

PADSTOW TOWN COUNCIL

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23 March 2022

TO ALL MEMBERS OF THE COUNCIL

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

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 March 2022 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety. **Capacity Due to COVID:** The Council will be taking a cautious approach to meetings and there is a limit on the number of people who can be seated. 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 22 February 2022** having been previously circulated and taken as read. (1-5)

6. **Clerk's Report/Work Programme:** To receive an update for information only. 6-7
7. **Committees/Working Group Meetings:**
- a) To receive minutes of the Planning Committee meetings (15 March 2022) 8-12
 - b) To adopt the minutes and approve recommendations (if any) of the Staffing Committee meeting (22 March 2022) to follow
8. **Finance:**
- Monthly Accounts and Payments March 2022** 13-17
- 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 update on Ladywell Parking tender
 - e) Bank Reconciliations: To note their availability for inspection each month
9. **Correspondence:**
- a) To note correspondence for information 18
 - b) To give consideration to the following:-
 - i) Land Use Request: Padstow Rowing Club 10k Stepper Point Fun Run 19-23
 - ii) Land Use Request: Padstow Half Marathon & 10K Running Event 24-27
 - iii) Land Use Request: Churches Together Walk of Witness 28-29
 - iv) Land Use Request: Cornwall Council Bus Fares EXPO 30-32
 - v) Land Use Request: Environment Agency use of plantation 33-34
 - vi) Social Club Signage Request 35-36
10. **Memorial Request - Padstow Cemetery:** To give consideration to request and discuss and decide on the way forward. 37-38
11. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. 39
12. **Code of Conduct - Complaint Rejected (Padstow Town Council):** To note for information Code of Conduct complaint rejection from Cornwall Council. 40-43
13. **Queen's Jubilee Celebrations Update:** To receive an update and discuss and decide on way forward. to follow
14. **Public Open Space - Treverbyn Road, Padstow:** To give consideration to request and discuss and decide on way forward. 44-
15. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
16. **To Note Future Meeting Dates and to Note Date of Next Meeting:** Tuesday 26 April 2022 at 7.30pm 45-47

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 22 February 2022** having been previously circulated and taken as read. L
19. To adopt the **confidential minutes** and approve recommendations (if any) of the **Staffing Committee** meeting (22 March 2022) (to follow)
20. **Outstanding Invoices (Section 146 Notice):** To receive update in this regard and discuss and decide on way forward. (to follow)
21. **Tenant/Lease Matters Update:** To receive an update in this regard and discuss and decide on way forward. (to follow)

PADSTOW TOWN COUNCIL

**Minutes of the Full Council Meeting of Padstow Town Council held on
Tuesday 22 February 2022 at 7.30 pm in the Church Rooms,
Church Street, Padstow**

Present: C Watson-Smyth (Chairman), J O'Keefe (Vice-Chairman),
P Curgenvan, Mrs J Dawe, K Freeman, R Higman, A N Rees, M Rickard and
Mrs T Walter

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

2021/150 To receive apologies for absence and announcements:

- Apologies were received from Councillors A Flide, D N Vivian and Cornwall Councillor R Rushworth.
- The Chairman welcomed Councillor P Curgenvan to his first Padstow Town Council meeting.
- In a revision to the agenda order, agenda item 19 would be taken last.

2021/151 Declarations of interest from Members: Councillors Mrs T Walter and C Watson-Smyth both declared an interest in agenda item 19.

2021/152: Dispensations: There were no dispensations.

2021/153: Public Participation: There was no public participation.
Cornwall Councillor's Report: None.

Police Report: Members noted the police report for the period 1.12.21 – 19.2.22 having been previously circulated and taken as read. Members expressed thanks to the police for the more in depth report as well as the patrols on the new estate. The Town Clerk added that contact with the police had been brilliant. Members noted that recent concerns with anti-social behaviour were being listened to and taken seriously which was pleasing.

2021/154 RESOLVED that the minutes of the meeting held on **Tuesday 25 January 2022** be signed as a true record.

2021/155 Clerk's Report/Work Programme: The report was noted for information.

2021/156 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of the Leisure, Tourism and Open Spaces Committee held on 1 February 2022;
- b) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of the Highways, Roads and Transport Committee held on 8 February 2022;

- c) **RESOLVED** to adopt the minutes for the meeting of the Finance and General Purposes Committee held on 15 February 2022 but not to approve the recommendation of minute number FGP2021/31 (a), thereby adopting minute number FGP2021/31 (b).

The decision was carried by a vote of 6 in favour.

- d) **RESOLVED** to receive the minutes of the Planning Committee Meeting held on 8 February 2022.

The Chairman informed Members that Councillor Vivian wished it be conveyed to the meeting in his absence that he is against receiving the minutes of the Planning Committee meeting in respect of the Walled Garden application. He considers it is against the Council's Neighbourhood Development Plan.

2021/157 Finance: Monthly Accounts and Payments February 2022

- a) **RESOLVED** to receive the monthly finance report.
- b) **RESOLVED** to ratify payments i) January 'c' 2022 of £2,943.55, wages of £21,104.92 and direct debits of £4,520.10; and ii) February 'a' 2022 of £2,486.68, wages of £20,775.02, standing orders or direct debits (regular payments of the same amount) of £928.50 and direct debits of £1,365.28.
- c) Car park takings were noted.
- d) **RESOLVED** to approve the Padstow Town Council Risk Assessment Management Plan (2022).
- e) The availability of bank reconciliations for inspection was noted.

2021/158 Correspondence:

- a) Correspondence for information was noted. In response to a member query, it was confirmed that CFI item i) related to the current ongoing proposal from Baker Estates regarding the Land West of Treceus Farm and that the public consultation would be taking place on Tuesday 1 March at Padstow Social Club.
- b) i) **Land Use Request: Padstow To Rock Swim:** Members gave consideration to the request in respect of the charity swim to be held on Sunday 26 June 2022.

RESOLVED to approve the request from Marie Curie in respect of the Padstow To Rock Swim as follows: i) to permit use of the slipway from 8am until 6pm; ii) to permit use of the bandstand for performance and collection purposes; iii) to provide 6 free parking permits for use in the staff/visitor parking area; and iv) permission is given for the above for Sunday 26 June 2022 subject to receiving public liability insurance and risk assessments to the satisfaction of Council's insurers and health and safety adviser.

ii) **Land Use Request: Padstow Girl Guides:** Consideration was given to the request to make repairs to the Guide Hut roof and associated requests as outlined in the agenda pages. At the

discretion of the Chairman a representative for the Guides confirmed that the contractors were aware that works needed to be completed before the Easter school holidays. Works were expected to take place at the end of March/beginning of April and take approximately 1 week.

RESOLVED to i) approve the request from Padstow Girl Guides to make repairs to the Guide Hut roof at the end of March/beginning of April 2022 and to make available the 3 parking spaces nearest the Guide Hut for a skip and contractor vehicles; and ii) that this be subject to receiving public liability insurance and risk assessments to the satisfaction of Council's insurers and health and safety advisor.

iii) **Land Use Request: RSPCA:** Members gave consideration to the request to use the bandstand on Thursday 11 August 2022 as set out in the agenda pages.

RESOLVED to i) permit the RSPCA use of the bandstand on Thursday 11 August 2022 between 8.30am and 5.00pm as per the request detailed in agenda pages 37 – 39; and ii) that permission be subject to receiving public liability insurance and risk assessments to the satisfaction of Council's insurers and health and safety advisor.

iv) **Community Network Highways Scheme:** Members were referred to the drafted Expression of Interest form which had been sent to follow and was taken as read. Members were supportive of the Town Clerk's recommendation which had been prepared with input from the Highways Officer with whom the Council had a good working relationship.

In response to a Member query, the Town Clerk confirmed that the scheme was separate to the Cornwall Councillor's Community Chest fund which the Council had expressed interest in with CC Rushworth. She would again chase CC Rushworth regarding this and other items she had yet to receive a response to.

RESOLVED to submit an Expression of Interest relating to early car parking signage to the Community Network Highways Scheme as detailed in the "to follow" papers circulated to all Councillors.

v) **Cornwall Community Governance Review:** There was some discussion on this item. It was noted that Cornwall Council (CC) had postponed consideration of boundary reviews in areas of contention. This had included Padstow as two submissions requesting a separate parish for Trevone had been received although subsequently 1 submission had been

withdrawn. It was noted that the new consultation was asking only for "additional views and information".

