

PADSTOW TOWN COUNCIL

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23 June 2021

TO ALL MEMBERS OF THE COUNCIL

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

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Church Rooms, Church Street, Padstow** on **Tuesday 29 June 2021 at 7.30 pm or on the rising of the Finance and General Purposes Committee meeting, whichever the later** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

A handwritten signature in black ink that reads "K E Pemberton".

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated in a COVID safe way. All attending to respect these provisions which are in place for all our safety.

Capacity Due to COVID: In accordance with Social Distancing guidance and the Council's risk assessment there is a limit on the number of people who can be seated in the Church Rooms. For this meeting, this number is 10. When this number of people is reached no further admittance to the Church Rooms can be permitted unless someone leaves the meeting. For this reason, if you wish to speak to an item on the Agenda it is advisable to contact the council offices in advance of the meeting.

AGENDA

Public & Press and invited to attend

- 1. To receive apologies for absence and announcements**
- 2. To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- 3. Dispensations:** To consider requests from Members for dispensations.
- 4. Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report

5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 May 2021** having been previously circulated and taken as read. (pg's 1-4)
6. **To adopt the minutes** of the meeting of the Annual Parish Meeting held on Tuesday 1 June 2019 having previously been circulated and taken as read. (pg's 5+b)
7. **Clerk's Report/Work Programme:** To receive an update for information only. (pg 7)
8. **Committees/Working Group Meetings:** (pg's 8-14)
 - a) To adopt the minutes and approve recommendations (if any) for meetings of the:
 - i) Staffing Committee (25 May 2021)
 - ii) Leisure, Tourism and Open Spaces Committee (25 May 2021)
 - iii) Highway, Roads and Transport Committee (25 May 2021)
 - b) To receive minutes of the Planning Committee meeting (i) 25 May 2021; and ii) 8 June 2021)
9. **Election of Council Representative (x1):** To **ELECT** a representative to fill the informal appointment of Council Representative to Padstow Memorial Hall. (pg 15)
10. **Finance: Monthly Accounts and Payments June 2021** (pg's 18-22)
 - a) To receive monthly finance report
 - b) To approve accounts for payment and ratify payments since the last meeting
 - c) To note car park takings
 - d) To note Non-Domestic Rates Credit for 20/21 and 21/22 (Non-Domestic Rating (Public Lavatories) Act 2021)
 - e) To approve that the returned grant money of £600 be allocated to grant "pot" for 2021/22
 - f) Bank Reconciliations: To note their availability for inspection each month
11. **Correspondence:** To note correspondence for information. (pg 15)
12. **Polystyrene Surfboards (Councillor Higman):** To be updated on this issue and discuss and decide on way forward. (pg's 15-16)
13. **To discuss and decide on the following planning application:** (pg 16)
PA21/05040 Regatta 7 Broad Street Padstow Cornwall –
 Advertisement Consent for 1 fascia sign.
14. **Town Councillor Vacancy (Padstow Ward):** To give consideration to applications submitted and discuss and decide on way forward on co-opted appointment. (pg 16 + Separate Cover)
15. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any) (pg 16-17)
16. **To Note Future Meeting Dates and to Note Date of Next Meeting:** (pg 23)
 Tuesday 27 July 2021 at 7.30 pm

- 17. 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.
- 18. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 May 2021** having been previously circulated and taken as read.
- 19. RingGo Contract:** To give consideration and discuss and decide on contract renewal.
- 20. Lease and Tenant Updates:** To receive update in this matter and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

**Minutes of the Full Council Meeting of Padstow Town Council held on
Tuesday 25 May 2021 at 7.30 pm in the Church Rooms, Church
Street Padstow**

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and minute taker) and Cornwall Councillor S Rushworth.

2021/14 To receive apologies for absence and announcements:

- i) Apologies were received from Councillor J H Fidler
- ii) The Chairman announced that he wished to send a letter to a former Cornwall Councillor Buscombe formally thanking him for his work on behalf of Padstow over the years and members were supportive of this.

2021/15 Declarations of interest from Members: There were no declarations of interest.

2021/16 Dispensations: There were no dispensations.

2021/17 Public Participation:

Cornwall Councillor's Report: CC Councillor Rushworth expressed thanks to outgoing Cornwall Councillor, Richard Buscombe and added that he would endeavour to live up to his standard. He advised that he was there to try and help with any issues with Cornwall Council and to assist with any ideas/aspirations for Padstow. He invited all to call with any concerns.

In response to a member query Councillor Rushworth advised that he would be happy to hold Councillor clinics. It was suggested that these could be held in the Council chamber when restrictions eased and that he should contact the Town Clerk to arrange.

Police Report: The police report for the period 25/04/21 to 23/05/21 was noted for information.

2021/18 RESOLVED that the minutes of the meeting held on **Tuesday 27 April 2021** be signed as a true record.

2021/19 RESOLVED that the minutes of the Annual Meeting held on **Tuesday 18 May 2021** be signed as a true record.

