

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 26 April 2022 at 7.30 pm in the Church Rooms, Church Street, Padstow

Present: C WatsonSmyth (Chairman), J O'Keefe (Vice-Chairman), Mrs J Colwill, Mrs J Dawe, R Higman, M Rickard, D N Vivian and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker)

2021/192 To receive apologies for absence and announcements:

Apologies were received from Councillors P Curgenvan, A P Flide, K Freeman, A N Rees and Cornwall Councillor S Rushworth. There were no announcements.

2021/193 Declarations of interest from Members:

- Councillor C Watson-Smyth declared an interest in agenda item 16 b) PA22/03397 Trethillick Farm Crugmeer Padstow Cornwall;
- Councillor R Higman declared an interest in agenda item 16 a) PA22/03269 Torestin Bay Road Trevone Padstow.

2021/194: Dispensations: There were no dispensations.

2021/195: Public Participation: There was no public participation.

Cornwall Councillor's Report: There was no report. It was noted that Councillor Rushworth had advised the Town Clerk he was looking into the street lighting matter and would report back as soon as possible. The Town Clerk also advised that Councillor Rushworth had stated he was unable to comment on the leisure facility closures because he was a cabinet member but that he felt it was good that a community resolution in Wadebridge was looking positive.

Police Report: The police report for the period 20/02/22 to 24/04/22 was noted.

2021/196 RESOLVED that the minutes of the meeting held on **Tuesday 29 March 2022** be signed as a true record.

2021/197 Clerk's Report/Work Programme: The report was noted for information. There was some discussion on the following items:

Padstow Signage: Member's noted as per Councillor O'Keefe's report that Council's request had now been approved by Cornwall Council and a budget of £5,000 awarded to the scheme. The Town Clerk still awaited details of the full Highway Scheme and timetable.

Youth Support: The Town Clerk confirmed that the local police team had been in touch with the Church, Action for Children and former

youth group volunteer to arrange a meeting to discuss this further. The Core Building had been mentioned as a potential space for any such provision. It was noted this would be progressed through the Leisure, Tourism and Open Spaces (LTOS) Committee.

MUGA: It was noted this would be discussed by the LTOS Committee at its meeting on 10 May.

Skate Park: In response to a member query, the Town Clerk advised there had not been any further incidents of vandalism at the Skate Park and that a report regarding possible CCTV was being prepared for consideration by the LTOS Committee at its meeting on 10 May.

2021/198 Committees/Working Group Meetings:

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 12 April 2022; and
- b) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of the Staffing Committee held on 20 April 2022.

2021/199 Finance: Monthly Accounts and Payments April 2022

- a) **RESOLVED** to receive the monthly finance report.
- b) **RESOLVED** to ratify payments i) March 'b' 2022 of £4,009.50 and direct debits of £403.57; ii) April 'a' 2022 of £13,394.40, standing orders or direct debits (regular payments of the same amount) of £8,229.15 and direct debits of £540.91; and iii) April 'b' 2022 of £2,034.02, wages of £30,271.39 and direct debits of £56.39
- c) Car park takings were noted.
- d) i) **RESOLVED** to approve the updated Investment Strategy; ii) **RESOLVED** to approve the Risk Assessment Management Plan 2022; and iii) **RESOLVED** to approve the direct debits and online payments summary (page 29 of the agenda papers)
- e) Non-Domestic Rates: Members note the rates for 2022-23 as detailed on page 30 of the agenda pages.
- f) **RESOLVED** to agree to close the Council Lloyds bank account ending 9585 that is no longer required.
- g) The availability of bank reconciliations for inspection was noted.

2021/200 Correspondence:

- a) Correspondence for information was noted.
- b) i) **Land Use Request: Padstow Christmas Festival:** There was some discussion on this item. It was noted that subsequent to writing the agenda report correspondence had been received from Nadelik Lowen regarding use of the bandstand in December, however this had not been received in time for consideration at the meeting.

One member commented the Padstow Harbour Commissioners was proposing to hold a public consultation regarding whether

the festival should be held this year. They suggested therefore that it would be prudent to defer any decision in this matter until after this consultation, members were supportive of this approach.

RESOLVED to defer consideration of the land use request from Padstow Christmas Festival until after the Padstow Harbour Commissioner's public consultation on the Festival and further that the Town Clerk seek clarification on this matter from the Harbour Master.

- c) **Royal British Legion Falklands War Remembrance Service:** Members gave due consideration to this item and **RESOLVED** to approve the request from the Royal British Legion to hold a Falklands War Remembrance Service at the War Memorial in Stile Field on Tuesday 14 June 2022 at 11.00 am, subject to receiving appropriate PLI and Risk Assessments to the satisfaction of Council's insurers and health and safety advisors.