A Trevone member noted they had not heard any comments in favour of a separate parish and had not heard anything on the matter since the initial consultation.

Generally, Council was supportive of their original response, being not to recommend a review.

RESOLVED to reaffirm Council's original response to the Cornwall Community Governance Review being not to recommend to Cornwall Council that a detailed review be made of whether there should be a Trevone Parish Council separate to that of Padstow Town Council.

2021/159 Emergency Scheme of Delegation Decisions: RESOLVED to note the decisions made via the Emergency Scheme of Delegation as detailed on agenda page 49 having been previously circulated and read.

2021/160 Queen's Jubilee Celebrations: Members were referred to the agenda paper in this regard having been tabled and taken as read. The suggested programme of events in paragraph 3.1 and the suggested additional community ideas in 3.2 were noted. Members were supportive of an additional beacon being purchased for Trevone and it was noted and appreciated that the Gas Shack would be the "competent person" for lighting the Stile Field beacon.

At the invitation of the Chairman, Councillor Rees spoke on behalf of Nadelik Lowen to advise Council that the group were happy to help marshal at the proposed Wheal Jubilee Fun Day event on Saturday, but that as a small organisation they were unable to assume any health and safety liability or any costs which would strain their financial reserves. It was noted that Nadelik Lowen had put forward a list to the office outlining the ways in which they could support but that their assistance had not yet been discussed.

A member raised the possibility of a firework display and suggested the Padstow Harbour Commissioners be approached to share costs. Generally, it was felt the cost was prohibitive. A member also commented that this may not be popular with some residents due to noise. The Town Clerk added that it was still unclear on costs for the programme as outlined, these were still to be worked up.

Members were generally keen to push forward with plans given the time remaining to June and were supportive of the way forward suggested in paragraph 7 of the agenda report. It was noted that the Queen's Jubilee ESD allows for delegated decision making to avoid delay.

Members were supportive of awarding the Well Parc and Prideaux-Place a grant of £500 each [paragraph 3.3] for the purpose of community events being staged for the Queen's Jubilee Celebrations.

Mention was made that it would be nice for the school children to be given a keepsake of the occasion with one member noting they had received a crown when at school during the Queen's coronation. It was noted that the government will be arranging a commemorative book for all school children nationally and it was generally felt this would be sufficient.

Members highlighted the need for Councillor volunteers to help with the Jubilee celebrations and to show support by their attendance.

RESOLVED to i) order a further beacon for Trevone at the same cost as that ordered for Stile Field; ii) to award a grant of £500 each to Prideaux-Place and the Well Parc to be used towards the staging of community events for the Queen's Jubilee Celebrations, subject to the grant being paid to a business/organisation and not an individual, this to come from the Community Events Budget from April 2022; iii) to fix, refurbish with powder coat and rededicate the metal bench at the Jubilee Monument, this to come from the LTOS equipment budget; and iv) to continue to push forward with plans as outlined in the tabled agenda paper, ensuring at all times health and safety is adhered to and that Council's insurers are satisfied.

2021/161 Staffing Committee Vacancy: Members gave consideration to appointing to this vacancy.

RESOLVED that Councillor K Freeman be elected to take up the Staffing Committee Vacancy.

2021/162 Town Councillor Vacancy: It was noted that there were 3 applicants for co-option whose applications had been previously circulated to members. At the invitation of the Chairman, applicants addressed the meeting and shared their reasons for wishing to join and the skills they felt they would bring to the Council.

The Chairman clarified the procedure for voting on appointments; members were asked to vote for 1 applicant only and following the vote if one candidate did not receive an absolute majority then the candidate with the least votes would be struck off and a fresh vote taken.

RESOLVED to appoint by co-option Mrs Josephine Colwill to Padstow Town Council as a Padstow Ward member having received an absolute majority of votes, being 8 of the available 9 votes.

2021/163 Planning Applications: RESOLVED to make the following response to Cornwall Council regarding planning application:

- a) **PA21/11676 6 Moyle Road Padstow Cornwall PL28 8DG -** Amended plans - Proposed rear extension, new front porch extension, front balcony and internal alterations plus addition of dormer window and single storey extension. Resubmission of PA20/06450
SUPPORT
- b) **PA22/00807 Pentire Dobbin Lane Trevone Padstow PL28 8QP -** Non-material amendment in relation to decision notice PA20/09170 dated 08.01.2021 for design revision to Plot 1.
SUPPORT – Provided no overlooking issues.

2021/164 Reports from Members/Outside Organisations: Members noted the update from the Vice-Chairman in the agenda papers sent "to follow".

2021/165 Dates of Council Meetings: Date of next meeting Tuesday 29 March 2022 at 7.30pm and future meeting dates for the year were noted, subject to amending the time of the Full Council meeting on Tuesday 26 April 2022 to 7.30pm. It was **RESOLVED** to agree the Schedule of Meeting Dates from May 2022 to April 2023.

2021/166 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2021/167 RESOLVED that the **confidential minutes** of the full Council meeting held on **Tuesday 25 January 2022** be signed as a true record.

2021/168 Tenant/Lease Matters Update: Members noted the updates.

2021/169 Legal Matter Update: Members noted the update.

Councillors Mrs T Walter and C Watson-Smyth left the meeting and did not return. The Vice-Chairman took the chair for the remainder of the meeting.

2021/170 Outstanding Invoices (Section 146 Notice): See confidential minutes.

Meeting closed at 8.31 pm

CLERK'S REPORT / WORK PROGRAMME

Agenda Item 6

PROJECT	NOTES/UPDATE
FULL COUNCIL	
NDP	A draft independent Examiner's report on the Padstow Parish NDP has been received from Cornwall Council. Steering Group members have been asked to review the same for factual accuracies only. It is anticipated that Cornwall Council will receive a final version of the report in the next few weeks at which point the document will be made public.
Levelling Up – UK White Paper	Area of interest are review of neighbourhood governance, including looking at the role and functions of parish councils and explore how the existing Community Infrastructure Levy (CIL) can be used to support neighbourhood portion of CIL. Cornwall Council will review initially from a Cornwall wide perspective and then liaise with parish and town councils with their initial take on it, NALC are also reviewing the document. More information will come from this in due course.
Protect Duty	Government has set out proposals on a new Protect Duty a legal requirement for public places to ensure preparedness for and protection from terrorist attacks. Still waiting on any further information on this from CC and likely impact on Parish and Town Councils particularly on public open spaces. When more information is available Town Clerk will update accordingly.
Coast Path Sign	Further to email sent to Councillors in this regard, the Town Clerk met with representatives in respect of placement. This will be on the pole in Stile field leading down to the ferry at low tide and pole on approach into Stile Field from Georges. There were some tweaks to make to the signage which will be sent in due course and the Town Clerk will share for information.
Youth Support	The Town Clerk has spoken with the local police team who are keen to work with us on youth issues, already they have linked up with the school and would like to look at youth provision for the town. Once more information is available Town Clerk will update for consideration to progress.
HRT	
Padstow Signage	CC Highways Team is looking at improved signage as you enter Padstow in both the short and long term and possible funding opportunities. A report to go to HRT when more information will be forthcoming. Council agreed to submit in request to CC for funding. Once further information available Town Clerk will update.
Bus Shelter Tesco	Town Clerk has been in contact with company that manage this shelter as they were keen to see it upgraded. The Town Clerk continues to chase to move this matter forward as she has shared with the anti-social behaviour in the area and how this could be better improved with a new shelter.

Enterprise Car Club | Enterprise Car Club – Signage has now been installed to identify the dedicated bay and the scheme has begun. 7

LTOS

Tennis Courts/MUGA	Surveyor has taken Committee's view to progress with a MUGA for football, tennis and basketball with the option to future proof should in the future a canopy or roof wish to be added.
Play Area	Council agreed to a budget for 2022/23 to replace. This will be looked at to progress with Committee.
Skate Park	Works to areas that required attention were carried out last month. There was an issue with surface of cracking Town Clerk is waiting on further information from the surveyor. There has been recent vandalism, which has been shared with the police who are taking the matter seriously. Report will be taken to next Committee meeting in this regard.

