

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held remotely on Tuesday 27 April 2021 at 6.30 pm

Present: R Buscombe (Chairman for the meeting), M Evans, K Freeman, R Higman, J O'Keefe, M Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

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

2020/174 To receive apologies for absence and announcements:

- i) In the absence of the Chairman and Vice-Chairman, it was **RESOLVED** that Councillor R Buscombe be elected Chairman for the meeting whereupon he took the Chair.
- ii) Apologies: were received from Councillor C Watson-Smyth and A P Flide.
- iii) Announcements: Councillor R Buscombe noted that the meeting would be his last as both a Town Councillor and Cornwall Councillor and expressed that he had thoroughly enjoyed the last 8 years. He considered that the Town Council had undertaken tremendous work over the years, naming the renovation of Station House, the skate park, purchase of the Core Building, new toilet block and renovation of other toilets as some examples. Councillor Buscombe added that these had all been achieved at no charge to the Parish and noted that a new leisure facility [MUGA] would also follow shortly. He concluded that he was pleased and honoured to have been both a Padstow Town Councillor and Cornwall Councillor.

2020/175 Declarations of Interest: There were no declarations of interest.

2020/176 Dispensations: There were no dispensations.

2020/177 Public Participation: There was no public participation. The Police report for the period 28/3/21 – 24/4/21 was noted having been previously circulated and taken as read.

2020/178 Minutes Tuesday 30 March 2021 RESOLVED that the minutes of the meeting held remotely on Tuesday 30 March 2021 be signed as a true record.

2020/179 Clerk's Report: The Clerks report was noted for information. In response to a member query, the Town Clerk advised that the company who supplied the Railway toilet doors had been engaged to fix the damaged Railway disabled toilet door. They were expected later in the week, exact date to be confirmed. It was noted if it could not be fixed, the whole door would need to be replaced. It was further noted the Cory toilet refurbishment was not complete because North Quay toilets had been prioritised, as

Cory would not be opened in the short term due to the potential Covid hot spot risk from possible queues at neighbouring businesses.

In response to a member query the Responsible Financial Officer (RFO) confirmed that section 106 money of £15,868.39 in connection with the Skate Park, had been received and noted at a previous Council meeting.

2020/180 Committees/Working Group Meetings:

- i) **RESOLVED** to receive the minutes of the Planning Committee meeting held remotely on Tuesday 13 April 2021.

2020/181 Finance: Monthly Accounts and Payments March 2021

- a) The monthly finance report was noted. The Responsible Financial Officer highlighted that there were no longer any debtors outstanding for more than 3 months.
- b) It was **RESOLVED** to i) ratify payments made March (c) of £3,935.55 and direct debits of £264.12; and ii) ratify payments made April (a) of £10,214.09, standing orders or direct debits (regular payments of the same amount) of £10,114.71 and direct debits of £469.09.
- c) Car park takings were noted.

2020/182 Correspondence:

- a) Correspondence for information was noted.
- b) i) Lobster Hatchery Request: Members gave consideration to the request from the Lobster Hatchery to change their exterior signage with a product that will better maintain the condition and colour of the signage.

RESOLVED to approve the request from the Lobster Hatchery to replace the exterior vertical banner signage with banners of the same design but using di-bond aluminium composite panels, subject to all necessary PLI and risk assessment being provided.

2020/183 Planning Application: RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council) in respect of

- a) **PA21/03807 Torridon West View Trevone Padstow** – Erection of extensions with variation of condition 2 (approved plans) of PA18/10710

SUPPORTED

- b) **PA21/02226 42 Sarahs Lane Padstow Cornwall PL28 8EW** -Proposed roof extension including raising of roof and proposed flat roof rear dormer

SUPPORTED

2020/184 Statement Of Internal Control: Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

2020/185 Financial Statements: The RFO referred members to the Financial Statements in the agenda pages. The financial impact of the COVID-19 pandemic on the 2020-21 accounts was noted. **RESOLVED** to approve the Financial Statements for the year ended 31.3.2021.