2021/20 Clerks Report: The Clerks report was noted for information. In response to a member query the Town Clerk advised that the disabled door of the Railway Toilets damaged by the fire brigade would have to be replaced at a cost of approx. £2,700. It was noted that an insurance claim was being progressed but that to

avoid delay, the order for the door had been placed as the lead in time was 5-6 weeks.

It was noted that the Council Office reception area was being made COVID "safe" next week in preparation for anticipated restrictions easing.

2021/21 Finance and General Purposes Committee Membership: The Town Clerk confirmed that the Chairs of the LTOS, HRT and Staffing Committees had been appointed at their respective meetings and as such Councillors K Freeman and M Rickard joined Councillor C Watson-Smyth (as Chairman of the Council and latterly Chairman of LTOS) and Councillor J O'Keefe (as Vice-Chairman of the Council) on the Finance and General Purposes Committee leaving 4 vacancies remaining.

RESOLVED to appoint the following members to the remaining vacancies: Councillors J H Fidler, R Higman, D N Vivian and Mrs T Walter.

2021/22 Finance: Monthly Accounts and Payments May 2021

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made April (b) of £9,361.94 and direct debits of £2,002.65; ii) ratify payments made May (a) of £2,914.25, standing orders or direct debits (regular payments of the same amount) of £10,114.71 and direct debits of £1,101.58; and iii) ratify payments made May (b) of £4,278.91 and direct debits of £4,523.23.
- c) Car park takings were noted.
- d) The availability of bank reconciliations for inspection was noted.

2021/23 Correspondence:

- a) Correspondence for information was noted.
- b) i) Enterprise Car Club Request: There was much discussion on this item. Concerns raised by members included:
 - Would not like to see the Council supporting one single business;
 - If agreed that the service was right for the town the opportunity should be put to tender;
 - Likely to generate additional work for staff for little benefit e.g if people are unable to find the car or are unable to park;
 - Concern that the scheme would require a designated parking space which is something not currently offered to Season Ticket Holders.

Other members considered that more information should be obtained before making a decision and felt that the scheme was no different in principle to the way in which Council had previously rented an area of the car park for a crepe company, and that many more questions could be asked such as:

- What would the security arrangements be, would they involve CCTV;
- If a space were to be allocated, what potential problems have Enterprise experienced elsewhere;
- Does the vehicle have low emissions, does it require a charging point;
- What information do Enterprise have about the potential number of Padstow residents who may use the service.

The majority of members felt this additional information would be beneficial to making a more informed decision and that this should be provided by way of a presentation from Enterprise.

RESOLVED to invite Enterprise to present their Car Club request at a future meeting of the full Council with better and fuller details of the scheme, its requirements and implications.

2021/24 Code of Conduct: The Town Clerk referred members to the Agenda report and draft Code of Conduct in the "to follow" papers. Following consultation on a new Code of Conduct for Cornwall, Cornwall Council had published the 2021 Code of Conduct for Members and Co-opted Members of Local Councils. It was noted that this single code for all members is strongly supported by the Cornwall Association of Local Councils.

In considering adoption of the Code, members also gave consideration to the value stated in paragraph 2.6 relating to the declaration of gifts and hospitality. Members were in agreement that the Code be adopted "as is".

RESOLVED to adopt the 2021 Code of Conduct for Members and Co-opted Members of Local Councils (pages 2 – 12 of the "to follow papers") and that the value in paragraph 2.6 remain at £50.

2021/25 Reports from Members/Outside Organisations: Councillor Freeman provided an update on the recent One Padstow meeting at which it was agreed a road closure was not needed. It was felt that advisory signs further out were needed to discourage vehicles through the town and the Highways Officer had agreed to look into this. It was noted that the Town Clerk would ask for an update in this regard.

2021/26 Dates of Council Meetings: Date of the next meeting, Tuesday 29 June 2021 and future meeting dates were noted.

2021/27 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2021/28 Padstow Sea Cadets: See confidential minutes

2021/29 Padstow Sand Request Update: See confidential minutes

2021/30 Wheel Jubilee Parc Update: See confidential minutes

2021/31 Skate Park Update: See confidential minutes

Meeting closed at 7.59 pm

PADSTOW TOWN COUNCIL

Minutes of the Annual Parish Meeting held on Tuesday 1 June 2021 commencing at 7.30pm at Church Rooms, Church Street, Padstow

Present: Padstow Town Council (PTC): Councillor C Watson-Smyth (Chair of the Council and Town Mayor) Councillors J H Fidler, K Freeman, R Higman, J O'Keefe, A N Rees, M Rickard, Mrs A E Symons, D N Vivian and Mrs T Walter

In Attendance: 1 member of the public
Mrs K Pemberton: Town Clerk, Padstow Town Council
Mrs S Daly: Support Officer, Padstow Town Council

1 **Apologies:** were received from Councillors A P Flide and Cornwall Councillor S Rushworth

2 **The minutes of the last Annual Parish meeting** held on 7 May 2019 were agreed as a true record of the meeting and signed by the Chair.

