be discussed in relation to need;
 - Senior living could be an important feature potentially with sheltered support containing community facilities;
 - Open market housing for full time occupancy;
- Government push for custom build and self-build schemes which are well laid out and incorporate green spaces as well as managing surface water disposal.
- No numbers for development at present, helpful to have collaborative engagement to help inform this. Discussion on a wider scale will help create community cohesion and avoid a piece-meal development.

Comments from Cornwall Councillor Buscombe included:

- Would defer to Home Choice Register, however noted he received many comments from local residents requesting rental properties for single people other than those of retirement age.

Specific areas of community concern were noted as follows:

Cemetery Extension

- Situ8 map, in to follow paper, marked land next to Padstow Cemetery as a possible cemetery extension;
- The Town Clerk noted that remaining burial spaces were approximately 50;
- It was felt additional burial land was much needed however it was noted that any land would need to be tested for suitability and would likely require appropriate drainage as the water table in the area was known to be high.

Employment

- Felt beneficial to counterbalance tourism employment with light industry employment;
- More homes would need more employment opportunities;
- Noted that Treceus Industrial Estate was busy and well established and a logical expansion;
- Issues raised through NDP process regarding Treceus were difficulty with parking at Treceus, particularly for smaller businesses needing visitor parking;
- Situ8 noted that Miller Commercial had shared some encouraging thoughts around expansion at Treceus. It was noted that Situ8's client could only explore an extension to Treceus on land they owned and not land to the South.

Outdoor Community Facilities

- Comment from Situ8 was that it was felt that the development needed a “heart” in terms of an outdoor facility and question was raised as to the possibility of re-siting Wheal Jubilee Parc by pulling it into the centre of the development. The Town Clerk clarified that the land was currently managed by a trust;
- Comment was made that the Town Council had begun consulting on the redevelopment of the tennis courts into a Multi-Use Games Area (MUGA) and that consultation in this regard could have useful data for the development.

Connectivity

- Concern was raised that developments had not improved connectivity with the existing community, cycle routes or pedestrian routes and that the route to town continued to be along a main road;
- Situ8 agreed that connectivity was a key issue and welcomed speaking with any organisations/groups in the parish regarding possible routes that could be explored.

Sustainability

- Comment was made that new housing should be mindful of Cornwall Council’s climate emergency declaration and climate change effects, and should include sustainable, energy efficient features;
- It was noted that future proofing the development was at the heart of the project and that in phase 4 all properties included air source heat pumps, no fossil fuel systems were installed and all houses had SAP rating B. The designs were very much in line with planning for the future and all highly insulated.

2020/142 Clerk’s Report: The Clerk’s report was noted for information.

2020/143 Committees/Working Group Meetings: RESOLVED to receive the minutes of the Planning Committee meeting held remotely on 9 February 2021.

2020/144 Finance: Monthly Accounts and Payments February 2021

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made February (a) of £4,411.97, standing orders or direct debits (regular payments of the same amount of £10,254.69 and direct debits of £482.93; and ii) to ratify payments made February (b) of £3,639.81 and £150,000 and direct debits of £1,683.55.
- c) Car park takings were noted.

2020/145 Correspondence:

- a) Correspondence for information was noted.

2020/146 Election Update: The Town Clerk referred members to the agenda update in this regard. It was noted that elections were due to take place on Thursday 6 May 2021 with purdah taking place between 22 March to 6 May; all subject to change due to COVID19. The Town Clerk advised that regarding Council decision making during

this time, purdah was not thought likely to impact on normal council business but that members should be mindful of purdah during meetings. The Town Clerk would write to members with further information on the process in the coming weeks.

- 2020/147 Planning Application: RESOLVED to make the following planning application response to the Planning Authority (Cornwall Council) in respect of PA21/01297 Land West of 29 Grenville Road Padstow PL28 8EX - Non Material**
Amendment to Application No PA20/01087 dated 29 June 2020 for a proposed new house - namely erection of an air source heat pump housing by the garage and change in cladding to upper level of elevations substitution of the approved Larch cladding to the upper levels of the elevation with a Cedral cladding.
Supported; As long as noise level is fine on source heat pump.
- 2020/148 Reports from Members/Outside Organisations:** Councillor Vivian reported he had attended a recent meeting of the Sea Cadets. It was noted that the Unit hoped the old portacabin would be removed by the end of the month and the new one installed on the same footprint.
- 2020/149 Future Meeting Dates and Date of Next Meeting:** Future meeting dates were noted. Members recalled the resolution at the January meeting of the Full Council to bring forward the March meeting date due to purdah. It was now known that both meeting dates would be within the purdah period and as such there was no benefit to the new date.

RESOLVED that the March Full Council meeting date be moved back to Tuesday 30 March 2021 and that this be the next meeting of the Full Council.
- 2020/150 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2020/151 Confidential Minutes Tuesday 26 January 2021: RESOLVED** that the confidential minutes of the meeting held remotely on Tuesday 26 January 2021 be signed as a true record.
- 2020/152 Wheal Jubilee Parc Update:** See confidential minutes.
- 2020/153 Council Land/Tenant Issues:** The oral update was noted for information.

Meeting closed at 7.29 pm

PADSTOW TOWN COUNCIL
Minutes of the Planning Committee meeting held remotely on
Tuesday 9 March 2021 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 S Daly (Support Officer and Minute Taker) and 1 member of the public

P2020/67 Apologies: There were no apologies for absence.

P2020/68 Announcements: There were no announcements.

P2020/69 Declarations of Interest: There were no declarations of interest.

P2020/70 Public Participation: One member of the public attended the meeting and addressed committee in support of agenda item 6.ii.c) PA20/11370 Land West of St Marina Windmill Padstow Cornwall. Comments included:

- Proposed development is an infill plot and is to be the applicant's permanent home;
- Development is situated within the staggered building line and is of a contemporary design using white paint render. There are a mixture of styles and architectural features in the immediate area with white painted render being the predominant feature;
- Development is within existing building height;
- No consultee objections but some comments from neighbours; one being concern with potential overlooking of the neighbour's 1st floor dormer when built [planning permission granted]. Applicant keen to appease neighbour concerns and agent looking to pull together information in this respect;
- Plan includes 1.8m timber screen to prevent views into neighbouring gardens and existing tall dense hedge. Existing tree also offering screening has been omitted from the plan which will be updated;
- In principle, consider the development is a good infill property within the settlement area boundary defined in the draft Neighbourhood Plan and applicant wishes to address any concerns with local amenity.

P2020/71 RESOLVED that subject to amending the time the meeting closed to 6.56 PM, the **minutes** of the meeting held on **Tuesday 9 February 2021** be signed as a true record.

P2020/72 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA20/09843 Treravel House Padstow PL28 8LB** – Change of use from a single dwelling house to a mixed use of a house in

multiple occupation and office/administration base for business use
(House Management Group) **APPROVED**

- b) **PA20/10294 Avalon Trevone Road Trevone Padstow** - Single storey side and rear extension with associated internal reconfiguration. **APPROVED**
- c) **PA20/10523 36 Pellow Close Padstow PL28 8EY** – Demolition of existing garage/store. Erection of two-storey extension to form garage/utility/garden room with annexe over. **APPROVED**
- d) **PA20/10788 28 Boyd Avenue Padstow PL28 8ER** – Replacement of existing precast reinforced concrete cladding with cavity concrete blockwork walls with brick outer leaf construction, demolition of existing garage and rear addition, erection of front and rear single storey extensions, raised decking, a two storey side extension including garage. **APPROVED**
- e) **PA20/10958 Poldhu Dobbin Close Trevone Padstow Cornwall** – Proposed garage enlargement with first floor bedroom shower room and balcony. **APPROVED**
- f) **PA20/10976 West View House West View Trevone Padstow** - Extend the existing rear single storey kitchen and sunroom with balcony above. Two storey extension to the side of the dwelling. Install two new windows at first floor level on the south west elevation. To replace the windows and bay extension at the front of the house with new windows more in keeping with the period of the house. **APPROVED**
- g) **PA20/11325 The Walled Garden Duke Street Padstow PL28 8AB** – Alterations to an existing, disused concrete structure and the installation of two accessible WCs and storage space with corrugated roof. **APPROVED**
- h) **PA20/11326 The Walled Garden Duke Street Padstow PL28 8AB** – Listed Building Consent for alterations to an existing, disused concrete structure and the installation of two accessible WCs and storage space with corrugated roof. **APPROVED**

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

- a) **PA20/10796 Hotel Metropole Station Road Padstow PL28 8DB** – Amended plans – Alterations and extensions to hotel to create new spa facility, external terracing, additional bedrooms and reconfigured car parking plus the addition of up to 10 new residential units on existing swimming pool site without compliance of condition 2 of decision notice PA20/06585 dated 25.11.20
SUPPORTED

- b) **PA20/11175 Polventon Windmill Trevone Cornwall** – Variation of Condition 2 (approved plans) of House Type 2 of application no.