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 15 March 2022 at The Church Rooms, Church Street, Padstow at 7.00 pm

Present: Councillors J O'Keefe (Chairman), Mrs J Dawe, K Freeman, R Higman, and A N Rees

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

P2021/64 Apologies and Announcements: Apologies were received from Councillor Mrs T Walter. It was agreed to take agenda item 5.ii) n) PA22/02071 Seaview Cottage Dobbin Lane Trevone Padstow before agenda item 5.ii) b) PA21/10992 The Golden Lion Lanadwell Street Padstow PL28 8AN.

P2021/65 Declarations of Interest: There were no declarations of interest.

P2021/66 Public Participation: 2 members of the public attended the meeting in support of agenda item 5.ii) a) PA22/01229 San Marcos Upper Dobbin Lane Trevone Padstow.

1 member of the public addressed committee in support of agenda item 5.ii) n) PA22/02071 Seaview Cottage Dobbin Lane Trevone Padstow. Comments included:

- Noted that during discussion of original planning application in 2019 the Town Council had raised concerns regarding the annexe which was subsequently approved by Cornwall Council but with a condition on its use;
- Existing condition restricts occupancy to non-paying guests and family but with no restrictions on times of use;
- New application seeks a more flexible restriction which can be used for some tourism;
- Request is not for a separate dwelling or for the purpose of selling off, it aims to achieve a more flexible planning condition;
- No physical changes proposed, just change of use.

P2021/67 RESOLVED that the **Minutes** of the meeting held **Tuesday 8 February 2022** be signed as a true record.

P2021/68 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA21/06101 Porthmissen Farm Padstow Cornwall PL28 8HL**
– Alterations to Grade II listed building to include new windows, doors and dormer windows. **APPROVED**

b) **PA21/06102 Porthmissen Farm Padstow Cornwall PL28 8HL**
– Listed Building Consent for alterations to Grade II Listed building to include new windows, doors and dormer windows. **APPROVED**

c) **PA21/10059 Land North of 38-40 Duke Street Padstow Cornwall PL28 8AD** – Proposed self-contained 1 bed cabin. **APPROVED**

d) **PA21/10551 The Flat Fentonluna Lane Padstow PL28 8BA** – Demolition of existing dwelling and construction of replacement dwelling. **APPROVED**

e) **PA21/12221 Padstow Harbour Hotel (formerly The Metropole) Station Road Padstow PL28 8DB** – Non Material Amendment to Application No PA20/06585 dated 25.11.20 namely addition of roof lights, alteration of window locations, addition of window, alteration of window and balcony size, alteration of entrance stair and refuse point and minor alteration of roof pitch and height. **APPROVED**

f) **PA21/12589 Mordros Homer Park Road Trevone Padstow PL28 8QU** -Extension to room in the bungalow roof, new single storey rear extension incorporating a new kitchen/dining room. New double height entrance hall and rear dormer added to existing roof. **APPROVED**

g) **PA22/00052 Land North East of Churchey Cottage Padstow Cornwall** – Non Material Amendment to application No PA21/00471 dated 17.06.21 for proposed conversion of stable building into a single dwelling, namely, changes to windows and extension and increase in ridge height from 64.87m to 65.15m (280mm). **APPROVED**

h) **PA21/10658 Trerethern Farm Padstow PL28 8LE** - Proposed new restaurant incorporating farm shop for produce grown on Trerethern Farm (removal of existing farm shop building and replacement of previously approved pop-up seasonal restaurant and cafe) **APPROVED**

i) **PA21/11420 40 Pellew Close Padstow PL28 8EY** - Proposed two storey side extension to existing dwelling, porch and single storey rear extension. **APPROVED**

j) **PA21/11817 33 Treverbyn Road Padstow PL28 8DN** - Erection of a new, 5 bedroom detached dwelling and garden store following demolition of the existing dwelling and garage. **APPROVED**

k) **PA21/12561 Byron Southway Windmill Padstow PL28 8RN** - Proposed demolition of existing dwelling and construction of new replacement dwelling and associated works. **APPROVED**

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

- a) **PA22/01229 San Marcos Upper Dobbin Lane Trevone Padstow** – First floor extension with some ground floor amendments
SUPPORTED
- b) **PA22/02071 Seaview Cottage Dobbin Lane Trevone Padstow**
- Combined use of an existing building as a self-contained residential annexe and for tourism, not in accordance with PA19/07268.
SUPPORTED
- c) **PA21/10992 The Golden Lion Lanadwell Street Padstow PL28 8AN** – Removal of existing roof slates, felt and batten and re-slate roof. Demolish chimney stack and rebuild using the old bricks.
SUPPORTED as long as Conservation Officer is happy
- d) **PA21/10993 The Golden Lion Lanadwell Street Padstow PL28 8AN** – listed building consent for removal of existing roof slates, felt and batten and re-slate roof. Demolish chimney stack and rebuild using the old bricks.
SUPPORTED as long as Conservation Officer is happy
- e) **PA22/00788 Culverlea Homer Park Road Trevone Padstow** – Demolition of beach store/garage and replacing with gym and store.
NOT SUPPORTED due to discrepancy with the proposal included in the consultation letter and the description in section 4 of the planning application – description of proposed works.
- f) **PA22/00797 32 Treverbyn Road Padstow Cornwall PL28 8DN**
– Change of Use of Land for the proposed construction of garage and public seating area.

The Chairman noted that the area of land the applicant mentions to be gifted to the Council had not yet been put forward to Council for consideration and that at both officer level and Councillor level there had not been any communication. The Town Clerk added that correspondence had been received by the office after the planning application had been made and that this would go to Full Council for consideration. This was a separate matter to the consideration of the planning application.

NOT SUPPORTED i) designated local green space in the Padstow Parish Neighbourhood Plan under PAD 5; ii) planning permission granted in the garden of 32 Treverbyn Road already has allocated parking for 2 vehicles; iii) development on a green space and does not meet the criteria

to support; iv) loss of on street parking; and v) change of street scene including loss of vision on a very busy junction.

- g) [PA22/01241](#) **Sanderling Dennis Lane Padstow Cornwall** – Proposed loft conversion/extension to dwelling.
SUPPORTED provided no overlooking issues.
- h) [PA22/00802](#) **Land North East Of Trevone Farm Trevone Road Trevone Padstow** - Erection of an affordable dwelling and the provision of new vehicular access at land North East of Trevone Farm.
SUPPORTED as long as it remains a primary residence.
- i) [PA22/01763](#) **13 Duke Street Padstow Cornwall PL28 8AB** - Advertisement Consent to remove fascia signage and replace with new signage, new projecting sign and new A board.
SUPPORTED apart from i) the A board due to width of pavement; and ii) concerns with projected sign over the pavement for health and safety reasons.
- j) [PA22/01762](#) **13 Duke Street Padstow Cornwall PL28 8AB** - Remove fascia signage and replace with new signage, new projecting sign and new A board. Repair and repaint existing fascia shopfront and soffit and repaint existing stallriser.
SUPPORTED apart from i) the A board due to width of pavement; and ii) concerns with projected sign over the pavement for health and safety reasons.
- k) [PA22/01681](#) **13 Duke Street Padstow Cornwall PL28 8AB** - Listed Building Consent to remove fascia signage and replace with new signage, new projecting sign and new A board. Repair and repaint existing fascia shopfront and soffit and repaint existing stallriser.
SUPPORTED apart from i) the A board due to width of pavement; and ii) concerns with projected sign over the pavement for health and safety reasons.
- l) [PA22/00245](#) **Anneth Lowena Dobbin Lane Trevone Padstow** - Conversion & change of use of existing garage to Annex
SUPPORTED as long as the annex remains part of the main residence and cannot be sold off as a separate property.
- m) [PA22/01541](#) **Seaway Trevone Road Windmill Padstow** - Proposed garage with terrace to front of property.
NOT SUPPORTED i) garage roof too high compared to adjoining property's garden; ii) overlooking issues; iii) overdevelopment of front garden; iv) severe lack of visibility when exiting the garage; v) overbearing to neighbouring properties; and vi) not comparable to St Francis due to severe differences in road to garden height.