3 **Mayors report:** The Mayor opened the meeting by welcoming all and began with a vote of thanks for Town Council staff for their work during such a difficult year. The Mayor praised the way in which the community had come together to face the challenges of COVID and the way in which the Town Council had adapted its working practices to enable Council business to continue. The Mayor offered thanks to the Responsible Financial Officer for her work when confronted with no income and acknowledged the positive position of Council's finances at present.

The Mayor welcomed Councillors J Fidler and A Rees to the Council. He thanked them for standing and looked forward to the contributions they would bring. The Mayor also welcomed Cornwall Councillor Rushworth and expressed thanks to his predecessor former Cornwall Councillor Buscombe whose work on behalf of Padstow he considered was terrific.

Looking forward the Mayor was pleased to confirm that the Community Grant Scheme for 2021-22 was open and noted the closing date for applications was 5 July. He asked people to remind any organisations whom they thought would benefit to apply.

The Mayor provided an update on the Padstow Parish Neighbourhood Plan. He expressed "big thanks" to all who have contributed to the process. Following the conclusion of the Regulation 14 consultation he felt that the process was now past the "major hurdles".

The Mayor confirmed that Council had agreed its Business Plan and that the development of a Multi-Use-Games Area (MUGA) had been included in the next financial year. He noted that previously this had been expected to start in the current year but had been delayed due to COVID. He urged all to contribute towards the project.

The Mayor announced that the Town Council had completed on the purchase of the Core Building. The opportunity had arisen and Council had felt it too good to miss. He noted that there were no particular plans for the building at present and any ideas would be welcome.

The Mayor highlighted the work over the last year of One Padstow, a multi-agency group working for the benefit of the town "behind the scenes".

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Open Forum: The following questions and comments were received from those in attendance:

i) What was happening with street traders?

- The Town Clerk advised that this was one of the issues that One Padstow were looking at. St Ives had been pursuing a bye-law route and this had been looked into for Padstow by Kevin Brader of Cornwall Council. However, having spoken to St Ives the amount of evidence needed by CC was significant and there remained the issue of enforcing the bye-law. St Ives had generally found CC "lukewarm" to the idea. It was noted that both CC Highways and the Padstow Harbour Commissioners had powers to move traders off their respective land and at present this meant the traders were "ping-ponging" between the two authorities, however all groups had developed a good working relationship to manage the issue as best they can. Ultimately the issue would not be completely resolved until a change in legislation.

ii) Concern was expressed that the pedestrian signage erected by the Park and Walk was dangerous and that parts of the route to town were dangerous.

- The Town Clerk advised that the signage looked temporary and was not something the Council had been consulted on. It was noted that if the restrictions are lifted on 21 June the operation may revert back to a bus.
- There was further discussion on the infrastructure of the town and road closures. It was noted that the road closure last year had been considered helpful to the street traders and that this year so far it was felt it was working well without the road closure. Comment was made that not enough thought had been given to the linking of Padstow with the Treceus development, causing people to walk down the main road and that any further development needed to address this.
- The Town Clerk advised that Oliver Jones of CC Highways was looking to access funding in respect of the traffic issues for Padstow, particularly during the busier times. She would chase an update on this. It was noted that this could be something to refer to the Highways, Roads and Transport Committee in due course and that comments received during the NDP consultations may also be useful to feed in.

Meeting closed at 7.48 pm

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**PADSTOW TOWN COUNCIL: 29 JUNE 2021
CLERK'S REPORT / WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

Handwritten: Teresa Ken

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	NDP SG met to agree submission version of this Plan, this is expected to go to Council in July subject to plans being updated and hearing back from CC as to whether further screening is required.
PTC Community Grants	Details on application have been posted on our website along with posters placed around our parish. Closing date for applications 5 July to be considered by the FGP Committee later the same month.
HRT	
Car Parks	Are getting busier. As in previous years the Town Clerk is seeking availability for some core times from Kestrel, Town Clerk has chased this up as they were busy with G7 and hopes this is a possibility. CC enforcement has commenced, they are enforcing the car parks. Steins Fish and Chips manager has confirmed they will be moving to beepers to hand out to customers, to help manage the queues better and encourage people to move away from the premises and return when you are "beeped" to pick up your order.
LTOS	
Coast Path to Georges	CC have advised that in the coming days they will be returning to do surfacing dressing to ensure surface is weather proofed and last longer. They will be putting up notices to advise the public of the same but don't expect it to take too long.
North Quay, Cory and Railway Toilets	Most snags for North Quay now done, Cory still remains to be completed however it is a "hot spot" area and likely to remain closed. Insurance has confirmed they will cover replacement disabled door at Railway. Works expected to take place mid-July.
Pest Control (Stile and Allotment)	We became aware of a pest control problem at Stile Field and accordingly a pest control contractor did a 3-part treatment to help control the situation, this worked to some extent but there was still too much activity. Therefore, monthly routine inspections and non-toxic treatments are taking place, which seem to be working and improving the situation. We are continuing with pest treatment at our allotments.