PA17/05595 dated 25.08.17 -Proposed demolition of existing dwelling and construction of two dwellings

SUPPORTED

c) **PA20/11370 Land West of St Marina Windmill Padstow Cornwall** – Proposed development of a single dwelling and associated works.

SUPPORTED; subject to highways being happy with access on main road.

d) **PA21/00365 Avon Cottage Treator Padstow PL28 8RU** -Single storey side extension, creating a new entrance porch and utility room.

SUPPORTED

e) **PA21/00951 1 Rock View Treceus Padstow PL28 8RT** – Two storey extension to replace an existing garage, with an adjoining single storey extension to replace dated toilet block and porch.

SUPPORTED

f) **PA21/00995 Culverlea Homer Park Road Trevone Padstow** – Rear extension and re-roofing to provide accommodation in roof space.

SUPPORTED

g) **PA21/01078 6 Dennis Road Padstow PL28 8DD** – Removal of pitched roof on existing side extension to provide a new roof terrace and associated works.

SUPPORTED; provided no overlooking issues.

h) **PA21/01293 27 Grenville Road Padstow PL28 8EX** – Demolition of existing garage and construction of new detached garage.

SUPPORTED

i) **PA21/01632 Torridon West View Trevone Padstow PL28 8RD** – Non Material Amendment to application no. PA18/10710 dated 24.01.19 for erection of extensions namely addressing inaccuracies of previously drawn application and overall scaling back of scheme.

SUPPORTED

P2020/73 St Austell China Clay Restoration and Tipping Supplementary Planning Document (SPD) Consultation: Members gave consideration to this consultation and **RESOLVED** not to respond to Cornwall Council's consultation on the St Austell China Clay Restoration and Tipping Supplementary Planning Document.

P2020/74 Date of Next Meeting: To be confirmed

Meeting closed at 6.50 pm

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held remotely on Tuesday 16 March 2021 at 6.30 pm

Present: Councillor R Higman (Chairman), M Evans, A P Flide, K Freeman, M Rickard, Mrs T Walter and C Watson-Smyth

In Attendance: Kathy Pemberton (Town Clerk), Nikki Barnes (Responsible Financial Officer), and Samantha Daly (Minute taker).

FGP2020/1 Apologies: were received from Councillor R Buscombe.

FGP2020/2 Announcements: There were no announcements.

FGP2020/3 Declarations of Interest: There were no declarations of interest.

FGP2020/4 Public Participation: There was no public participation.

FGP2020/5 Minutes Tuesday 18 February 2020: RESOLVED that the minutes of the meeting held on Tuesday 18 February 2020 were a true record of the meeting and they were signed by the chair.

FGP2020/6 Budget-v-Actual Overview: The report was noted for information.

FGP2020/7 Earmarked Reserves: Members gave consideration to the agenda report which recommended the reinstatement of the Property and Grounds Maintenance Earmarked Reserve and the Vehicle and Machinery Replacement Earmarked Reserve, having been moved to the General Fund to fund expenditure at the start of the pandemic.

RESOLVED TO RECOMMEND TO COUNCIL that the following Earmarked Reserves are held i) Property and Grounds Maintenance £150,000; and ii) Vehicle and Machinery Replacement £25,000.

FGP2020/8 Finance Reports: Members were referred to the agenda report and the appended template finance report proposed for Full Council meetings going forward. The Responsible Financial Officer had reviewed the financial data currently sent to Full Council and following consultation with the Chair of Finance and Town Clerk, recommend changes be made in the interests of safeguarding against cybercrime and in order to bring the level of detailed financial data the Council has in the public domain in line with other Councils.

RESOLVED that the template report, as detailed in appendix 1 of the agenda report (agenda page 10), be used for the monthly finance reports to Full Council.

FGP2020/9

Budget 2021-22: Members gave consideration to the review of the Interim Budget 2021-22 as undertaken by the Responsible Financial Officer. One member commented that a prudent budget remained necessary to ensure sufficient reserves in the bank due to the current situation. The member was also supportive of the proposed £5,000 budget to progress the "leg work" of the Multi-Use Games Area (MUGA) in preparation for its development in 2022, as per the business plan.

The proposed updated budget included the following recommendations i) a £25,000 provision for a Grants "pot"; ii) the Councillor training budget be increased to £1500; iii) the Administration Equipment, Furniture and Materials budget be reduced by £630; iv) a £5,000 provision for Multi-Use Games Area (MUGA) preparation; and v) the Capital/Projects contingency budget be increased to £50,000.

RESOLVED TO RECOMMEND TO COUNCIL that the updated Interim Budget 2021-22 as per agenda pages 13-19 and appended to these minutes be approved.

FGP2020/10

Date of Next Meeting: To be confirmed.

Meeting closed at 6.37 pm.

| Padstow Town Council | | | | | | |
|--|-------------------|----------------|----------------|----------------|----------------|---|
| Budget 2020-21 and Interim Budget 2021-22 | | | | | | |
| | <u>Actuals</u> | <u>Actuals</u> | <u>Actuals</u> | <u>Budget</u> | <u>Interim</u> | |
| Income | <u>to 31.3.19</u> | <u>31.3.20</u> | <u>28.2.21</u> | <u>2020-21</u> | <u>2021-22</u> | |
| | £ | £ | | £ | | |
| Central & Democratic Services | 3152 | 3265 | 272151 | 500 | 50 | |
| Highways, Roads & Transport | 532463 | 516304 | 374575 | 496540 | 416600 | |
| Environment | 8439 | 15919 | 7745 | 6030 | 5050 | |
| Leisure | 7220 | 8845 | 7632 | 4000 | 4000 | |
| Investment Properties | 241979 | 298004 | 257152 | 240000 | 195000 | |
| Other Operating Income | 2593 | 3024 | 96 | 400 | 0 | |
| | 795846 | 845361 | 919351 | 747470 | 620700 | |
| Expenditure | | | | | | |
| Democratic Core | 3843 | 3753 | 281 | 2300 | 12800 | |
| Corporate Services | 82474 | 37247 | 39526 | 40500 | 44500 | |
| Central Services | 25000 | 25000 | 24300 | 25000 | 25000 | |
| HRT Railway Car Park | 91084 | 90126 | 75289 | 94650 | 94900 | |
| HRT Lawns Car Park | 25388 | 25135 | 20522 | 25550 | 26050 | |
| Environment Cemetery | 17427 | 22456 | 10445 | 20200 | 19100 | |
| Environment Toilets | 53579 | 55733 | 31398 | 61900 | 59800 | |
| Leisure - Open Spaces | 145489 | 138218 | 80217 | 183180 | 113630 | |
| Administration | 141731 | 203373 | 173690 | 212850 | 187620 | |
| Investment Properties | 31868 | 35994 | 43387 | 33800 | 37300 | |
| | | | | | | |
| Total expenditure | 617883 | 637035 | 499055 | 699930 | 620700 | |
| | | | | | | |
| Net Revenue/(Expenditure) | 177963 | 208326 | 420296 | 47540 | 0 | |
| | | | | | | |
| <u>Capital Expenditure</u> | | | | | | |
| Capital expenditure from Revenue | 116493 | 380420 | 56598 | 291000 | 77000 | |
| | | | | | | |
| Net Rev/(Exp) after capital expenditure | 61470 | -172094 | 363698 | -243460 | -77000 | |
| | | | | | | |
| <u>Balance Sheet 1.4.20</u> | £ | | | | | |
| Earmarked Reserves | 467760 | | | | | <i>All Earmarked Reserves were moved to the General Fund, as an emergency measure due to the Covid-19 pandemic, to fund day to day expenditure.</i> |
| General Fund as at 1.4.20 | 169950 | | | | | |
| | | | | | | |
| Total assets less liabilities at 1.4.20 | 637710 | | | | | |