- n) [PA22/01899](#) 9 Raleigh Road Padstow Cornwall PL28 8ET -
First floor level side extension, car-port and access to the rear of
the existing property underneath.
**NOT SUPPORTED i) extension built right up to boundary wall
taking light; and ii) will be overbearing to property next
door.**

P2021/69 Date of Next Meeting: Tuesday 12 April 2022

Meeting closed at 7.40 pm

DRAFT

Full Council - 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 Ladywell parking space was awarded to the highest tender of £1085.49 plus VAT.
- e) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: *8a*

Budget Report for the period 1.4.21 - 28.2.22

	Actual	Budget	Budget 1.4.21-31.3.22
Revenue Income	1,030,815	605,942	620,700
Revenue Expenditure	596,197	584,611	620,700
Capital/project expenditure	27,118	70,583	77,000

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
February ' b 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
18.2.22	LTOS	Masons Kings	Gator - replace drive kit, push mowers annual service	1209.39	241.87	1451.26
17.2.22	HRT	Paragon ID	car park tickets	602.50	120.50	723.00
22.2.22	Env - toilets	Ian Dawe	repair various electrical issues Railway & North Quay toilets	525.63	105.13	630.76
18.2.22	Env - Cemetery	Duchy Cemeterys	excavate grave (recharged to funeral directors)			443.00
9.2.22	Corporate Services	Kestrel Guards	check call service	300	60	360.00
15.2.22	LTOS	Travis Perkins	paint, painbrushes, wood, Hammerite, angle grinding blades etc	287.34	57.49	344.83
14.2.22	Administration	Complete Business Solutions	stationery	135.52	27.1	162.62
22.2.22	HRT	Flowbird	Smartfolio	85	17	102.00
14.2.22		Seton	Petty cash imprest			59.84
15.2.22	LTOS	Sea Spray	dogs on leads signs	45.65	9.13	54.78
14.2.22	Administration		window cleaner			20.00
						4352.09
		<u>Direct debits:</u>				
15.2.22	Env - toilets	AUK Supplies	toilet rolls	172.38	34.47	206.85
10.2.22		Opus Energy	electricity PTC sites (estimated readings, to be corrected)			3015.69
22.2.22	LTOS	Mole Valley Farmers	safety boots & trousers	128.32	6.26	134.58
						3357.12

Approved by 2 Councillors who are bank signatories:

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

Agenda item 8b

To rectify payments made:

ACCOUNTS OUTSTANDING
March 'a 2022

Date	Cost centre	Supplier	Details	Net	VAI	Total
1.3.22	HRT	Flowbird	5 car park machines maintenance contract 5 months	1090.75	218.15	1308.90
28.2.22	HRT	G4S	cash collections - 1 month	686.51	137.3	823.81
28.2.22	LTOS	Glendale	clear storm damaged tree	550	110	660.00
9.3.22	Corporate Services	Kestrel Guards	check call service 1 month	300	60	360.00
10.3.22	LTOS	Padstow Petrol Station	fuel - 1 month	264.67	52.94	317.61
10.3.22	LTOS		DVLA/Post Office - WK15 OBF Isuzu truck vehicle tax 1 year			275.00
1.3.22	Administration	Tanist	IT support	223.5	44.7	268.20
1.3.22	Env - toilets	SW Hygiene	sanitary & nappy unit service - 1 month	148.99	29.8	178.79
1.3.22	LTOS	Total Pest Control	pest control - Stile field	135	27	162.00
14.3.22			Queen's Platinum Jubilee celebrations, prizes etc (reimburse staff)			117.72
1.3.22	Administration	Churchill	legionella control support	89.67	17.93	107.60
25.2.22	Administration	St Petroc's Church & Church Rooms	Church rooms hire - PTC meetings			60.00
15.2.22	LTOS	Seton	digital flatbed	45.65	9.13	54.78
25.2.22	LTOS	Travis Perkins	gravel	37.92	7.58	45.50
14.3.22	Administration	Sea Spray	window cleaner			20.00
22.2.22	Administration	Complete Business Solutions	stationery	9.56	1.91	11.47
25.2.22	LTOS	Masons Kings	wiper blades	8.43	1.69	10.12
						<u>4781.50</u>
24.2.22			March gross wages, NIC ER's and LGPS ER's			25435.06
						<u>25435.06</u>
7th	Corporate	Barclays Bank	bank charges			18.50
	Corporate	Lloyds Bank	bank charges - tbc			
1st		Cornwall Council	Non Domestic Rates - PTC sites			910.00
						<u>928.50</u>
28.2.22	LTOS	Direct debits:				
		Biffa	bulk waste bin emptying 1 month	554.98	111	665.98
1.3.22	Administration	Sage	Sage 50c Accounts 1 year & Sage 50 Payroll 1 month	655	131	786.00
1.3.22	Corporate Services	PARK NOW Ltd	RingGo fees 1 month (also partly received as income)	1205.61	241.12	1446.73
8.3.22	Administration	SeaDog IT	website hosting & maintenance			25.00
10.3.22		Opus Energy	electricity - PTC sites			2292.49
						<u>5216.20</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
	1	1
	1	1

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	70341	25,000		13463	485	30490	10000	
Jul	57969	51165	76531	60,000		17136	20726	32816	20000	
Aug	64687	71756	86647	75,000		23158	27741	35878	20000	
Sep	48631	64641	63818	50,000		14103	26140	27711	20000	
Oct	37094	50706	57127	30,000		9496	19619	21703	15000	
Nov	5967	3732	27011	5,000		722	934	5390	1000	
Dec	7972	4187	17716	5,000		1445	945	4673	1000	
Jan	5616	784	13736	5,000		611	60	3390	1000	
Feb	6173	569	20283	5,000		11	43	5503	1000	
Mar	9993	2395		10,000		51	212		1000	
	375446	254206	514019	300000		105401	96968	193462	100000	
Railway	365453	251811	514019	290000	0	Lawn	105350	96756	193462	99000
sub totals						sub totals				
Apr '21-Feb '22						Apr '21-Feb '22				
Apr-Feb	2019-20	2020-21	2021-22	Budget 2021-22		Covid pandemic				
Railway	365453	251811	514019	290000		<i>Lockdown restrictions started to ease on 12.4.21,</i>				
Lawn	105350	96756	193462	99000		<i>with further lifting of restrictions on 17.5.21 and</i>				
Total	470803	348567	707481	389000		<i>19.7.21.</i>				
Car park takings										
April 2021 - February 2022 car park takings are £707,481 this year, which are £318,481 more than the Budget, £358,914 more than the same period last year and £236,678 more than 2019-20.										

AGENDA ITEM 9a: CORRESPONDENCE

Councillors Correspondence for Information – March 2022

Item	From	Referring To	Notes
a	Mevagissey	Mevagissey Housing Manifesto re Cornwall's Housing Crisis	"Having considered the recent housing manifestoes circulated by Bude-Stratton Town Council and Lanteglos by Fowey Parish Council, Mevagissey Parish Council has now developed its own housing manifesto"
b	CALC	NALC Star Council Awards	Deadline for entries is 27 May 2022
c	Padstow & District Community Minibus	AGM: The Church Rooms, Church Street, Padstow at 6.30 pm on Thursday 31st March 2022	RSVP required if attending
d	Cornwall Council	Popup site tender awarded: Entrance to the Camel Trail: Street food	Commencement date 5 April 2022. CC unable disclose who it is until p/w is signed.
e	Cornwall Council	20mph Rollout - Phase 1 - Falmouth & Penryn Community Network Area (EDG2078) (West) Consultation	Consultation runs 10 Mar – 31 Mar. Results to be published 31 May.
f	Bodmin & Wadebridge Neighbourhood Police Team	March Newsletter	
g	Cornwall Council	Wadebridge & Padstow Community Network Meeting held on Thursday 10 March 2022.	Meeting Notes and other relevant documents
h	Cornwall Council Streetworks	2 May 2022 rolling road closure approval	Information shared on PTC website

PADSTOW TOWN COUNCIL: 29 MARCH 2022

Agenda item 9b. CORRESPONDANCE

i) Land Use Request: Padstow Rowing Club 10k Stepper Point Fun Run

1. Background:

- 1.1 In January 2020 Council gave consideration to a request from Padstow Rowing Club for permission for a sponsored 10K run to go through Stile Field. In considering the request, Members considered comments made by Council's insurers and passed the following resolution:

RESOLVED to approve the Padstow Rowing Club's land use request for access across Stile Field for the purpose of a sponsored run taking place on Sunday 29 March 2020 between 9am – 11am subject to i) the route making use of the tarmac path; ii) receiving satisfactory public liability insurance details; and iii) receiving a satisfactory risk assessment acknowledging the uneven nature of the route.