2020/186 Budget to Actual Variance Report: The Budget to Actual Variance Report 1.4.2020 – 31.3.2021 as detailed on agenda pages 31 to 34 was noted. The RFO outlined that the Budget to Actual overview for the year 2020/21 was good considering the significant impact of the COVID-19 pandemic on the Council's accounts.

2020/187 Internal Audit Report: Members noted the clear internal audit report.

2020/188 Annual Governance and Accountability Return 2020/21 Section 1: Following consideration of the annual governance statement it was **RESOLVED** to respond with "yes" to Assertions 1 - 8 in Section 1, on which basis it was FURTHER **RESOLVED** to approve Section 1 – Annual Governance Statement 2020/21 of the Annual Governance and Accountability Return 2020/21 and that these be signed by the Chairman of the meeting and the Town Clerk.

2020/189 Annual Governance and Accountability Return 2020/21 Section 2: Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2020/21 for Padstow Town Council in the Annual Governance and Accountability Return 2020/21, and that they be signed by the Chairman of the meeting.

Thanks were expressed to the Responsible Financial Officer for her work over the last 12 months managing Council's finances during the pandemic. Comment was made that the finances of the Council had been left on "an even keel".

2020/190 Skate Park: The Town Clerk provided a verbal update on this matter. Following the end of the skate park retention period, the Project Manager had surveyed the skate park and found some works which needed attention, namely a dip in the concrete, standing water, fine cracks and some joint work on the railings.

The Project Manager had been unable to raise a response from the contractor and as such a quote from Michael Vanstone contractor had been sought. The quote was of £1,845 ex VAT and was comparable to the project's retention figure of approx. £1,800. The Project Manager and the Town Clerk wished to give the original contractor sufficient opportunity to respond to the issues as forfeiture of the retention could affect the longer guarantee for latent defects. However, they were concerned that the longer the issues were left the greater they may become. It was also noted that the Project Manager was seeing an increase in companies folding and reopening under a different name, thereby nullifying the latent defects guarantee.

Members also expressed concern that the issues could be exacerbated if left, and that failure to respond at this stage was not a good sign of a response to latent defects further down the line.

RESOLVED to instruct Michael Vanstone contractor to undertake any necessary repairs to the skate park using the retention sum but that the Town Clerk continue to enquire about the latent guarantee.

2020/191 Future Meeting Arrangements: Members noted that following the elections, meetings would return to face-to-face. Due to continued COVID restrictions in May, it was noted that the Council Chamber would not be large enough to accommodate necessary COVID mitigations. Meetings would therefore be held in the Church Rooms, which were available and had been risk assessed by Officers. The Town Clerk advised that chairs would be set out for members without tables at a 2m distance so that members would be able to remove their masks once seated if they wished. An area for members of the public would be set out with chairs and, dependant on the number of public attending, the public may be required to wear masks. A designated speaking area would be set out for members of the public to stand in and remove their masks in order to address Council during public participation. It was noted that further guidance would be forthcoming from NALC/CALC which may well include an amendment to standing orders or the scheme of delegation for consideration in due course.

2020/192 Future Meeting Dates and Date of Next Meeting: The Town Clerk advised that the Supplementary Standing Orders regarding virtual meetings would fall away after 6 May 2021 and meeting times would revert to those in the Standing Orders. In light of this members were asked to give consideration to the start time of the Annual Council and May Full Council meetings.

RESOLVED that i) the Annual Council meeting, being the next meeting of the Council be held on Tuesday 18 May 2021 at 7pm; ii) the next Full Council meeting be held on Tuesday 25 May 2021 at 7.30pm, unless changed at the Annual Council Meeting; and iii) both meetings be held in the Church Rooms, Church Street, Padstow.

2020/193 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2020/194 Confidential Minutes Tuesday 30 March 2021: RESOLVED that the confidential minutes of the meeting held remotely on Tuesday 30 March 2021 be signed as a true record.

2020/195 Emergency Scheme of Delegation Decisions: Members noted the confidential decision made by way of the Emergency Scheme of Delegation taken between this and the last meeting of the Full Council and not included in the online register under FOI exemption 43.

It was noted that Councillors Buscombe and Evans would not be returning and thanks were expressed for their work on behalf of Padstow Town Council

Meeting closed at 7.02 pm