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PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 25 May
2021 at the Church Rooms, Church Street, Padstow at 7.00 pm

Present: Councillors M Rickard (Chairman), A P Flide, R Higman, Mrs A E Symons and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk and Minute Taker)

- S2021/1** **Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor M Rickard be elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that no Vice-Chairman be elected
- S2021/2** **Apologies and Announcements:** There were no apologies for absence or announcements.
- S2021/3** **Declarations of Interest:** There were no declarations of interest.
- S2021/4** **Public Participation:** There was no public participation.
- S2021/5** **RESOLVED** that the **minutes** of the meeting held on **Tuesday 23 March 2021** be signed as a true record of the meeting.
- S2021/6** **Date of Next Meeting:** Tuesday 21 September 2021 (6 pm)
- S2021/7** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2021/8** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 23 March 2021** be signed as a true record of the meeting

Meeting closed at 7.03 pm

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 25 May 2021 at the Church Rooms, Church Street, Padstow at 7.10 pm

Present: Councillors C Watson-Smyth (Chairman), A P Flide, R Higman, J O'Keefe, A N Rees, D N Vivian and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk and Minute Taker)

- LTOS2021/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor Watson-Smyth be re-elected as Chairman whereupon he took the chair.
ii) It was **RESOLVED** that no Vice-Chairman be elected.
- LTOS2021/2 Apologies and Announcements:** There were no apologies for absence or announcements.
- LTOS2021/3 Declarations of Interest:** There were no declarations of interest.
- LTOS2021/4 Public Participation:** There was no public participation.
- LTOS2021/5 RESOLVED** that the **minutes** of the meeting held on **Tuesday 3 March 2020** be signed as a true record of the meeting.
- LTOS2021/6 Date of Next Meeting:** Tuesday 7 September 2021 at 7.00pm was noted.
- LTOS2021/7 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- LTOS2019/8 RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 3 March 2020** be signed as a true record of the meeting.

Meeting closed 7.12 pm

PADSTOW TOWN COUNCIL

**Minutes of the Highways, Roads and Transport Committee meeting
held on Tuesday 25 May 2021 at the Church Rooms, Church Street,
Padstow at 7.15 pm**

Present: Councillors K Freeman (Chairman), R Higman, A N Rees, M Rickard, D N Vivian and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and Minute Taker) and Councillors A P Flide, J O'Keefe, Mrs A E Symons and Mrs T Walter

- HRT2021/1** **Election of Chairman/Vice Chairman:**
i) It was **RESOLVED** that Councillor K Freeman be re-elected as Chairman, whereupon he took the chair.
ii) It was **RESOLVED** that no Vice-Chairman be elected.
- HRT2021/2** **Apologies and Announcements:**
i) Apologies for absence were received from Councillor J Fidler.
ii) There were no announcements.
- HRT2021/3** **Declarations of Interest:** There were no declarations of interest.
- HRT2021/4** **Public Participation:** There was no public participation.
- HRT2019/5** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 11 February 2020** be signed as a true record of the meeting.
- HRT2019/6** **Date of Next Meeting:** Tuesday 5 October 2021 at 7.00pm was noted.

Meeting closed at 7.16 pm

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 25 May 2021
at the Church Rooms, Church Street, Padstow at 7.20 pm**

Present: Councillors J O'Keefe (Chairman), K Freeman, R Higman, A N Rees,
Mrs A E Symons and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and
Minute Taker), Councillors A P Flide, M Rickard, D N Vivian, C Watson-Smyth,
Cornwall Councillor S Rushworth and 1 member of the public.

P2021/1 Election of Chairman/Vice Chairman:

- i) **RESOLVED** to elect Councillor J O'Keefe as Chairman whereupon
he took the Chair;
- ii) **RESOLVED** that no Vice-Chairman be elected.

P2021/2 Apologies and Announcements: There were no apologies for
absence and no announcements.

P2021/3 Declarations of Interest: Councillor A N Rees declared an interest in
agenda item 6.ii a) PA21/03575 39 Lodenek Avenue Padstow PL28
8EP.

P2021/4 Public Participation: 1 member of the public attended the meeting
and addressed committee in support of agenda item 6.ii c) PA21/04115
35 Treverbyn Road, Padstow PL28 8DN. Comments included:

- Client purchased the property last year and alterations are to suit
family needs;
- Originally looked at extension but became apparent it would be
difficult to make effective use of the space so proposal is to replace;
- Existing ceiling height was insufficient, new roof structure would be
more efficient with minimal increase;
- Outside the building fits with street scene;
- Increase is minimal, elevated styling is in keeping;
- Modest view from rear elevation, similar to others;
- Includes privacy screens to neighbours;

An address from the applicant was read aloud. Comments included:

- Family have had a relationship with Padstow for the last 30 years;
- Family have outgrown previous property; new property will become
permanent residence with family spending more time there;
- Consider it is of a sympathetic design for the location;
- Have seen many houses developed over the years and consider
proposal complements others in the street with 41 Treverbyn Road
forming basis of the plans;
- Want the property to fit in with the surrounding, proposal will use
slate and Cornish stone;
- Proposal includes off-street parking for 3 vehicles.