- 1.2 The event was subsequently cancelled due to the COVID-19 pandemic.

2. Rescheduled event outline:

- 2.1 The following correspondence has now been received from the Club:

Dear Ms Pemberton,

I'm writing to you as Clerk, to ask Padstow Town Council for permission to hold a '10k Stepper Point Fun Run' as a fundraising event for Padstow Rowing Club. As you may remember this event had been organised previously and was due to take place in March 2021, but like so many things it had to be cancelled and the tickets refunded. Ticket sales had been good though, and we would very much like run this event in the autumn.

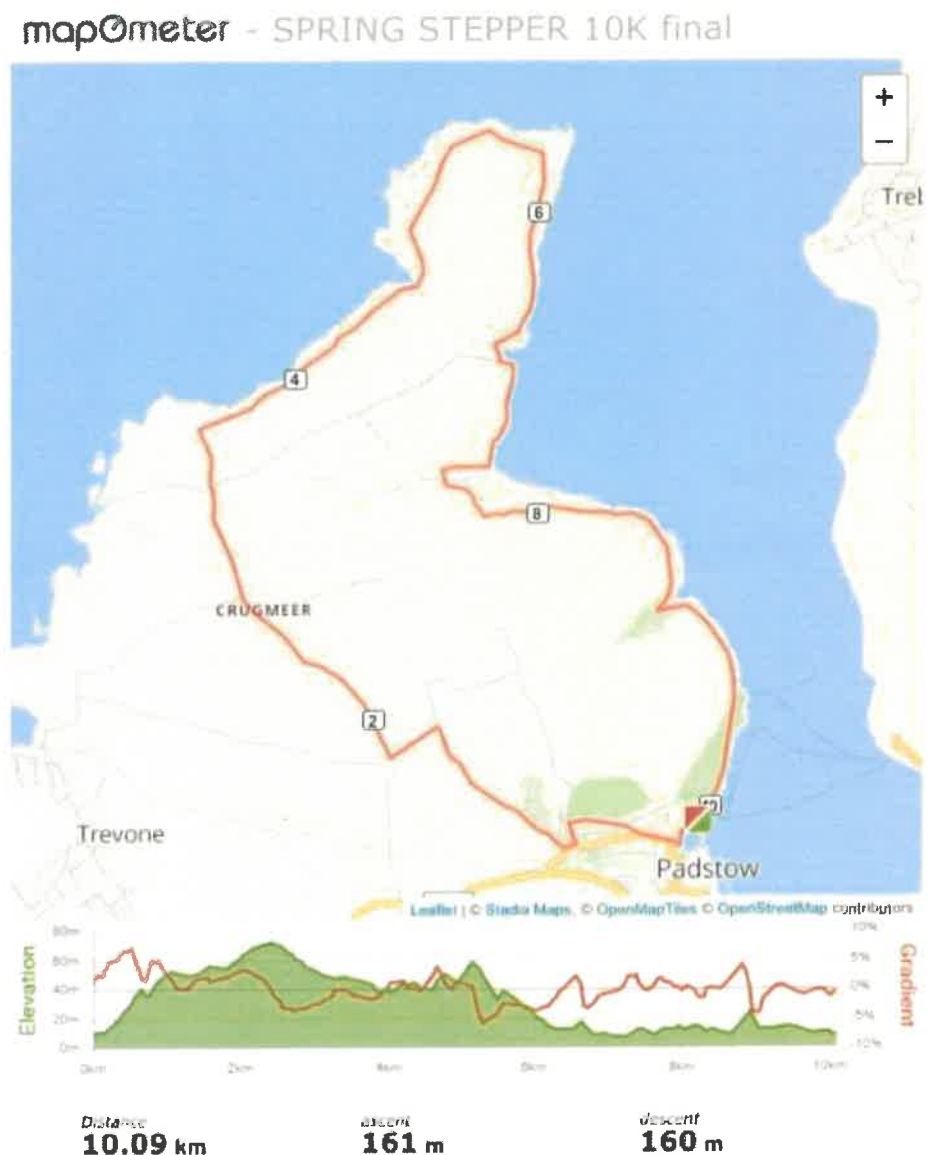
*The date **we are proposing is Saturday 1st October 2022**. The run would start at the gig shed and go out to Stepper Point and back. We previously had permission from Mr Watson-Smythe for the course to run over some of his land, and we plan to ask him for permission again. The run will be fully stewarded and insured and all details will be shared with the Council when we have them.*

Before we can begin organising the details of this event, we need to have permission from the Council to hold this event. We think that it will be a wonderful opportunity for locals and visitors to run on this unique route out to our iconic Daymark and hope it will also bring business into the town. We have had very few opportunities

to fundraise in the last couple of years. We have been very grateful for the two grants that have been donated by Padstow Town Council and very much hope that you will also support us in holding this event.

3. Event route and details:

- 3.1 The organisers have confirmed that the request is for permission as previously granted, being for access across Stile Field making use of the tarmac path leading down from the War memorial.
- 3.2 The estimated number of participants is 200 and the run time is 9am – 12pm.
- 3.3 A route map and extract from the land use request are below:



Section 1 : Applicant Details

1.1. Name Of Applicant

Stephanie Smart

1.2 Name of organisation

Padstow Rowing Club

Section 2: Request Details

2.1 Area Of Council Land Requested

The proposed 10K run would finish by running down through stile field to the gig shed.

2.2 Date of Request

01/10/2022

2.3 Arrival Time

08:00 am

2.3 Departure Time

01:00 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

No

Details & Description Of Event

As you may remember, this 10K run was organised before the Covid restrictions and was originally planned to take place on 29th March 2021. There have not been many opportunities for us to raise funds for the Rowing Club in these last two years and we are hoping that we can now hold this fun event in October to support the general running of the club and upkeep of our beautiful gigs. We also hope it will bring visitors to Padstow, with the chance to run on this beautiful route, some of which is not usually accessible to the Public.

Stepper
Sprint 10K

WHAT: 10K Multi Terrain run in association with Padstow Farm Shop.

WHERE: Circular route from gig shed, up Fentonluna, round road to Padstow Farm Shop, along the fields to coast path towards Butterhole, along to Stepper and back along trail to Gig Shed.

WHEN: Saturday 1st October 9am – 12pm Registration from 8am, warm up fun by Get Your Fix Cornwall.

WHO WILL ATTEND: Runners, trail running clubs, rowing clubs, aiming to attract both locals and visitors

WHY: The pull is the popular area, unique route across stunning coastline, challenging multi terrain trail run - beach, cliffs, paths. Fun place to come for the day, family and friends can entertain themselves around Padstow while runners run, easy parking.
Coffee and Bacon Sarnies at the Gig Shed.

HOW: Booking will be through Eventbrite or similar.

AIM/ROI: 200 people

PERMITS: Pending Cornwall Council, Padstow Town Council

INSURANCE: Public Liability Insurance will be in place after permission

ESSENTIALS NEEDED:

Publicity, PR & Social Media

Insurance

Health & Safety, Risk Assessment

Course signage throughout course

Road Closure/Traffic management - Cornwall Council

Registration and Race Marshalls (20 people) - volunteers from the rowing club

Timing Chips/Stopwatch system

Medals and Goodie Bags

First Aid – Fleet / St Johns Ambulance

Award Presentation

Post race clean up - Marshalls on route and Club Members

Section 3: Provisions For Activity

3.2 Adverse Weather Plan

This is an outdoor event and would be run in all but the most severe weather. In the event of a severe weather forecast where the run would be unsafe - for example very high wind - then the run would have to be postponed.