| Padstow Town Council | | | | | | | |
|---------------------------------|----------------|-------------------|----------------|----------------|----------------|----------------|----------------|
| Central & Democratic | | | | | | | |
| | <i>nominal</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Budget</i> | <i>Interim</i> | |
| Income | <i>codes:</i> | <i>to 31.3.19</i> | <i>31.3.20</i> | <i>28.2.21</i> | <i>2020-21</i> | <i>Budget</i> | <i>2021-22</i> |
| Misc Income incl photocopies | 4300 | 3152 | 3265 | 272151 | 500 | 50 | |
| | | 3152 | 3265 | 272151 | 500 | 50 | |
| Expenditure | | | | | | | |
| Democratic | | | | | | | |
| Councillors' Expenses | 5008 | 30 | 0 | 48 | 50 | 50 | |
| Training | 5049 | 24 | 35 | 68 | 300 | 1500 | |
| Contingency | 5050 | 3276 | 75 | 0 | 250 | 0 | |
| Mayor's Allowance (bouquets) | 5060 | 513 | 123 | 165 | 500 | 250 | |
| Election Expenses | 5064 | 0 | 3520 | 0 | 1000 | 11000 | |
| Civic reception | 5065 | 0 | 0 | 0 | 200 | 0 | |
| | | 3843 | 3753 | 281 | 2300 | 12800 | |
| Corporate | | | | | | | |
| Staff - gross pay | 5101 | 50295 | 0 | 0 | 0 | 0 | |
| Subscriptions | 5110 | 752 | 1637 | 0 | 800 | 0 | |
| Bank Charges incl RingGo fees | 5111 | 18451 | 18137 | 28166 | 19500 | 23000 | |
| Legal Services | 5124 | 3896 | 7991 | 7500 | 5000 | 8000 | |
| Internal Audit | 5125 | 1500 | 1500 | 750 | 1500 | 1500 | |
| External Audit | 5127 | 1600 | 1600 | 400 | 1600 | 2000 | |
| Other Professional Services | 5129 | 5980 | 6382 | 2710 | 10000 | 10000 | |
| Devolution costs | 5129 | 0 | 0 | 0 | 2000 | 0 | |
| Contingency | 5150 | 0 | 0 | 0 | 100 | 0 | |
| | | 82474 | 37247 | 39526 | 40500 | 44500 | |
| Central Services | | | | | | | |
| Grants | 5242 | 20930 | 17310 | 23100 | 22000 | 22000 | |
| S137 Grants | 5243 | 4070 | 7690 | 1200 | 3000 | 3000 | |
| | | 25000 | 25000 | 24300 | 25000 | 25000 | |

| Padstow Town Council | | | | | | | |
|--|----------------|-------------------|----------------|--|----------------|----------------|----------------|
| Highways, Roads & Transport | | | | | | | |
| | <i>nominal</i> | <i>Actuals</i> | <i>Actuals</i> | | <i>Actuals</i> | <i>Budget</i> | Interim |
| Income | <i>codes:</i> | <i>to 31.3.19</i> | <i>31.3.20</i> | | <i>28.2.21</i> | <i>2020-21</i> | Budget |
| | | | | | | | 2021-22 |
| Railway car park | 4404 | 384701 | 375446 | | 251805 | 375000 | 300000 |
| Excess charges - Railway | 4405 | 2160 | 2192 | | 3640 | 500 | 0 |
| Lawn car park | 4406 | 109337 | 105402 | | 96756 | 102000 | 100000 |
| Excess charges - Lawn | 4407 | 40 | 40 | | 160 | 40 | 0 |
| Car Park Season Tickets | 4408 | 14054 | 12050 | | 1600 | 4000 | 1600 |
| Misc income | 4448 | 22171 | 21174 | | 20614 | 15000 | 15000 |
| | | 532463 | 516304 | | 374575 | 496540 | 416600 |
| Expenditure | | | | | | | |
| Railway Car Park | | | | | | | |
| Staff Costs | 5301 | 19897 | 18976 | | 8922 | 20000 | 16000 |
| Energy Costs | 5315 | 498 | 647 | | 431 | 500 | 650 |
| Rates | 5317 | 54230 | 55440 | | 50688 | 56000 | 59000 |
| Equipment & Materials | 5332 | 647 | 251 | | 375 | 500 | 500 |
| Equipment Service & Repairs | 5333 | 6701 | 2771 | | 10365 | 2000 | 4000 |
| CC enforcement Officer visits | 5333 | 0 | 1772 | | 0 | 5000 | 5000 |
| Contingency | 5350 | 0 | 0 | | 0 | 500 | 0 |
| Car Park Machines | 5351 | 2387 | 2465 | | 2823 | 2400 | 2500 |
| Car Park Tickets | 5353 | 0 | 641 | | 0 | 250 | 250 |
| Car Park Cash Collection | 5354 | 6724 | 7163 | | 1685 | 7500 | 7000 |
| | | 91084 | 90126 | | 75289 | 94650 | 94900 |
| Lawns Car Park | | | | | | | |
| Staff Costs | 5401 | 6334 | 5997 | | 4465 | 6000 | 6000 |
| Energy Costs | 5415 | 1073 | 564 | | 1202 | 950 | 650 |
| Rates | 5417 | 14400 | 14730 | | 13473 | 15000 | 16000 |
| Equipment & Materials | 5432 | 0 | 163 | | 0 | 200 | 100 |
| Equipment Service & Repairs | 5433 | 177 | 0 | | 238 | 100 | 100 |
| Contingency | 5450 | 0 | 0 | | 0 | 100 | 0 |
| Car Park Machines | 5451 | 1163 | 1080 | | 556 | 900 | 1100 |
| Car Park Tickets | 5453 | 0 | 213 | | 0 | 100 | 100 |
| Car Park Cash Collection | 5454 | 2241 | 2388 | | 588 | 2200 | 2000 |
| | | 25388 | 25135 | | 20522 | 25550 | 26050 |

| Padstow Town Council | | | | | | | |
|------------------------------|----------------|-------------------|----------------|----------------|----------------|----------------|----------------|
| Environment | | | | | | | |
| | <i>nominal</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Budget</i> | <i>Budget</i> | Interim |
| Income | <i>codes:</i> | <i>to 31.3.19</i> | <i>31.3.20</i> | <i>28.2.21</i> | <i>2020-21</i> | <i>2021-22</i> | |
| Cemetery Fees | 4511 | 8381 | 15871 | 7654 | 6000 | 5000 | |
| Seagull-proof Sacks | 4513 | 58 | 48 | 91 | 30 | 50 | |
| | | 8439 | 15919 | 7745 | 6030 | 5050 | |
| Expenditure | | | | | | | |
| Cemetery | | | | | | | |
| Staff Costs | 5701 | 10826 | 13042 | 4606 | 13000 | 12000 | |
| Rates | 5717 | 1191 | 1340 | 1409 | 1400 | 1700 | |
| Water | 5718 | 172 | 0 | 0 | 200 | 200 | |
| Grounds Maintenance | 5720 | 4462 | 8074 | 4430 | 4900 | 5000 | |
| Equipment & Materials | 5732 | 776 | 0 | 0 | 500 | 200 | |
| Contingency | 5750 | 0 | 0 | 0 | 200 | 0 | |
| | | 17427 | 22456 | 10445 | 20200 | 19100 | |
| Toilets | | | | | | | |
| Staff Costs | 5801 | 14319 | 12685 | 12912 | 15000 | 15000 | |
| Energy Costs | 5815 | 2255 | 2145 | 1143 | 2300 | 2200 | |
| Rates | 5817 | 1116 | 1142 | 1044 | 1200 | 1200 | |
| Water | 5818 | 18217 | 19862 | 8417 | 23000 | 22500 | |
| Cleaning & Domestic Supplies | 5819 | 14452 | 14442 | 7208 | 16000 | 15000 | |
| Equipment & Materials | 5832 | 314 | 858 | 333 | 1000 | 1000 | |
| Equipment Service & Repair | 5833 | 2906 | 4599 | 341 | 2900 | 2900 | |
| Contingency | 5850 | 0 | 0 | 0 | 500 | 0 | |
| | | 53579 | 55733 | 31398 | 61900 | 59800 | |