P2021/5 RESOLVED that the **minutes** of the meeting held on **Tuesday 13 April 2021** be signed as a true record.

P2021/6 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA20/10179 Fairhaven Dobbin Close Trevone Padstow Cornwall** – Proposed extension **APPROVED**
- b) **PA20/10589 20 High Street Padstow PL28 8BB** -Listed Building Consent for internal renovation at ground floor only. Removal of polycarbonate lean-to porch at rear and re-hanging of front door. **WITHDRAWN**
- c) **PA20/11175 Polventon Windmill Trevone Cornwall PL28 8RY** – 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) **APPROVED**
- d) **PA21/00951 1 Rock View Treceus Padstow PL28 8RT** – Two Storey extension to replace an existing garage, with an adjoining single story extension to replace dates toilet block and porch. **APPROVED**
- e) **PA21/01293 27 Grenville Road Padstow PL28 8EX** – Demolition of existing garage and construction of new detached garage. **APPROVED**
- f) **PA21/01472 24 Rainyfields Padstow PL28 8EZ** – Side extension, garage conversion and creation of annexe **APPROVED**
- g) **PA21/01501 Atlantis Trevone Road Trevone Padstow PL28 8QX** – Replacement first floor/roof structure, incorporating former projections. Front entrance extension, formation of pitched roof over garage, replacing flat roof and general alterations. **APPROVED**
- h) **PA21/02439 19 Rainyfields Padstow PL28 8EZ** – Removal of existing conservatory, construction of single storey extension and alterations to existing dwelling. **APPROVED**
- i) **PA21/03807 Torridon West View Trevone Padstow PL28 8RD** – Erection of extensions with variation of condition 2 (approved plans) of PA18/10710 **APPROVED**

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

a) **Councillor A N Rees left the meeting.**

PA21/03575 39 Lodenek Avenue Padstow PL28 8EP – Ground floor extension to the existing property to provide primarily an office/workspace and ancillary sanitary/utility and storage space and associated works.
SUPPORTED

Councillor A N Rees returned to the meeting.

b) **PA21/03390 2 Hawkins Road Padstow PL28 8EU** – Construction of first floor annex with garage and lounge ground floor extension to existing dwelling with new vehicular access
SUPPORTED

- c) **PA21/04115 35 Treverbyn Road, Padstow PL28 8DN -**
replacement dwelling with associated landscaping.
SUPPORTED

P2021/7 **Date of Next Meeting:** Tuesday 8 June 2021 at 7.00pm was noted.

Meeting closed at 7.30 pm

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 8 June 2021
at the Church Rooms, Church Street, Padstow at 7.00 pm**

Present: Councillors J O'Keefe (Chairman), R Higman and Mrs A E Symons

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs T Trestain (Support Officer and Minute Taker)

P2021/8 Apologies and Announcements: Apologies for absence were received from Councillors K Freeman and Mrs T Walter and there were no announcements.

P2021/9 Declarations of Interest: There were no declarations of interest.

P2021/10 Public Participation: There was no public participation.

P2021/11 RESOLVED that the **minutes** of the meeting held on **Tuesday 25 May 2021** be signed as a true record.

P2021/12 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA21/02080 6 Boyd Avenue Padstow Cornwall PL28 8ER** – Construction of a new driveway and dropped kerb. **APPROVED**
- b) **PA21/02160 Land West OF 29 Grenville Road Padstow Cornwall PL28 8EX** – Variation of Condition 1 (approved plans) on appeal decision APP/D08840/W/20/3256807 dated 12th January 2021 (following Application PA20/01087 for a proposed new house) **APPROVED**

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

- a) **PA21/04718 44 Egerton Road Padstow PL28 8DL** – Proposed front and rear extensions, alterations plus home office to garage with associated landscaping. **SUPPORTED**

P2021/13 Date of Next Meeting: Tuesday 13 July 2021 at 7.00 pm was noted.

Meeting closed at 7.03 pm

AGENDA ITEM 9: ELECTION OF COUNCIL REPRESENTATIVE (x1):

Council will recall that at the time of its May meeting Padstow Memorial Hall had been unable to confirm whether they would like a Councillor Representative appointed to their group. A request has now been received and members are asked to give consideration to appointing 1 Councillor Representative to Padstow Memorial Hall. The appointment is informal, its purpose being to provide the group with a local member link.