Section 4: Permission From Other Bodies

4.1 Permissions

We will also be seeking permission from Cornwall County Council for road closure/traffic management where the route crosses a road and Padstow Harbour Commission for use of the space outside the gig shed as the registration area/finish line.

4. Risk assessment and public liability insurance

- 4.1 The organiser confirms in their application above that risk assessments and insurance will be arranged. These would need to be received in good time and to the satisfaction of Council's insurers and health and safety advisor.
- 4.2 When discussed following the 2020 request, Council's insurers advised that the Council need to ensure the area is fit for the purpose for which it was intended i.e. a walking route for the public. If runners want to

use it for their run route, then this is for them. **Insurers have advised that we ask them to acknowledge that they are aware of the uneven nature of the route. Therefore, any permission it considered should again be subject to this.**

5. Considerations:

- 5.1 Previous permission was granted for a run in March, this event is proposed to take place in October. As we know Stile field is well used by walkers and people catching the ferry at low tide. Council may wish to consider these factors alongside the time of year for the event.
- 5.2 If Council are mindful to give permission, it is recommended that this be subject to the same conditions as before, being:
i) the route making use of the tarmac path; ii) receiving satisfactory public liability insurance details; and iii) receiving a satisfactory risk assessment acknowledging the uneven nature of the route.

PADSTOW TOWN COUNCIL: 29 MARCH 2022

Agenda item 9b. CORRESPONDANCE

ii) Land Use Request: Padstow Half Marathon & 10K Running Event

1. Event outline:

- 1.1 A land use request has been received from Run Afan Forest Ltd who are seeking permission to use Stile Field as part of the running route for a Padstow Half Marathon and 10k running event on **Saturday 24 September 2022**. Timings for the event are 10am to 4pm and the organisers expect 500 participants on the day based on an estimated 600 tickets being sold and a minimum of 20% no shows on the day "as per the industry average".

2. Event route and details

- 2.1 The event will begin and end at Prideaux Place and the organisers advise that relevant permissions from Prideaux Place and Cornwall Council have been obtained.
- 2.2 The organiser has submitted the route map below.



- 2.3 Following a request for a more detailed map and confirmation of the route through Stile Field the organisers confirmed that the proposal is for runners to run along the top path from the war memorial down

towards St Saviours Lane, cross the field and run back towards the war memorial along the tarmac path.



2.4 An extract from the land use request is below and a full proposal is also appended.

2.1 Area Of Council Land Requested

stile field

2.2 Date of Request

24/09/2022

2.3 Arrival Time

10:00 am

2.3 Departure Time

04:00 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

No

Details & Description Of Event

We are organising a running event that starts and finishes at Prideaux Place, The run does come through the stile field, and we are requesting use during Saturday.

We are working with Cornwall hospice on the event and have also been in contact with the rotary club of Padstow to help support local groups and charities.

The Running demographic certainly helps improve the economy and vibrancy of the area as the participants have a longer dwell time that goes into days rather than hours. We expect the event to have a positive economic impact on the town.

There is a huge focus on health and well-being after we recover from the pandemic, there is also a huge opportunity for us to raise vital funds for local charities, after they have suffered huge losses over the last few years.

Section 3: Provisions For Activity

3.1 Name Of Nominated Contact

Adam Newton

3.2 Adverse Weather Plan

These temporary events take place outdoors in the country side. As such they are susceptible to inclement weather, and poor conditions can prove to be very hazardous to all involved. As an outdoor event, temporary demountable structures are used. These are a particular cause for consideration in inclement weather.

Weather monitoring is key to any outdoor event as weather conditions can not only make or break an event but can also be potentially hazardous and cause attendees to be put at risk. As a result, all precautions must be taken to ensure that any adverse weather can be dealt with and also to be reliably informed of what to expect in order to be suitably prepared. Weather monitoring is the best defence against adverse weather conditions as it allows you to act before the conditions take hold and so avoid dangerous situations.

Section 4: Permission From Other Bodies

4.1 Permissions

Permission have been received from Prideaux Place, Cornwall toenailed council and SAG have been informed of the event.

3. Risk assessment and public liability insurance

- 3.1 The organiser has already provided a risk assessment which does include that a safety briefing to all competitors and all marshals will be taking place and verbal confirmation has been received that the route will be checked for hazards on the morning of the race.

- 3.2 The risk assessment refers to marshals stationed along the routes, water stations and vehicle access to the route. The Support Officer has sought verbal confirmation from the organisers that there will not be water stations situated in Stile Field and has advised that vehicle access is not permitted.
- 3.3 Following a request from a local organisation in January 2020 requesting use of Stile Field for a charity run, the Town Clerk spoke with Council's insurers who said that the Council needed to ensure the area is fit for the purpose for which it was intended i.e. a walking route for the public. If the runners want to use it for their run route, then this is for them. **Insurers have advised that we ask them to acknowledge that they are aware of the uneven nature of the route. Therefore, any permission considered should be subject to this.**
- 3.4 The organiser has confirmed they will provide evidence of their Public Liability Insurance when it renews in April.

4. Considerations

- 4.1 As members will know, the top path of stile field is uneven and running on grass during potentially inclement weather could be slippery as well as damaging to the grass given the estimated number of participants. Therefore, if Council are mindful to give permission, it is recommended to stipulate that the route used is one-way using the tarmac path leading down from the War Memorial and exiting Stile Field via the bottom path which leads into town. This avoids a circular route through the field and avoids raising the possibility of two-way running traffic on the tarmac footpath.
- 4.2 Any permission would be subject to appropriate risk assessments and public liability insurance to the satisfaction of our insurers and health and safety advisors. Furthermore, that the organisers acknowledge they are aware of the uneven nature of the route.
- 4.3 As we know Stile field is well used by walkers and people catching the ferry at low tide and Council may wish to consider these factors too, particularly given the number of estimated participants and the time of year.

PADSTOW TOWN COUNCIL: 29 MARCH 2022

Agenda item 9b. CORRESPONDANCE

iii) Land Use Request: Churches Together Walk of Witness

1. Event outline:

- 1.1 Churches together are requesting permission to use the bandstand on **Friday 15 April 2022 (Good Friday)** for a brief reading and hymn. Estimated time on the bandstand is around 10 minutes at approximately 12.30pm. They would like to leave a cross tied to the railings when they leave.

2. Event details:

- 2.1 Below is an extract from the Land Use Request:

Section 2: Request Details

2.1 Area Of Council Land Requested

Bandstand

2.2 Date of Request

15/04/2022

2.3 Arrival Time

12:10 pm

2.3 Departure Time

12:40 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

Yes

Start Time

12:00 pm

Finish Time

12:40 pm

Details & Description Of Event

A Good Friday Walk of Witness has been organised for many years by Churches Together. (Comprising the local Anglican, Catholic and Methodist communities.) We gather outside the main door of St Petroc's church for a reading, a prayer and to sing a hymn. We then walk, following behind one person carrying a wooden cross, around the church to the car park and have another reading, prayer and hymn outside the Church Rooms. We walk again, via Church Street, Ruthy's Lane and Church Lane, to the Methodist chapel car park for the third reading, prayer and hymn, and finally walk to the Bandstand for the fourth and final reading, a very brief address and hymn. The St Minver Silver Band play to accompany the hymn singing and walk with the participants between each 'station'.

We do not ask or expect any people on the Bandstand to move away. They are welcome to observe or join in as they wish. As it is holiday time the roads around the quay and through town are generally full of pedestrians so any traffic is already at walking pace to find a way through the visitors. The wooden cross is finally tied to the railings on the harbour side of the Bandstand and remains there for a few days. We start at 1200 noon and will only be at the Bandstand for a few minutes but timing of that is not precise. Numbers probably 30-50, dependent on weather and any post Covid effects. A risk assessment will follow.

Section 3: Provisions For Activity

3.1 Name Of Nominated Contact

Fiona Giorla

3.2 Adverse Weather Plan

If the weather is too severe to proceed safely with the Walk of Witness will be cancelled. In the event of a late cancellation we may continue inside St Petroc's.

3. Risk assessment and public liability insurance

- 3.1 Risk assessment and PLI details still to be received but organisers are aware these are required.
- 3.2 The Support Officer has requested further detail about the size of the cross and how it will be attached to the railings in order to seek confirmation that Council's insurers and health and safety advisor are satisfied with it remaining in situ.