| Padstow Town Council | | | | | | | |
|---|----------------|-------------------|----------------|----------------|----------------|----------------|----------------|
| Leisure, Tourism & Open Spaces | | | | | | | |
| | <i>nominal</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Actuals</i> | <i>Budget</i> | <i>Interim</i> | |
| Income | <i>codes:</i> | <i>to 31.3.19</i> | <i>31.3.20</i> | <i>28.2.21</i> | <i>2020-21</i> | <i>Budget</i> | <i>2021-22</i> |
| Leisure - seat and tree donations | 4600 | 0 | 1990 | 487 | 0 | 0 | |
| Grass Cutting CC | 4620 | 0 | 0 | 3318 | 0 | 0 | |
| Footpaths & Grass Cutting CC | 4630 | 6175 | 6175 | 3212 | 4000 | 4000 | |
| Leisure - misc income | 4648 | 1045 | 680 | 615 | 0 | 0 | |
| | | 7220 | 8845 | 7632 | 4000 | 4000 | |
| Expenditure | | | | | | | |
| Events (skate park) | 6044 | 0 | 1269 | 0 | 2000 | 0 | |
| Staff costs (bandstand) | 6101 | 871 | 1167 | 0 | 1300 | 1300 | |
| Contingency | 6150 | 0 | 0 | 0 | 100 | 0 | |
| Signage Town Signs | 6156 | 0 | 48 | 0 | 100 | 0 | |
| Staff Costs | 6201 | 104764 | 97296 | 53155 | 128000 | 70000 | |
| Staff travel | 6207 | 108 | 46 | 0 | 100 | 50 | |
| Energy costs | 6215 | 718 | 507 | 525 | 650 | 650 | |
| Lawn Tennis Courts rates | 6217 | 459 | 517 | 539 | 550 | 650 | |
| Grounds maint costs | 6220 | 10363 | 13078 | 13899 | 12000 | 15000 | |
| Tree works | 6220 | 0 | 0 | 0 | 6000 | 3000 | |
| Rent | 6221 | 175 | 175 | 175 | 180 | 175 | |
| Vehicle Insurance | 6222 | 1883 | 2140 | 2108 | 1600 | 2155 | |
| Equipment & materials | 6232 | 14910 | 13205 | 5264 | 12500 | 12000 | |
| CCTV | 6232 | 0 | 0 | 0 | 5000 | 0 | |
| Telephones - mobiles | 6239 | 566 | 508 | 196 | 650 | 0 | |
| Training | 6249 | 2496 | 695 | 72 | 5000 | 2500 | |
| Contingency | 6250 | 0 | 212 | 0 | 100 | 0 | |
| Petrol & Oil | 6265 | 4129 | 3559 | 1997 | 4400 | 2500 | |
| Machinery repairs | 6266 | 1670 | 1435 | 692 | 1200 | 1400 | |
| Vehicle Service & Repair | 6267 | 1627 | 1635 | 1165 | 1000 | 1500 | |
| Vehicle Tax | 6268 | 750 | 726 | 430 | 750 | 750 | |
| | | 145489 | 138218 | 80217 | 183180 | 113630 | |

| Padstow Town Council | | | | | | | |
|------------------------------|----------------|-------------------|----------------|----------------|----------------|---------------|----------------|
| Administration | | | | | | | |
| | | | <u>Actuals</u> | <u>Actuals</u> | <u>Actuals</u> | <u>Budget</u> | <u>Interim</u> |
| <u>Income</u> | <i>nominal</i> | <i>to 31.3.19</i> | <i>31.3.20</i> | <i>28.2.21</i> | <i>2020-21</i> | <i>Budget</i> | <i>Budget</i> |
| | <i>codes:</i> | | | | | | <i>2021-22</i> |
| Interest Income | 4949 | 2593 | 3024 | 96 | 400 | | 0 |
| Precept | 4950 | 0 | 0 | 0 | 0 | | 0 |
| | | 2593 | 3024 | 96 | 400 | | 0 |
| Expenditure | | | | | | | |
| Staff costs - gross pay | 7001 | 104045 | 172730 | 146840 | 178000 | | 156000 |
| Staff travel | 7007 | 22 | 17 | 0 | 100 | | 50 |
| Subscriptions | 7010 | 1157 | 791 | 185 | 800 | | 800 |
| Building Maintenance | 7014 | 0 | 0 | 529 | 250 | | 500 |
| Energy Costs | 7015 | 6250 | 4578 | 4065 | 5500 | | 4500 |
| Rates | 7017 | 10895 | 8838 | 8046 | 9000 | | 9500 |
| Water | 7018 | 542 | 290 | 0 | 500 | | 300 |
| Cleaning & Domestic Supplies | 7019 | 641 | 963 | 905 | 700 | | 800 |
| Equipment & Materials | 7032 | 4887 | 3553 | 1360 | 3500 | | 2870 |
| Equipment Services & Repair | 7033 | 1142 | 1753 | 1191 | 1000 | | 1200 |
| Printing | 7034 | 1744 | 1846 | 1207 | 1600 | | 1700 |
| Stationery | 7035 | 1689 | 1595 | 539 | 1600 | | 1500 |
| Postage | 7036 | 1430 | 1011 | 931 | 1200 | | 1000 |
| Telephone & internet | 7039 | 1594 | 1638 | 1356 | 1600 | | 1500 |
| Computer Costs | 7040 | 4958 | 3567 | 6516 | 4000 | | 3500 |
| Advertising | 7047 | 0 | 0 | 0 | 500 | | 400 |
| Training | 7049 | 735 | 203 | 20 | 2500 | | 1500 |
| Contingency | 7050 | 0 | 0 | 0 | 500 | | 0 |
| | | 141731 | 203373 | 173690 | 212850 | | 187620 |

| Padstow Town Council | | | | | | | |
|--|-----------------------|---------------------------|------------------------|------------------------|-----------------------|-------------------------------|--|
| Investment Properties | | | | | | | |
| | <i>nominal codes:</i> | <u>Actuals to 31.3.19</u> | <u>Actuals 31.3.20</u> | <u>Actuals 28.2.21</u> | <u>Budget 2020-21</u> | <u>Interim Budget 2021-22</u> | |
| Income | | | | | | | |
| Inv Rental Income | 4702 | 207847 | 262191 | 226092 | 220000 | 170000 | |
| Inv Miscellaneous Rents | 4703 | 34132 | 35813 | 31060 | 20000 | 25000 | |
| | | <u>241979</u> | <u>298004</u> | <u>257152</u> | <u>240000</u> | <u>195000</u> | |
| Expenditure | | | | | | | |
| Buildings maintenance | 6914 | 291 | 291 | 291 | 300 | 300 | |
| Premises Insurance | 6923 | 25053 | 26596 | * 36048 | 24500 | 25000 | |
| Legal Services | 6924 | 2615 | 3944 | 7048 | 5000 | 6000 | |
| Surveyors | 6926 | 3909 | 5163 | 0 | 3500 | 6000 | |
| Contingency | 6950 | 0 | 0 | 0 | 500 | 0 | |
| | | <u>31868</u> | <u>35994</u> | <u>43387</u> | <u>33800</u> | <u>37300</u> | |
| * Prepayment to do at Financial Year End | | | | | | | |
| Other Operating & Reserves - Capital Expenditure | | | | | | | |
| <i>n/c 9096 Projects funded from Revenue (items costing less than £6k)</i> | | | | | | | |
| <i>n/c 9097 Cap Exp funded from Revenue (items costing over £6k)</i> | | | | | | | |
| Neighbourhood Development Plan | | 12185 | 1314 | 5727 | 5000 | 4000 | |
| Station House | | 8614 | 3378 | | | | |
| Lawn skate park | | 86394 | 3277 | | | | |
| Lawn car park improvements | | | 230818 | 16177 | 5000 | | |
| North Quay and Cory toilets refurbishment | | | 66955 | 26439 | | | |
| Railway toilet improvements | | | | | 10000 | | |
| Misc repairs | | 1380 | 3874 | 4721 | 3000 | | |
| Victoria Monument | | 1320 | 29441 | 716 | | | |
| Community events | | | 2000 | | 3000 | | |
| Computers - hardware & software | | | 8451 | 1318 | 10000 | | |
| Ride-on mower | | 6600 | | | | | |
| Vehicles | | | 21394 | | | | |
| Multi Use Games Area (MUGA) | | | 384 | | 20000 | 5000 | |
| Investigate electric-charging points | | | | | 5000 | | |
| Vehicle hire (insurance claim, money received back) | | | 888 | | | | |
| Grant to help vulnerable during Covid-19 | | | | 1500 | | | |
| Lawn car park retention | | | | | | 6000 | |
| North Quay & Cory toilets retention | | | | | | 4000 | |
| Core Building running & refurbishment costs | | | | | | 8000 | |
| Contingency | | | 8246 | | 50000 | 50000 | |
| | | <u>116493</u> | <u>380420</u> | <u>56598</u> | <u>291000</u> | <u>77000</u> | |

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held remotely on
Tuesday 23 March 2021 at 6.31 pm

Present: Councillors T Walter (Chairman), A Flide, R Higman and A Symons

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

- S2020/29** **Apologies for absence:** There were no apologies for absence.
- S2020/30** **Announcements:** There were no announcements.
- S2020/31** **Declarations of Interest:** There were no declarations of interest.
- S2020/32** **Public Participation:** There was no public participation.
- S2020/33** **Minutes: RESOLVED** that the **minutes** of the meeting held remotely on **Wednesday 18 November 2020** be signed as a true record of the meeting.
- S2020/34** **Date of Next Meeting:** To be arranged as required
- S2020/35** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2020/36** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held remotely on **Wednesday 18 November 2020** be signed as a true record of the meeting.
- S2020/37** **Staff Update and Issues:** See Confidential Minutes
- S2020/38** **Overtime, Sick Leave and Training:** The update was noted for information.