AGENDA ITEM 11: CORRESPONDENCE: To note correspondence for information

Item	From	Referring To	Notes
a	Police newsletter – May	Closure notice/ Wadebridge ASB/ No Excuse Team	
b	Citizens Advice – Summer 2021	Top tips for avoiding the scammers	
c	Police newsletter – June	Fraud Alert/ Road Policing/ No Excuse Team	

AGENDA ITEM 12: POLYSTYRENE SURFBOARDS

Councillor Higman requested this item on the agenda and will update Council at the meeting. He outlined concern with broken boards left by bins at Trevone, on the beach or at the car park, referencing the following article which he had read:-

“First UK seaside village to stop selling cheap polystyrene bodyboards. Plastic Free Torridge, Plastic Free North Devon and Keep Britain Tidy’s Ocean Recovery Project are today announcing a ban on selling cheap polystyrene bodyboards in Westward Ho! Every independent retailer in the village from the Post Office to the shops on the Slipway will not be selling cheap polystyrene bodyboards this coming summer. Cheap polystyrene bodyboards have blighted coastlines across the world for decades. Annually, hundreds of thousands of low-cost body boards are discarded on beaches across the world. Keep Britain Tidy report that 16,000 cheap polystyrene bodyboards ended up discarded on UK beaches every year. These “sub £10” brightly coloured boards, known to break easily often after only one or two uses, are invariably discarded on UK beaches by angry parents who feel cheated. These 16,000 single use boards create a large amount of waste in the UK and create a huge carbon footprint. These boards, made from a block of standard polystyrene wrapped in brightly printed nylon cloth, are sourced from China, transported thousands of miles only to snap within minutes of use. Polystyrene is fragile and crumbles easily posing danger to sea and shore life alike as animals mistake these small white polystyrene balls for food. Once in the ocean, algae and small organisms grow on each ball adding weight causing the nuggets to sink and present itself as food to fish. The human health threat from polystyrene comes from one of its building blocks Styrene. In 2018, the World Health Organisation reclassified Styrene from a “possible carcinogen” to a “probable carcinogen” – a probable cause of cancer. The campaign, started in October 2019, has attracted widespread support across northern Devon with both area MP’s along with District, Town and Parish Councils calling on local retailers to remove these items from sale. Over 97% of 1,600 local residents polled have called for a change to made to stop the damage these boards are causing to our natural environment. “Today we can announce a self-imposed ban on cheap polystyrene bodyboards in Westward Ho!”, confirmed Andrew Cross, Campaign Lead. “Every independent retailer in the village will not be selling this type of bodyboard this coming summer. The business community here really understands the impact these boards have on our natural environment. They know just doing their bit is not enough. By imposing a ban themselves, they are showing the way for others.” Cheap polystyrene bodyboards are popular with visiting tourists and stocked by many independent retailers across northern Devon. In Westward Ho!, Westbourne Souvenirs, Westward Ho! Beach Shop, Ho! Gifts, Kitemare-Surf & Kite Shop, Ho!

Village Stores, Surfers, Slipway Beach Sales and the Post Office have all decided to not sell cheap polystyrene bodyboards in the future.

“Our business community is right behind this campaign”, commented Peter Sawyer, Chair of Westward Ho! Business Association and owner of Kitemare Surf & Kite Shop. “We are very pleased to be the first village in the UK to bring in a self-imposed ban and, I hope, the first of many to do so.”

Westward Ho! is the first village in the UK to implement a ban. The campaign focus will now shift to the other villages across northern Devon.

“We are calling on all retailers across northern Devon to remove this type of bodyboard from sale”, stated Claire Moodie, CEO, Plastic Free North Devon. “We know some businesses have already done this and we are grateful for their support. We will now be pushing for every town and village across northern Devon to introduce their own self-imposed bans.”

**AGENDA ITEM 13: TO DISCUSS AND DECIDE ON THE FOLLOWING
PLANNING APPLICATION: PA21/05040 Regatta 7 Broad Street Padstow
Cornwall – Advertisement Consent for 1 fascia sign**

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

Cornwall Council was unable to extend the deadline for consultee comments until the next Planning Committee meeting on this occasion and therefore this application is due for consideration at Full Council.

AGENDA ITEM 14: TOWN COUNCILLOR VACANCY (PADSTOW WARD):

Closing date for applications was Friday 18 June 2021, with four applicants putting their name forward, namely Mrs Janet Dawe, Mrs Dasha Buckingham, Mr Andrew Whiston and Mr David John Eddy. A copy of each application form has been sent under separate cover to the agenda. Each applicant has been invited to attend, if they so wish to introduce themselves and give a short presentation [lasting no more than 5 minutes]. Three have confirmed they are able to attend.

AGENDA ITEM 15: REPORTS FROM MEMBERS/OUTSIDE ORGANISATIONS

Councillors are invited at the meeting to provide any updates. Councillor O’Keefe attended the recent Wadebridge and Padstow Network Meeting. Appendix 1 details update on the same to note for information.

Wadebridge and Padstow Network Panel.

On the 10th June 2021 I attended the Annual General meeting of the panel through a Teams meeting. The chairman for the next 12 months was chosen this being Robin Moorcroft who is a Cornwall councillor as well as a Wadebridge Town councillor, with Amanda Pennington voted in as vice-chair.

Besides the normal agenda items for a AGM, attendees were asked who they would like to be invited to come to future meetings and speak. Suggestions for this were the Planning officer, enforcement officer, dog warden and highways officer to start the ball rolling.

Stephen Rushworth and Robin Moorcroft both personally said how pleased that I was there representing Padstow, and looked forward to Padstow becoming more involved and helping in any way they can be it through getting grant funding for a community project, also coming to Padstow and look at issues that we might want to be addressed.