4. Considerations

- 4.1 Any permission would be subject to appropriate risk assessments and public liability insurance to the satisfaction of our insurers and health and safety advisors.
- 4.2 Council may wish to stipulate a date for the removal of the cross for the avoidance of ambiguity, perhaps by 10am on Tuesday 19 April, being after the Easter holy days.

PADSTOW TOWN COUNCIL: 29 MARCH 2022

Agenda item 9b. CORRESPONDANCE

iv) Land Use Request: Cornwall Council Bus Fares EXPO

1. Event outline:

1.1 Cornwall Council are looking to promote a series of low fare initiatives to make bus travel cheaper, easier and more attractive to new passengers. As part of their April EXPO, they are requesting permission to use the coach area in the Railway Car Park, to park a bus and gazebo, on **Saturday 16 April (Easter Saturday) between 10am – 1pm.**

2. Event details:

2.2 An extract from the land use request form is below:

Section 1 : Applicant Details

1.2 Name of organisation

Cornwall Council

Phone

03001234222

Section 2: Request Details

2.1 Area Of Council Land Requested

Bus/Coach area outside Lobster Hatchery

2.2 Date of Request

16/04/2022

2.3 Arrival Time

10:00 am

2.3 Departure Time

01:00 pm

Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

No

Details & Description Of Event

Hi,

I work for Cornwall Council, I am involved in a bus fares project and the team will be holding an EXPO event next month at various locations throughout the County. I am seeking permission from Padstow TC for use of the bus and coach area on Saturday 16th April 10am – 1pm. It is proposed for a bus to be parked there along with a gazebo.

Any help with this gladly received.

Kind regards
Sophie

Section 3: Provisions For Activity

3.1 Name Of Nominated Contact

Sophie Brown

Phone

0300 1234 222

3.2 Adverse Weather Plan

Gazebo will not be used, will review

- 2.3 The Support Officer has requested confirmation of the number of coach bays required and the size of the proposed gazebo but has yet to receive any further information.

3. Risk assessment and public liability insurance:

- 3.1 A basic risk assessment has been received, although there is no mention of the school Easter holidays and the resulting high volume of public. The organisers are aware of the need to provide confirmation of public liability insurance.

4. Considerations

- 4.1 As members will know, the Railway Car Park is extremely busy during school holiday times. It is anticipated that the Easter holidays could be extremely busy this year given the easing of COVID restrictions combined with a possible reluctance to travel far during the current fuel crisis and potential impact of the war on Ukraine on foreign travel.
- 4.2 Council's insurers and health and safety advisor have previously expressed caution towards inviting additional risk into what is already

a very busy area. If Council are mindful to support the EXPO, perhaps permission could be granted for any date in April 2022 outside of 9 – 24 April 2022 for up to 2 coach bays and that they be the bays nearest the Railway toilet block?

- 4.3 Any permission would be subject to appropriate risk assessments and public liability insurance to the satisfaction of our insurers and health and safety advisors. Furthermore, that if permission is granted during the school Easter holidays that the organisers acknowledge the increased footfall and associated risks this brings.

PADSTOW TOWN COUNCIL: 29 MARCH 2022

Agenda item 9b. CORRESPONDANCE

v) Land Use Request: Environment Agency use of plantation

1. Details of request:

- 1.1 The Environment Agency are planning some improvement works to a debris screen near St Petroc's Church, near the location of the blue dot on the plan below. The Environment Agency are asking to use a small part of Town Council land to the east, in plantation, to park the contractor's welfare facilities.



- 1.2 Provisionally the works are scheduled to start in early July and last about 5 weeks. We have been advised that the welfare facilities would be a 'groundhog' trailer which would probably be similar (or slightly smaller) to that shown in the image below. The Contractors have confirmed that they are aware that the access via Church Lane is very narrow.



2. Recommendation

- 2.1 The Town Clerk does not have any significant concerns with this request. If Council are mindful to approve the request, it might like to do so on the understanding that the facility is not bigger than the 'ground hog' trailer photographed above. As usual, permission would be subject to receiving relevant risk assessments and PLI details for any activity on Council land to the satisfaction of Council's insurers and health and safety advisor.
- 2.2 Council will recall that a provision of £5,000 in the Grounds Maintenance budget for improvements to the Plantation compost area was included in the 2022/23 budget. If Council are supportive, given the location of the welfare facilities, the Town Clerk could enquire as to whether the Environment Agency would undertake the clearing of this compost area at the same time? Council's view on this is welcomed.

Agenda item 9b. CORRESPONDANCE

vi) Social Club Signage Request

1. Details of request:

- 1.1 Club Secretary from Padstow Social Club has been in contact as follows:
'I am attaching a copy of a proposed sign we would like to put on both signs in the lawns car park entry way. Please can you advise if this is acceptable and if so your acceptable parameters for its appearance.'

Attached proposal sign:



2. Considerations:

- 2.1 On the next page we have provided pictures of the Town Council Lawns Car Park entrance signs, so members can consider. Currently all information on these signs is regarding use of the car park. The Council has been trying to get consistency in any signage they erect and by using the same font and usually the same supplier, if Council are mindful to approve it maybe worth sharing the contact of the company the Town Council use.



PADSTOW TOWN COUNCIL: 29 MARCH 2022

AGENDA ITEM 10: MEMORIAL REQUEST - PADSTOW CEMETERY

1. Introduction

- 1.1 The owner of cremation plots G7 and H7 have requested a non-regulation sized cremation tablet of 18" by 15" in size. These plots are adjacent to each other and the tablet would encroach on both plots.
- 1.2 The reason for the request is to match the cremation tablet of the plot immediately below, H9, which is also owned by the requestor and was placed c.2008.
- 1.3 This request has been brought to Council for consideration because is for a size outside of the Cemetery Regulations 2021. Paragraph 38 of the regulation states: '*Cemetery old cremation area: A flat tablet not more than 14" x 9"*'. This has been the requirement since at least 2014.

2. Historical Issues

- 2.1 There are a number of historical issues with the spacing of the cremation plots in this area. As the issues pre-date the current administration team a generally cautious yet pragmatic approach is taken when dealing with and understanding these plots.
- 2.2 The table below is an extract from the cremation plot map. The photograph below shows the actual layout. At some point the graves have become misaligned and as such G8 and H8 have been marked as "do not use" but there should be 4 reserved plot spaces in the area between the Late Emma Taylor and the late Paul Gratrix and the late Georgia Davies. The maintenance team have measured this as a total space of 33".

	G	H
5	GRATRIX	DAVIES (D)
6	GRATRIX	RESERVED
7	TAYLOR Ⓞ	TAYLOR Ⓞ
8	DO NOT USE	DO NOT USE
9	EMMA TAYLOR	
10	MITCHELL (2)	ARM (P)



3. Conclusions and recommendation

- 3.1 It appears that the request for an 18" by 15" tablet across G7 and H7 would fit, and that technically it would leave enough space for a regulation size 14" by 9" tablet on G6 and H6 above it. However, this would perhaps be inappropriately tight and have the potential to further compound the misalignment.
- 3.2 The Support Officer recommends that in order to preserve the space of the reserved plots above G7 and H7 the request for an 18" by 15" cremation tablet not be permitted, further that only a tablet which meets the current Padstow Cemetery Regulations may be considered.

PADSTOW TOWN COUNCIL: 29 MARCH 2022

AGENDA ITEM 11: EMERGENCY SCHEME OF DELEGATION DECISIONS

To note and ratify decisions made via the Emergency Scheme of Delegation (ESD) as detailed below in ESD Register, these are decisions since last time the ESD was ratified. Please note this is not to re-discuss or re-consider.