Meeting closed at 6.48 pm

Full Council 30.3.21- Agenda item 8
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 the Council's Insurance Broker, WPS Hallam, has retendered the CouncilGuard facility to the UK insurance market to ensure best value. When the Council's Long Term Agreement (LTA) with Royal & Sun Alliance ends on 31.10.22 the new scheme insurer will be The Military Mutual.
- e) to note that the Ladywell parking space was awarded to the highest tender of £1001.99 net (£1202.39 incl VAT).

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 - Agenda item:

The FGP Committee agreed on 16.3.21 to have a simpler Finance Report included with the Full Council Agenda each month, this is in line with many other Councils in Cornwall and complies with the guidance.

| <u>Budget Report for the period 1.4.20 - 28.2.21</u> | | | |
|---|---------------|---------------|----------------------------------|
| | Actual | Budget | Budget 1.4.20-31.3.21 |
| Revenue Income | 919,352 | 727,603 | 747,470 |
| Revenue Expenditure | 499,056 | 644,196 | 699,930 |
| Capital/project expenditure | 56,598 | 266,750 | 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.

Debtors outstanding for more than 3 months:

None

Creditors outstanding for more than 3 months:

None

Bank reconciliations have been performed regularly and signed monthly as correct by the Chair of the Finance or Town Clerk.

To ratify payments made:

ACCOUNTS OUTSTANDING
March' a 2021

| <u>Date</u> | <u>Cost centre</u> | <u>Supplier</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Total</u> |
|-------------|--------------------|------------------------|--|------------|------------|----------------|
| 12.2.21 | HRT | Amos Pumps | pump station pipework repairs (recharged to tenant) | 2115 | 423 | 2538 |
| 24.2.21 | Corporate Services | Womble Bond Dickinson | legal services | 1150 | 230 | 1380 |
| 23.2.21 | HRT | Clear-flow | jet pump station & clear fat (recharged to tenant) | 424.4 | 84.88 | 509.28 |
| 18.2.21 | Env - Cemetery | Duchy Cemeterys Ltd | excavate grave (recharged to funeral directors) | | | 443 |
| 25.2.21 | Administration | Tanist | Cloud telephony services 3 months & IT support 1 month | 282.47 | 56.5 | 338.97 |
| 1.3.21 | LTOS | Padstow Petrol Station | fuel | 83.19 | 16.64 | 99.83 |
| 24.2.21 | LTOS | HSQE | manual handling training | 72 | 14.4 | 86.4 |
| 1.3.21 | Administration | Churchill | legionella control support | 69.3 | 13.86 | 83.16 |
| 16.2.21 | LTOS | Travis Perkins | Hammerite, masking tape etc | 54.69 | 10.95 | 65.64 |
| 3.3.21 | LTOS | | St Piran flag - staff member | | | 36.50 |
| 23.2.21 | Env - Toilets | Seton | sign kit for toilet cleaning | 27.94 | 5.59 | 33.53 |
| 25.2.21 | Administration | CALC | Politics before and after elections training | 20 | 4 | 24 |
| 2.3.21 | Administration | Sea Spray | window cleaner | | | 18 |
| | | | | | | <u>5656.31</u> |
| 3.3.21 | | | Petty cash imprest | | | 103.61 |
| | | | | | | <u>3428.60</u> |
| 25.2.21 | Env - toilets | AUK Supplies | sprayer, bleach, barrier etc | 171.32 | 34.26 | 205.58 |
| 1.3.21 | LTOS | Mole Valley Farmers | hose cart, hinge, waterproof trousers | 56.46 | 11.29 | 67.75 |
| 28.2.21 | LTOS | Biffa | bulk bin emptying 1 month | 206.52 | 41.3 | 247.82 |
| 22.2.21 | Capital/projects | Royal Mail | business mail - NDP consultation | 1972.73 | 394.55 | 2367.28 |
| 1.3.21 | Administration | Sage | Sage 50c Accounts 1 year and Sage 50 Payroll 1 month | 450.14 | 90.03 | 540.17 |

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
March' b 2021

| <u>Date</u> | <u>Cost centre</u> | <u>Supplier</u> | <u>Details</u> | <u>Net</u> | <u>VAI</u> | <u>Total</u> |
|-------------|--------------------|-------------------------------|--|------------|------------|----------------|
| 2.3.21 | HRT | G4S | cash collections | 1337.85 | 267.57 | 1605.42 |
| 7.3.21 | HRT | Reach Publishing services Ltd | new Car Park order adverts | 658.8 | 131.76 | 790.56 |
| 9.3.21 | HRT | Parc Signs | new car park tariff overlay signs | 417.72 | 83.54 | 501.26 |
| 4.3.21 | Env - Cemetery | Duchy Cemeterys Ltd | excavate grave (recharged to funeral director) | | | 443.00 |
| 10.3.21 | Corporate Services | Kestrel Guards | check call services | 300 | 60 | 360.00 |
| 17.3.21 | LTOS | Post Office/DVLA | Izuzu WK15 OBF | | | 265.00 |
| 3.3.21 | HRT | Flowbird Smart City | car park machines maintenance contract | 211.8 | 42.36 | 254.16 |
| 9.3.21 | LTOS | Total Pest Control | Stile field pest control 3 visits | 150 | 30 | 180.00 |
| 1.3.21 | Corporate Services | PARK NOW | RingGo fees 1 month | 112.65 | 22.53 | 135.18 |
| 4.3.21 | Capital/projects | Edyvean Printers | NDP banners | 99 | 19.8 | 118.80 |
| 1.3.21 | Env - toilets | South West Hygiene | sanitary & nappy bin disposal | 74.21 | 14.84 | 89.05 |
| 17.3.21 | Env - toilets | | snapframes for toilets - reimburse staff | | | 86.77 |
| 3.3.21 | Administration | Tanist Ltd | Cloud Telephony service | 45.57 | 9.11 | 54.68 |
| | | | | | | <u>4883.88</u> |

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

| | | | | | | |
|---------|-----------|-----------------------|--------------------------------------|---------|--|-----------------|
| 1st | Inv Prop | WPS Insurance | Commerical combined insurance policy | 1838.69 | | |
| 7th | Corporate | Barclays Bank | bank charges | 16.00 | | |
| 1st | | Cornwall Council | Non Domestic Rates - PTC sites | 8400.00 | | |
| | | | | | | <u>10254.69</u> |
| | | Direct debits: | | | | |
| 10.3.21 | | Opus Energy | electricity - PTC sites | | | 1226.46 |
| | | | | | | <u>1226.46</u> |

Approved by 2 Councillors who are bank signatories:

| | | |
|-------------|-------------|------------------|
| Date | Name | Signature |
| | 1 | 2 |
| | 1 | 2 |

| Padstow Town Council | | | | | | | | | |
|---|-------------------------|----------------|----------------|---------------------------|--|----------------------|---------|---------|-------------------|
| Railway & Lawn car park takings 2020/21 | | | | | | | | | |
| n/c 4404 | Railway car park income | | | | n/c 4406 | Lawn car park 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 | 50706 | 38,000 | | 10819 | 9496 | 19619 | 10000 |
| Nov | 6311 | 5967 | 3732 | 5,500 | | 1555 | 722 | 934 | 500 |
| Dec | 8350 | 7972 | 4187 | 7,000 | | 2056 | 1445 | 945 | 1000 |
| Jan | 4206 | 5616 | 784 | 3,500 | | 1267 | 611 | 60 | 500 |
| Feb | 6731 | 6173 | 569 | 5,000 | | 1660 | 11 | 43 | 1000 |
| Mar | 16379 | 9993 | | 15,000 | | 3832 | 51 | | 1000 |
| | 384701 | 375446 | 251811 | 375000 | | 109336 | 105401 | 96756 | 102000 |
| Railway | 368322 | 365453 | 251811 | 360000 | Lawn | 105504 | 105350 | 96756 | 101000 |
| sub totals | | | | | sub totals | | | | |
| Apr 2020 - Feb 2021 | | | | | Apr 2020 - Feb 2021 | | | | |
| Apr-Feb | 2018-19 | 2019-20 | 2020-21 | Budget 2020-21 | <i>Lockdown 3 started 5.1.21 for 3 months.</i> | | | | |
| Railway | 368322 | 365453 | 251811 | 360000 | | | | | |
| Lawn | 105504 | 105350 | 96756 | 101000 | | | | | |
| Total | 473826 | 470803 | 348567 | 461000 | | | | | |
| Car park takings | | | | | | | | | |
| April 2020 to February 2021 car park takings are £348,567 this year, which is £112,433 less than the Budget and £122,236 less than the same period last year. | | | | | | | | | |