There is a new app that councillors might like to download onto their phones called Fix My Street which you can use to report problems to Cornwall Council straight from your phone, apparently Cornwall Council hate it but the general feedback is that once the problem has been reported it hasn't been long before its been sorted(result in my eyes).

I'm looking forward to attending further meetings of this group and finding out how other parish and town councils in the area are dealing with problems that they have, also asking their views and advice on any problems or issues that we would like to be addressed.

It's another new group to me being a councillor but I think it is going to be a very helpful panel to be involved with and hopefully helpful to Padstow in general.

James O'Keefe

Full Council 29.6.21- Agenda item 10
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 Cornwall Council has issued a Non Domestic Rates Notice 2020-21 and 2021-22 credit of £1508.36 for North Quay public toilets, due to the Non-Domestic Rating (Public Lavatories) Act 2021 being passed.
- e) Padstow Memory Café is disbanding and has returned grant money paid by PTC but not used of £600. The RFO consulted with the Town Clerk and Chair of Finance and it was felt best to add the £600 to this year's grants 'pot' of £25,000 budget for distribution to local not-for-profits organisations, that meet the Grants criteria.
To approve that the returned grant money of £600 be allocated to grant pot' for 2021/22.
- f) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 10a

Budget Report for the period 1.4.21 - 31.5.21

	Actual	Budget	Budget 1.4.21-31.3.22
Revenue Income	176,199	94117	620,700
Revenue Expenditure	98,626	116,353	620,700
Capital/project expenditure	0	12,833	77,000

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 Finance or Town Clerk.

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.

To ratify payments made:

ACCOUNTS OUTSTANDING
June ' a 2021

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
2.6.21	HRT	G4S	car park machine cash collections	1268.48	253.69	1522.17
7.6.21	Administration	Parc Signs	bespoke reception screen	1100.23	220.05	1320.28
7.6.21	Administration	Golant Fire & Security	fire alarm service and Agrippa door holders	807.5	161.5	969
30.4.21	Capital/projects	Michael Vanstone Plant Hire	replace bollard Railway car park (vehicle owner paid PTC)	726	145.2	871.20
1.6.21	LTOS	Padstow Petrol Station	fuel 1 month	351.54	70.31	421.85
1.6.21	Administration	Tanist Ltd	IT support 1 month & Cloud Telephony services 2 months	317.35	63.47	380.82
19.5.21	HRT	Clear-flow	jet and remove fat from pump chamber (recharged to tenant)	271.9	54.38	326.28
1.6.21	LTOS	Total Pest Control	pest control Stile field	135	27	162.00
4.6.21	LTOS	Masons Kings	mower blade & bulk line	130.26	26.05	156.31
25.5.21	LTOS	AJ Products Ltd	post-mountable litter bin for bus stop	115	23	138.00
21.5.21	LTOS	Masons Kings	Gator tyre	110	22	132.00
21.5.21	Corporate Services	Kestrel Guards	Annual keyholding premium Core Building	100	20	120
3.6.21	LTOS	Seton	Cycling prohibited sign	97.46	19.49	116.95
26.5.21	HRT	Flowbird Smart City UK Ltd	Smartfolio 1 month	85	17	102.00
1.6.21	Env - toilets	Churchill Group	legionella control support	71.31	14.26	85.57
4.6.21	LTOS	Appleton Signs	memorial plaque	63.14	12.63	75.77
1.6.21	Administration	Sage	Sage 50 Payroll & Pensions 1 month	40.50	8.10	48.60
25.5.21	Administration	Sea Spray	window cleaning			18.00
						<u>6966.80</u>
1st	Inv Prop	WPS Insurance	Commerical combined insurance policy			1882.71
7th	Corporate	Barclays Bank	bank charges			16.00
	Corporate	Lloyds Bank	bank charges - tbc			
1st		Cornwall Council	Non Domestic Rates - PTC sites			8216.00
						<u>10114.71</u>
			<u>Direct debits:</u>			
27.5.21	Env - toilets	AUK Supplies	toilet rolls, cloths, wipes, hand sanitiser, disposable gloves etc	253.88	50.77	304.65
17.5.21	LTOS	Mole Valley Farmers	safety boots & hi viz jacket	72.25	4.95	77.20
31.5.21	LTOS	Biffa	bulk bin emptying 1 month	1142.24	228.45	1370.69
3.6.21	LTOS	AUK Supplies	polyliners	221.2	44.24	265.44
3.6.21	Administration	SeaDog IT	website support			27.50
						<u>2045.48</u>