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER 2022					
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
11.03.22	Mar22: 01	Town Clerk via Emergency Scheme	Nil	N	<p>Approved the request from the tenant to have openreach install fibre broadband into the Crib Box Café by digging a new underground duct using the existing connection used by the Council Offices and Museum as per the attached diagram on the basis that:-</p> <p>i)the tenant ensures the contractor makes good the affected area to the satisfaction of the Council, ensuring there are no trip hazards left after the works are completed;</p> <p>ii)that permission be subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisors; and</p> <p>iii)that as the Proper Officer to the Council, the Town Clerk sign the relevant landlord permission for the-works.</p>

Agenda item 11

PADSTOW TOWN COUNCIL: 29 MARCH 2022

**AGENDA ITEM 12: CODE OF CONDUCT – COMPLAINT REJECTED
(PADSTOW TOWN COUNCIL):**

Appendix 1 details a Code of Conduct complaint against Padstow Town Council which was rejected by Cornwall Council to note.

CODE OF CONDUCT COMPLAINT

COMPLAINT REJECTED

Reference: 064283

Complainant: Mrs G Vivian

Subject Member: Padstow Town Council

Person conducting the decision: Simon Mansell – Group Manager (Assurance)

Date of Consideration: 2 March 2022

Summary of the allegations considered

The complaint is about a decision made by Padstow Town Council due to the fact they opted to support a planning application when it was resubmitted to a meeting of the Town Council held on 8 February 2022, after the Town Council did not support the application when it was considered on 10 August 2021.

Decision

Part 3 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct provide for the application of a Public Interest Test against which complaints will be filtered, to determine whether the allegation should be rejected or proceed to formal assessment. This determination is undertaken against the Public Interest Test criteria which have been set in place by the Standards Committee.

After considering the complaint as made; the complaint is rejected under paragraph 3.2(iii) as;

It is not considered that the allegations amount to a breach of the Code of Conduct by members of the Town Council.

The rationale for this is set out below.

Rationale

The complaint is about a decision made by Padstow Town Council due to the fact they opted to support a planning application when it was resubmitted to a meeting of the Town Council held on 8 February 2022, after the Town Council did not support the application when it was considered on 10 August 2021.

With regards to the consideration of the planning application, as this is now a decided matter by the Town Council, this cannot be considered by way of any complaints process and if the Complainant is unhappy with the decision the only option the Complainant now has is to seek her own legal advice on how to challenge the decision.

However, it is considered in this that the Council is not bound by a previous decision it makes on any matter, as an example standing orders often contain provisions which allow matters to be reconsidered if members are unhappy with the decision.

Also, the minutes of a meeting are not required to be verbatim, and they are not required to give reasons for the decisions made by the Council within them and in terms of the content of the minutes, it is for the Council to consider if they are happy with the minutes they are presented with and the information contained therein.

As I result, I do not consider that the complaint amounts to a breach of the Code of Conduct by the Town Council, and therefore the complaint is rejected under 3.2(iii) of the procedures adopted by Cornwall Council.

How to complain

There is no right of review to this notice, and if you do not agree with the reasons for rejecting this complaint you should address these concerns to the Local Government and Social Care Ombudsman. They will not investigate if the Code has been breached but will consider if you have suffered maladministration or injustice by the rejection of this complaint.

The LGSCO can be contacted at the following address:

The Local Government and Social Care Ombudsman
PO Box 4771
Coventry
CV4 0EH

Additional help

If you need additional support in relation to this or future contact with us, please let us know as soon as possible. If you have difficulty reading this notice we can make reasonable adjustments to assist you, in line with the requirements of the Disability Discrimination Act 2000.

We can also help if English is not your first language.

Note: This rejected complaint will be contained within the ethical standards complaints report that are made to the Standards Committee and as such the outcome will be placed into the public domain.

AGENDA ITEM 14: PUBLIC OPEN SPACE – TREVERBYN ROAD, PADSTOW

- 1.1 As part of planning application [PA22/00797](#) **32 Treverbyn Road Padstow Cornwall PL28 8DN** – Change of Use of Land for the proposed construction of garage and public seating area, the applicant outlined that it wished to gift/donate part of the land to Padstow Town Council for open space.
- 1.2 An email was then subsequently sent (outlined below) with appendices (Appendix 1). The Town Clerk did not respond until after the Planning Committee gave the matter due consideration.

“To Padstow Town Council

We have submitted a planning application in relation to the land adjacent to 32 Treverbyn Road for the construction of a low level single garage and a proposal to donate the balance of the land to the council for the provision of open space along with the construction of a seating area.

If you would like to discuss any aspects of this, please do not hesitate to contact me. In the meantime for ease , I attach a copy of the proposals and associate drawings which will now be on the planning portal.

With kind regards,
Lee Noble”

- 1.3 The Planning Committee considered the application at its meeting on 15 March 2022 (not taking in to the account the proposal to gift/donate land) and responded as follows on the application to Cornwall Council: -

NOT SUPPORTED i) designated local green space in the Padstow Parish Neighbourhood Plan under PAD 5; ii) planning permission granted in the garden of 32 Treverbyn Road already has allocated parking for 2 vehicles; iii) development on a green space and does not meet the criteria to support; iv) loss of on street parking; and v) change of street scene including loss of vision on a very busy junction).

- 1.4 As this matter has now gone through the Planning Committee, Council is asked to give due consideration to this request. Does it wish to consider this now and respond or wait until Cornwall Council has decided on the planning application?



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

	Time	Meeting
2022 DATES		
Tue 12 April	7.00 pm	Planning meeting
Tue 26 April	7.30 pm	Full Council

Meetings may be held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Councils website/noticeboards 3 days prior to the meeting.

Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2022-23

Date	Time	Meeting
2022 DATES		
Tue 10 May	7.30 pm	Annual Parish Meeting
Tue 17 May	6.00 pm	Annual Council Meeting
Tue 24 May	7.00 pm	Planning Committee
Tue 24 May	7.30 pm or on the rising the Planning Committee	Leisure, Tourism and Open Spaces Committee
Tue 31 May	7.15 pm	Staffing Committee (elect Chairman)
Tue 31 May	7.20 pm , or on the rising of the Staffing Committee	Highways, Roads and Transport Committee (elect Chairman)
Tue 31 May	7.30 pm or on the rising of the HRT Committee	FULL COUNCIL
Tue 7 June	7.00 pm	Highways, Roads and Transport Committee
Tue 7 June	7.30 pm or on the rising of HRT	Finance and General Purposes Committee (elect Chairman)
Tue 14 June	7.00 pm	Planning Committee
Tue 21 June	6.00 pm	Staffing Committee
Tue 28 June	7.30 pm	Full Council
Tue 5 July	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 12 July	7.00 pm	Planning Committee
Tue 19 July	7.00 pm	Finance and General Purposes
Tue 26 July	7.30 pm	Full Council
Tue 2 August	7.00 pm	Highways, Roads and Transport Committee
Tue 9 August	7.00 pm	Planning Committee
Tue 6 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 13 September	7.00 pm	Planning Committee
Tue 20 September	6.00 pm	Staffing Committee (budget)
Tue 27 September	7.30 pm	Full Council
Tue 4 October	7.00 pm	Highways, Roads and Transport Committee (budget)
Tue 11 October	7.00 pm	Planning Committee
Tue 25 October	7.30pm	Full Council
Tue 1 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 8 November	7.00 pm	Planning Committee
Tue 15 November	7.00 pm	Finance and General Purposes Committee (budget)
Tue 29 November	7.30 pm	Full Council
Tue 6 December	7.00 pm	Highways, Roads and Transport Committee
Tue 13 December	6.00 pm	Staffing Committee
Tue 13 December	7.00 pm or on the rising of Staffing	Planning Committee
2023 DATES		
Tue 10 January	7.00 pm	Planning Committee
Tue 17 January	7.00 pm	Leisure, Tourism and Open Space Committee
Tue 31 January	7.30 pm	Full Council
Tue 7 February	7.00 pm	Highways, Roads and Transport Committee
Tue 14 February	7.00 pm	Planning Committee

Tue 21 February	7.00 pm	Finance, General Purposes Committee (grants)
Tue 28 February	7.30 pm	Full Council
Tue 7 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 14 March	7.00 pm	Planning Committee
Tue 21 March	6.00 pm	Staffing Committee
Tue 28 March	7.30 pm	Full Council
Tues 4 April	7.00 pm	Highways, Roads and Transport Committee
Tues 11 April	7.00 pm	Planning Committee
Tues 25 April	7.30 pm	Full Council

Meetings maybe held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Councils website/noticeboards 3 days prior to the meeting.

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