AGENDA ITEM 9a: CORRESPONDENCE

Councillors Correspondence for Information – March 2021

| Item | From | Referring To | Notes |
|-------------|--------------------------------------|--|--|
| a | Cornwall Council Environment Service | Their pop-up site tenders for 2021 | Link Road Site – no tenders received. Camel Trail Site - Selling Coffee, Teas and ice cream – subject to relevant paperwork/checks. |
| b | Padstow Harbour Commissioners | Minutes of Harbour Commissioner meeting Feb 2021 | |
| c | Euronet Worldwide | External ATM for Padstow | We have advised that the Council does not have the power. Padstow Harbour Commissioner have also turned down their request. Cash is being used less as contactless card payments are increasing. |

Padstow Town Council - Full Council 30 March 2021

Agenda item 9 b i) Cornwall Council Consultation – Draft Pre-Submission Climate Emergency DPD

Draft Pre-Submission Climate Emergency DPD

Cornwall Council has a consultation running on the draft pre-submission Climate Emergency DPD (Development Plan document). This consultation is live until 5pm on 16 April 2021. Councillors were sent an email 09.03.21 regarding information on this consultation and informing them of Cornwall Councils online events which took place this month.

Overview

Cornwall Council declared a climate emergency in 2019 with the aim to become carbon neutral by 2030. Planning has an important part to play to improve housing and infrastructure. Cornwall Council have said the Cornwall Local Plan (CLP) do not do enough to protect against climate change. The Climate Emergency DPD replaces and introduces some policies. All aimed at protecting our environment, whilst sitting alongside Government legislation.

How to view the document

Copies of the document can be downloaded from:

www.cornwall.gov.uk/climateemergencydpd

As mentioned in the previous email sent 09.03.21 to Councillors, if you would like a hard copy sent in the post, please let the office know and we can arrange.

Previous comments Padstow Town Council has submitted to the process.

Following August 2020 Full Councils resolution, the following response was sent to Cornwall Council:

Thank you for the opportunity to respond to the latest consultation on climate change. A response was delegated to myself, Chairman and Vice-Chairman based upon any comments their fellow Councillors may wish to make. On that basis please see Padstow Town Council's response below:-

The only areas we would wish to comment on are as follows:-

Concerns on sustainable transport (which effect Policy C1 – Climate Change Principle point 6, Policy T1- Sustainable transport & Policy T2 Parking): We need to acknowledge that given the geography of our communities in Cornwall and insufficient public transport that we have, that whilst we do appreciate the impact on our vehicles impact have on the environment that cars are likely to continue to be the prime mode of transport in Cornwall, particularly for hard to reach areas and ones that struggle with sufficient public transport. Unless there is a reasonable alternative then the car in Cornwall will be the prime mode of transport. This therefore needs to be acknowledged but planned for. Instead looking at ways to reduce the need for too many journeys and trying to encourage any shorter trips to be done in other ways. We need to acknowledge that we do need the use of our cars in Cornwall and plan for them particularly with moves to being electric in the near future.

Coastal Change and Flooding:

We consider it is difficult for us to comment on coastal change and flooding until we see maps in this regard and affected areas.

Following January 2021 Full Council resolution, the following was sent to Cornwall Council: Thank you for informing us about the current consultation on Emergency Development Plan Document - Proposed draft, Renewable Energy & Sustainable Construction policies and evidence. The Consultation was noted at our recent Full Council meeting and the Councillors wanted more time to consider this matter, therefore they were asked to send their comments into the office to be taken forward. One Councillor has the following points to raise:

Looking at the 'Proposal Policies Renewable and Low Carbon Energy' it was noticed that Policy SEC1 Sustainable Energy and Construction seems to require larger developments to demonstrate and submit statements to show they are working to be low carbon/renewable energy development. Would it not be advisable to ask all new development including demolition/rebuilds to submit this, to show that these issues have been thought about.

He also felt that Cornwall has many static homes and that they too should be subject to the same energy efficiency regulations as conventional homes. He feels the expansion of existing caravan and camping sites on the coast was a greater eyesore than say a wind turbine.

Representation to the consultation

Cornwall Council have a response form or you can contact them by:

Email: climateemergencydpd@cornwall.gov.uk

Or call: 0300 1234 151

Or write to: Climate Emergency DPD, Climate Emergency DPD, Cornwall Council – Planning, 3B Pydar House, Pydar Street, Truro, Cornwall. TR1 1XU

The do ask that you link your comments to a policy number/name.

Would Council like to respond? Deadline 5pm on 16 April 2021.

Agenda item 9 b ii) Sailing Club Request

Padstow Sailing Club is seeking permission from the Council to erect a temporary marquee to facilitate several events during the year. They outlined that "Given Covid restrictions and the size of our club house, we will only be able to hold most of our functions outdoors for the foreseeable future. Would PTC be agreeable to us erecting said marquee on a regular basis through the year? We would of course submit our risk assessment and insurance details at the beginning of the season. Given that the Committee are all experienced on the water, we are considerate of weather conditions and would not erect anything if the forecast was at all unsuitable."

Councils views are sought, the Town Clerk considers that if Council are in agreement, the following should apply:

Agreement is to erect a temporary marquee on leased outdoor space provided that:

- i) the tenant ensures that all other permissions which may be required are addressed and dealt with.
- ii) that the tenant provides risk assessment and PLI to the satisfaction of our H&S advisor and insurers.
- iii) that permission throughout this year is in light of COVID19 and temporary and that the tenant follows COVID rules when meeting groups outside.
- iv) the Council reserve the right to remove this permission if there are any concerns that cannot be addressed by the tenant to the satisfaction of the Council.

Agenda item 10: To discuss and decide on the following planning application: PA21/01472 24 Rainyfields Padstow PL28 8EZ – Side extension, garage conversion and creation of annexe.

The Town Council are consulted on planning applications in their parish. The Council are asked to consider the applications and agree a response to the Planning Authority (Cornwall Council). The applications and their plans can be viewed on the Online Planning Register at www.cornwall.gov.uk

The Planning Officer was unable to extend the deadline for the Town Councils comment until after the next Planning Committee meeting and therefore we have placed this item on Full Council for consideration.

PADSTOW TOWN COUNCIL – Full Council 30 March 2021

Agenda item 11: hanging baskets

1. Overview

Previously Padstow Town Council has provided free 16 inch hanging baskets to several organisations around the town, to help Padstow look attractive through the summer months. The order normally gets placed end of March with the supplier taken any useable baskets we have from the previous year and then delivering baskets back the end of May/beginning of June.

2. Supplier

Many suppliers are not offering the service of filling hanging baskets anymore and we have found it harder to locate a supplier. Trevisker Garden Centre advised that they no longer have the space to grow them on, they did say they could plant them together in May/June but were unable to give a quotation as they buy in their plants locally and prices may change.

We have one quotation from Blooming Baskets (<https://www.blooming-baskets.com/>) who are from Saltash and have testimonials and a customer map on their website. They have offered to fill our baskets at £20.00 per basket + Vat. There will be additional cost for any new chains required and any extra baskets required (we currently have 12 usable baskets and chains and 6 more baskets that need new chains) Support Officer is finding out the cost of these additional items.

3. Organisations

For several years we have just contacted the same organisations that have had baskets before. We have informed companies that the maximum was 4 per organisation and that they are responsible for installing the baskets on their property and maintaining them over the season, then the Council will collect them at the end of the season.

Below is the list from last year

| Organisation | NO Baskets |
|--------------------------------------|------------|
| TIC | 3 |
| Lobster Hatchery | 4 |
| Bens Crib Box | 2 |
| Gwyneth's | 1 |
| Whistlefish & Roskilly Ice cream | 2 |
| Padstow Town Council - Station house | 8 |
| Total | 20 |

4. Options

a) To offer hanging baskets to organisations:

- i. To contact the companies listed above and see if they are interested this year and proceed as previous years.
- ii. To order more baskets than before. Advertise this on the Councils website for local businesses/organisation in Padstow town centre or Trevone Village centre to show interest in baskets, these then to be

offered out on first come first serve basis, maximum of 2 per organisation (in order to be able to provide more businesses). The RFO has confirmed 2 years ago the spend was £416.00 on hanging baskets and that the money comes from LTOS equipment, furniture & materials, suggest maximum spend of £600 if Council would like. If all baskets don't all get allocated this year they could be hung on land the Council owns, such as the shelters. If there is more interest (then baskets) this can be noted for next year, to help inform a decision then.