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
June ' b 2021

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
1.6.21	Corporate Services	Ellis Whittam Ltd	Employment law advice and insurance 1 year	3214.90	623	3837.90
16.6.21	HRT	G4S	cash collection service	574.78	114.96	689.74
18.6.21	LTOS	Glasdon	litter bin	452.00	90.4	542.40
3.6.21	Corporate Services	Kestrel Guards	check call service	300	60	360
18.6.21	HRT	Flowbird	car park machines maintenance contract	211.8	42.36	254.16
17.4.21	LTOS	Blooming Baskets Ltd	Station House hanging baskets	160	32	192
1.6.21	Env - toilets	SW Hygiene	sanitary & nappy bin rental/service 1 month	148.99	29.80	178.79
10.6.21	Administration	Complete Business Solutions	stationery	94.82	18.96	113.78
11.6.21	LTOS	Masons Kings	mower blades	63.45	12.69	76.14
14.6.21			screwdriver, bicycles sign, bolts, screw ets (reimburse staff)			60.05
9.6.21	LTOS	Seton	do not obstruct sign	24.25	4.85	29.10
						<u>6334.06</u>
10.6.21	Env - toilets	AUK Supplies Ltd	toilet rolls, Eliminator Max & handle	145.35	29.07	174.42
10.6.21		Opus Energy	electricity - PTC sites			613.40
1.6.21	HRT	PARK NOW Ltd	RingGo fees 1 month (some RingGo charges received as income)	5234.01	1046.81	6280.82
17.6.21	LTOS	AUK Supplies Ltd	wheelie bin liners	88.8	17.76	106.56
18.6.21	Env - toilets	Everflow Water	water - PTC toilets			4523.90
						<u>11699.10</u>
			gross pay, NIC ER's and LGPS ER's			21378.90
			gross pay, NIC ER's and LGPS ER's			22017.98

Approved by 2 Councillors who are bank signatories:

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

Agenda item 106

Padstow Town Council									
Railway & Lawn car park takings 2021-22									
n/c 4404						n/c 4406			
	2019-20	2020-21	2021-22	Budget 2021-22		2019-20	2020-21	2021-22	Budget 2021-22
Apr	41415	23	26780	15,000		11988	0	6503	5000
May	44549	692	54029	15,000		13217	63	19405	5000
Jun	45380	3556		25,000		13463	485		10000
Jul	57969	51165		60,000		17136	20726		20000
Aug	64687	71756		75,000		23158	27741		20000
Sep	48631	64641		50,000		14103	26140		20000
Oct	37094	50706		30,000		9496	19619		15000
Nov	5967	3732		5,000		722	934		1000
Dec	7972	4187		5,000		1445	945		1000
Jan	5616	784		5,000		611	60		1000
Feb	6173	569		5,000		11	43		1000
Mar	9993	2395		10,000		51	212		1000
	375446	254206		300000		105401	96968		100000
Railway	85964	715	80809	30000	Lawn	25205	63	25908	10000
sub totals					sub totals				
Apr-May 2021					Apr-May 2021				
Apr-May	2019-20	2020-21	2021-22	Budget 2021-22	<i>Lockdown restrictions started to ease on 12.4.21, with further lifting of restrictions on 17.5.21.</i>				
Railway	85964	715	80809	30000					
Lawn	25205	63	25908	10000					
Total	111169	778	106717	40000					
Car park takings									
Car park tariffs were increased on 1.3.21, they were last increased in 2015.									
April - May 2021 car park takings are £106,717 this year, which is £66,717 more than the Budget and £105,939 more than the same period last year but £4452 less than the same period in 2019-20.									



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

	Time	Meeting
2021 DATES		
Tues 29 June	7.20 pm	Finance & General Purposes Committee
Tues 29 June	7.30 pm or on the rising of FGP meeting	Full Council
Tues 13 July	7.00 pm	Planning Committee
Provisional dates below (if lockdown map kept to): subject to change		
Tues 20 July	7.00 pm	Finance & General Purposes Committee (GRANTS MEETING)
Tues 27 July	7.30 pm	Full Council
Tues 10 August	7.00 pm	Planning Committee
Tues 7 September	7.00 pm	Leisure Tourism and Open Space Committee
Tues 14 September	7.00 pm	Planning Committee
Tues 21 September	6.00 pm	Staffing Committee
Tues 28 September	7.30 pm	Full Council
Tues 5 October	7.00 pm	Highways, Roads and Transport Committee
Tues 12 October	7.00 pm	Planning Committee
Tues 26 October	7.30 pm	Full Council
Tues 2 November	7.00 pm	Leisure Tourism and Open Space Committee
Tues 9 November	7.00 pm	Planning Committee
Tues 23 November	7.00 pm	Finance & General Purposes Committee (Budget)
Tues 30 November	7.30 pm	Full Council
Tue 7 December	6.00 pm	Staffing Committee
Tue 14 December	7.00 pm	Planning Committee
2022 DATES		
Tues 11 January	7.00 pm	Planning Committee
Tues 25 January	7.30 pm	Full Council
Tues 1 February	7.00 pm	Leisure Tourism and Open Space Committee
Tues 8 February	7.00 pm	Planning Committee
Tues 15 February	7.00 pm	Finance & General Purposes Committee
Tues 22 February	7.30 pm	Full Council
Tues 8 March	7.00 pm	Planning Committee
Tues 22 March	6.00 pm	Staffing Committee
Tues 29 March	7.30 pm	Full Council

Meetings to be held in person at Church Rooms, Church Street, Padstow PL28 8BG.
Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.