- b) To not offer hanging baskets this year:
- i. To not offer hanging baskets to organisations including not on Station House
 - ii. To not offer hanging baskets to organisation but to proceed with Station House.

PADSTOW TOWN COUNCIL: 30 MARCH 2021

AGENDA ITEM 13: CEMETERY REGULATION UPDATE

Council will recall at its October meeting it was resolved to amend paragraph 58 of the Padstow Cemetery Regulations to make clearer the definitions of the term Resident and Non-Resident, in relation to the cemetery's new scale of fees and charges which come into effect on 1 April 2021. Mention was made that it would also be prudent to review the cemetery regulations as a whole to coincide with this 1 April date as this has not been undertaken since they were established in 2014.

The Support Officer has now reviewed the regulations and the appended version shows the proposed amendments via tracked changes. The amendments largely seek to "tidy up" lexical inconsistencies as well as reflect procedural changes introduced by the Leisure Tourism and Open Spaces Committee in the last 7 years. There are no significant changes, or new changes to the way the cemetery operates. The Support Officer is also suggesting that the various forms previously appended to the regulations be removed. Where appropriate, relevant forms are referred to within the document which is sufficient.

Recommendation of the Support Officer, endorsed by the Town Clerk, is that:
The Padstow Cemetery Regulations be amended as per appendix 1 and adopted by full Council.



PADSTOW TOWN COUNCIL

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PADSTOW CEMETERY NEWQUAY ROAD PADSTOW

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REGULATIONS

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~~Adopted By Padstow Town Council
25th March 2014~~

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Amended: 27 October 2020 and adopted by full Council

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Adopted by full Council on 25 March 2014

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Padstow Town Council welcomes all visitors to the Cemetery and you are requested to respect the peace and dignity of the facility.

The Cemetery is managed and operated by Padstow Town Council in accordance with the Local Authorities' Cemeteries Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1984 and such other regulations as may be made by the Secretary of State for the Department of Justice, from time to time.

MANAGEMENT OF THE CEMETERY

1. All persons entering the Cemetery will be subject to the orders and control of the Council or any person authorised by the Council.

2. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1):-

No person shall:

- (a) Wilfully create any disturbance in a Cemetery;
 - (b) Commit any nuisance in a Cemetery;
 - (c) Wilfully interfere with any burial taking place in ~~at the~~ Cemetery;
 - (d) Wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any grave, or
 - (e) Play at any game or sport in a Cemetery.
- Anyone who contravenes paragraph 2 shall be liable on summary conviction to a fine not exceeding the limit as stated in the Local Authorities' Cemeteries Order 1977 as amended from time to time.

3. Visitors to the Cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the Cemetery or extend to them any gratuity. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to Council employees in the Cemetery.

4. All dogs should be kept on a lead.

5. Children (e.g. under the age of 12 years years) are not permitted in the Cemetery - except under the care and supervision of a responsible person.

6. No person shall sell or offer or expose

for sale any article, commodity or thing of any kind whatsoever or solicit for orders from the same, within the Cemetery.

7. No burial shall take place and no monument shall be placed in the Cemetery, nor shall any additional inscription be made on a monument or memorial, without the prior written consent of the Council.

INTERMENTS

8. All applications for interments must be submitted ~~on the prescribed form or notice~~ to Padstow Town Council by way of a completed Padstow Cemetery Notice of Interment, no less than two clear working days before the pre-arranged day of interment and accompanied by the appropriate fees. ~~at least 48 hours prior to the appointed time of the interment.~~

9. The application for interment must contain ~~F~~full details of the deceased, the proposed interment, the grave to be used and ~~either~~ the signature of the owner of the ~~E~~exclusive ~~R~~ight of ~~B~~urial, ~~if applicable~~ or the signature of the person that is arranging the interment, whichever is applicable, and be accompanied by the appropriate fee for interment.

10. Interments may be permitted subject to staff availability on Saturdays, Sundays and Bank Holidays and will incur a ~~surcharge~~ extra fee.

11. The Funeral Director or person in charge of the funeral arriving after the appointed time must act under the direction of the Council or their authorised person as to when the funeral

service may proceed.

12. The person or persons arranging the interment shall be responsible for the attendance of a celebrant, if appropriate, to officiate at the burial service and for payment of any fee to which the celebrant is entitled.

13. Any form of religious service may be used but any other ceremony is subject to the approval of the Council. Alternatively the coffin may be committed without service.

14. ~~A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial or a duplicate copy thereof must be delivered to the Council or their authorised officer when the funeral cortege arrives at the Cemetery. A certificate for disposal issued by the Registrar of Births and Deaths (the 'green form') or Crematorium, or a Coroners Order for Burial must be delivered to the Council Offices no less than two clear working days before the day of interment.~~

15. The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse to the grave, whether mourners are present or not, rests with the Funeral Director or person arranging the funeral interment.

16. ~~All graves will be prepared by Grave excavation and backfilling will be arranged by the Council. Where this relates to the interment of a body, the Council will instruct an approved contractor. Where this relates to the interment of ashes, the Council will instruct appropriate Council employees but in exceptional circumstances it may instruct an approved contractor. Should this incur any additional fees, the Funeral Director or person arranging the interment will be advised.~~

17. No body shall be buried in a grave in such a manner that any part of the coffin is less than 900 mm (3') below the level of any ground.

18. No body shall be buried in a grave unless the coffin is effectively separated from

any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm (6") thick.

19. Where any grave is re-opened for the purpose of making another burial therein no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

20. After interment no body or cremated remains may be removed from a grave without the production of the Ecclesiastical Faculty and/or Ministry of Justice licence for exhumation required by law. The original documents will be required for this purpose.

21. In the case of the re-opening of a private grave the written consent of the owner of the Exclusive Right of Burial rights will be required. Where the owner is previously deceased the funeral organisers person or persons arranging the interment will be responsible for proving legal authority to request that the grave be reopened. No consent is required for the interment of the owner of the Exclusive Right of Burial.

22. No animal remains or ashes are permitted to be interred in the Cemetery

EXCLUSIVE RIGHT OF BURIAL

23. The Exclusive Right of Burial in a grave must be purchased for new graves at the time of the interment on payment of the appropriate fee and completion of the relevant application form including the signature of the proposed owner(s).

24. The "Right" is granted for a period of 99 years.

25. The Exclusive Right of Burial entitles the deed holder (owner) to determine who is buried in the grave and whether a memorial monument or memorial can be erected on the grave (subject to payment of the relevant fee/s and permission/s being granted by the Council).

~~26. Please inform us of any change of address. As~~The owner of the Exclusive Right of Burial ~~you is~~ are responsible ~~for to~~ informing the Council of any change of address. If a problem occurs with the grave, ~~monument~~ or memorial and ~~we cannot contact the owner of the Exclusive Right of Burial cannot be contacted,~~ you ~~we have~~the Council has the right to take whatever action is necessary to ~~rectify the matter. put the problem right.~~ If this involves a cost to the Council ~~we may ask you the owner may be asked to pay this~~reimburse the sum before the Council allows any further ~~burials interments in your~~the grave.

~~27.~~ All such private graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to the factors outside their control, the full number of interments in a grave cannot be achieved.

~~28.~~ New graves are allocated in strict rotation ~~_____~~ within each section of the Cemetery. ~~If a request is received for a grave to be dug out of sequence (except where an Exclusive Right of Burial has already been purchased. The Exclusive Right of Burial to graves within the section referred to as the Cemetery Roadside Extension 2020, will only be sold at the time of interment and are not purchasable in advance.) this will incur a double fee.~~

Plans showing the grave spaces are kept at the Council's office~~s~~, where they may be seen during ~~the Council's~~ normal office hours ~~_____of the Council.~~

~~29.~~ At the expiration of the 99 year period of the ~~Grant of~~ Exclusive Right of Burial, the purchaser, or her/his heir or successors, will have the option of renewing the Right, subject to such restrictions and regulations as may be in force at that time.

Application ~~for renewal of the Right~~ should be made ~~for renewal if the Right~~ within twelve months of the expiry of the previous grant.

Where the ~~99 year period of grant of Right of approval~~ has elapsed, and no notification of the intention to renew has been received

from the person who held the Right of Burial, the Council may grant a renewed Right of Burial to another person, but before doing so will, where possible, notify the previous owner of the Right, or personal representative, and give ~~the~~ option of renewal.

MEMORIALS/MONUMENTS

~~30.~~ A monument may only be erected on a grave space within the Cemetery in accordance with these Regulations and upon payment of the appropriate fee. The right to erect a monument rests with the ~~the~~ "Exclusive Right of Burial deed holder" (~~owner~~), or their executor and will be for the unexpired portion of the grant of Exclusive Right of Burial.

~~31.~~ A ~~memorial monument~~ cannot be erected/replaced until six months after the burial to allow the ground to settle. The exception to this is cremation tablets where they can be placed immediately, subject to approval.

~~32.~~ All works to ~~memorials/monuments~~, including refixing and refurbishment must be carried out under the supervision of a mason who is a registered Approved Contractor, a member of the BRAMM or NAMM scheme and in strict accordance with BS8415 and the NAMM code of practice.

~~33.~~ Any contractor working in the Cemetery must have public and product liability insurance of at least £5,000,000 and provide the Council with supporting paperwork to confirm this on an annual basis.

~~34.~~ Applications for approval to place a new monument in the Cemetery, alter or add to any inscription, or replace, add to or remove from the Cemetery any monument, must be submitted to the Council on the appropriate ~~Padstow Cemetery Monumental~~ Application Form, provided by the Council.

Such notice must be submitted at least two weeks in advance of the proposed date of erection and must include:-

(i) The grave number and name of the deceased;

(ii) In the case of a new monument, a drawing of the monument and its specification, including the type, colour and finish (i.e. polished, honed etc.) of the material (natural stone) to be used, and showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab. The type of approved ground anchor system used must be stated on the application;

(iii) The text of any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (i.e. incised, incised inlaid with lead etc.);

(iv) The name, address and signature of the person placing the order for the monumental work

to be undertaken, who should be the owner/s of the Exclusive Right of Burial. Where there is more than one owner, all owners must sign the application. If the owner is now deceased, ownership must be resolved before permission will be granted; this is the responsibility of the executor, family or representative of the deceased.

If the owner is alive but is not making the application, the applicant must seek the owner's authorisation which must be confirmed by the owner's completion of the relevant section of the Monument Application Form. provide a letter in the owners' hand confirming and authorising such application. Ownership of the monument or memorial remains with the holder of the Rights and not with the person who may have paid for it; and

(v) The name, address and telephone number of the monumental mason.

35. The approval of the Council for any such application will be confirmed by the return of an authorised signed copy of the Memorial Monument Application Form. No work should be undertaken until the Monument Memorial Application Form has been returned. This form is authorised on the understanding that the work undertaken will fully comply with

the details specified within the Monument Application Form and the requirement of these Regulations. The approved form must be produced if and when required by a Council employee whilst work is being carried out.

36. Anyone who erects a monument or who undertakes any monumental work within the Cemetery not in compliance with these Regulations, may be compelled to remove the said monument and pay all costs involved.

37. All monuments shall be constructed of granite, marble, slate or other hard natural stone of monumental quality, which must be durable and sound. The grave number and the ~~memorial-monumental~~ mason's name must be clearly but discreetly inscribed on the ~~memorial-monument~~ base.

38. The maximum dimensions for monuments including tablets are as follows:

Monumental headstones: A width of the headstone is to be 2ft 6", and the maximum a height of 3ft.

Cemetery old cremation area:

A flat tablet not more than 14" x 9" in the Cemetery, in the old cremation area and

Cemetery cremation extension area: The only permitted tablet is 15" x 12" tablet with integral vase hole in the upper left hand corner (cremation-extension-area-of cemetery only)

9" x 9" (12" x 9" in rows M-P-Q & R) in the Churchyard

fixed to a suitable foundation, all to be in natural stone of, granite, marble, slate or other hard natural stone of monumental quality.

Kerb memorials: For graves with interments prior to 1974, permission may be granted to replace existing "like for like" kerb memorials. New kerb memorials are not permitted anywhere in the cemetery.

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

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39. All persons employed, on behalf of the owner of the Exclusive Right of Burial or personal representative of such person, to erect any monument shall carry out their work strictly under the direction of the Council and shall:-

(i) at the cost of the owner, or personal representative remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work;

(ii) perform the work during the normal opening hours of the Council offices; and

(iii) provide their own tools and equipment and complete the work with due despatch.

40. The Council must be informed of the removal of any monument from the Cemetery or of any remedial work to monuments.

41. The removal and re-erection of a monument to facilitate the re-opening of a private grave, or to level such grave shall be at the expense of the grave owner or their personal representative.

42. Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a position indicated by the Council.

43. Any monument removed from a grave to facilitate an interment shall be re-placed as soon as possible.

44. Any unauthorised monument shall be removed at the expense of the grave owner, or their personal representative.

HEALTH AND SAFETY

45. Any monument or memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in good state of repair, by the said owner or personal representative.

Padstow Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

46. The Council strongly encourages the insuring of all monuments or memorials in its cemetery.ies-

47. The Council hold the legal right to remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.

48. The Council undertakes safety inspections on all monuments and memorials on an annual basis. Where the Council is unable to trace the owners of graves with unsafe memorials, these memorials will be staked for a period of twelve months and laid flat to prevent the possibility of accidents. If, at the end of this period, no work has been undertaken to rectify, the Council will make safe by either removing or fixing or burying.

MAINTENANCE AND UPKEEP

49. After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Burial Authority shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the gave to be levelled and properly covered with top soil and seeded except for any area covered by any monument or memorial.

50. It is the responsibility of the grave owner to keep the grave space in a tidy condition. In default the Council reserves the right to level top soil and re-seed.

51. The placing on graves of glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material are forbidden and will be removed by the Council without notice. Temporary wooden crosses are permitted.

52. Spring flowering bulbs may be planted on a grave, as directed by the Council, but the planting of perennials, shrubs and trees is not permitted.

53. The Council reserves the right to remove from any grave space flowers, plants, floral tributes, wreaths or receptacles which have deteriorated or become unsightly and dispose of them in such manner as they deem fit.

54. Grass cutting will be carried out by Padstow Town Council, at a frequency determined by weather conditions and by the Council.

55. The Council has a programme of works taking place in the Cemetery throughout the year to raise the level of any sunken graves.

CREMATED REMAINS

56. Cremated remains may be interred, in caskets or other approved containers, or scattered in a conventional grave in the Cemetery for which the "Exclusive Right" has been purchased.

FEES

57. Fees for all Cemetery services will be determined by the Council annually, to take effect from 1st April each year.

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

- 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.

59. All fees are payable in advance to Padstow Town Council.

GENERAL

60. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litter bins.

61. The Council are empowered to alter or amend the foregoing regulations at any time; to introduce further regulations as they consider necessary; to waive any of the foregoing regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.

62. No camping or overnight parking permitted in the Cemetery or car park at any time.

PADSTOW TOWN COUNCIL: 30 MARCH 2021

AGENDA ITEM 14: ELECTION UPDATE

Elections are taking place on Thursday 6 May 2021. We have updated our website to promote these elections and provided appropriate links for each of the elections – Cornwall Council, Parish and Town Councils and Police and Crime Commissioner. We are also adding useful information such as frequently asked questions on being a Councillor and clarification on what PTC does and what CC does on our website.

The office team is also working on the packs and information for new Councillors once elected, which includes training on Code of Conduct, Good Councillor Guidance and Chairmanship for all Councillors to attend remotely.

Any member of the public who wishes to stand are encouraged to visit our website for further information [Notice of Elections 2021 | Padstow Town Council \(padstow-tc.gov.uk\)](#) or Cornwall Council's [Cornwall Council Elections - 6 May 2021 - Cornwall Council](#)

Election packs for Padstow Town Council can be obtained from our offices or direct from Cornwall Council. **Closing date is 4 pm on Thursday 8 April 2021.**

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS
FOR 2021-2022



| | Time | Meeting |
|---------------------|----------------|---|
| 2021 DATES | | |
| Tues 13 April | 6.30 pm | Planning Committee |
| Tue 27 April | 6.30 pm | Full Council |
| Thurs 6 May | | Parish and Town Council Elections |
| Tues 18 May | 6.00 pm | Annual Council Meeting <i>[within 14 days after election]</i> |
| Tues 25 May | 6.30 pm | Full Council |

Meetings from 7 May 2021:

Local Government legislation dictates that councillors have to be "present" at a Council meeting in order to vote. Due to COVID Government amended this so that virtual meetings could be allowed for a limited period, which is due to end in May.

This means from the 7 May; councillors will no longer be permitted to meet remotely – even though Covid restrictions could still prevent councils and committees meeting in the same room.

Our Council Chamber will not be fit for purpose to hold meetings of full Council or Committee meetings where public are expected to attend due to social distancing rules. Therefore, the Town Clerk is looking at the option of, if legislation isn't extended, to meetings being held in the Church Rooms. She will arrange to meet with Mrs Norfolk next month to check if this would suffice.

Council will know that representations have been put forward to our MP for this option to be extended. We have yet to hear further.