2021/201 Statement of Internal Control: Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

2021/202 Financial Statements: The Chairman referred members to the agenda pages and it was **RESOLVED** to approve the Financial Statements for the year ended 31.3.2022.

2021/203 Budget to Actual Variance Report: The Budget to Actual Variance Report 1.4.2021 – 31.3.2022 as detailed on agenda pages 47 to 50 was noted.

2021/204 Internal Audit Report: Members noted the clear internal audit report.

2021/205 Annual Governance and Accountability Return 2021/22 Section 1: Following consideration of the annual governance statement it was **RESOLVED** to respond with "yes" to Assertions 1 - 8 in Section 1, on which basis it was **FURTHER RESOLVED** to approve Section 1 – Annual Governance Statement 2021/22 of the Annual Governance and Accountability Return 2021/22 and that these be signed by the Chairman of the meeting and the Town Clerk.

2021/206 Annual Governance and Accountability Return 2021/22 Section 2: Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2021/22 for Padstow Town Council in the Annual Governance and Accountability Return 2021/22, and that they be signed by the Chairman of the meeting.

There was a vote of thanks to the Responsible Financial Officer for her work, in particular the end of year accounts.

2021/207 Planning: RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

Councillor R Higman left the meeting.

a) **PA22/03269 Torestin Bay Road Trevone Padstow** – Ground floor rear extension, first floor dormer external doors giving access to new balcony area.

NOT SUPPORTED; i) Major overlooking issues to numerous properties, especially Beach Bungalow; ii) Loss of privacy; iii) Noise levels; iv) Inadequate parking; and v) Overdevelopment of plot.

Councillor R Higman returned to the meeting. Councillor C WatsonSmyth left the meeting and the Vice-Chairman took the Chair for the next item.

b) **PA22/03397 Trethillick Farm Crugmeer Padstow Cornwall** - Western Power Distribution (WPD) for the Installation of a third wire to the HV line between poles 43DLC11 and 43DLC11B, a total length of approximately 181m.

SUPPORTED

Councillor C WatsonSmyth returned to the meeting whereupon he resumed the Chair.

2021/208 Land Use Request – Stile Field: Members gave consideration to the additional information from the organisers of the proposed Padstow Half Marathon & 10K Running Event which it had requested at a previous meeting. Members were satisfied that the route was now clearer and were generally supportive of the event, subject to the recommendations under paragraphs 3.1 and 3.2 of the agenda report regarding Risk Assessments and PLI.

It was noted that the organisers were a commercial entity and another landowner was charging for use of their land. Members therefore gave consideration to charging a fee for permission but overall did not feel this was necessary.

RESOLVED that based on the additional information provided by the organiser (agenda pages 65-66), the land use request from Run Afan Forest Ltd for access across Stile Field as part of the running route for a Padstow Half Marathon and 10K running event on Saturday 24 September 2022 commencing at 9am be approved, subject to receiving to the satisfaction of Council's insurers and health and safety advisors i) relevant public liability insurance details; and ii) relevant risk assessment details acknowledging the uneven nature of the route.

2021/209 Emergency Scheme of Delegation Decisions: RESOLVED to note the decisions made via the Emergency Scheme of Delegation

as detailed on agenda page 67 having been previously circulated and read.

2021/210 Band Road Closures – Use of 4x4 Response Service: The Town Clerk referred members to the agenda report in this regard. It was noted that suggestion had come from a member of the Leisure Tourism and Open Spaces Committee, it was thought use of the service would provide more flexibility and was worth exploring. Members were generally supportive of using the 4x4 Response Service and noted the donation request of £45 per day.

RESOLVED to agree to use 4x4 Responders to undertake the bandstand road closures (subject to their availability) for a donation fee of £45 per Sunday but that this be subject to receiving Risk Assessments and Public Liability Insurance to the satisfaction of Council's insurers and Health and Safety advisor.

2021/211 Queen's Jubilee Celebrations Update: Further to the update in the agenda papers, Councillor Mrs Dawe advised that the Fire Brigade were liaising with Cornwall Council regarding a risk assessment for attending the Fun Day. It was noted that the risk assessment was required by Council's insurers as part of the event insurance.

Mention was made that Councillor volunteers were still needed for the Senior Citizens cream tea, the shop window judging and the Fun Day. Councillor Rickard confirmed he would attend the Senior Citizens cream tea. Councillors Mrs Dawe, Mrs Walter and Mrs Colwill advised they would attend on the Fun Day and the Town Clerk requested they confirm to the office the times they were able to attend. It was also noted that some volunteers from Nadelik Lowen hoped to be in attendance at the Fun Day and that confirmation of who those people would be was also required.

It was noted the Jubilee field was in need of tidying and that this was on the Maintenance Team's schedule and would be undertaken as close to the event as possible. The Town Clerk also confirmed the jubilee bench was being refurbished and would be rededicated and that the Jubilee gate had been repainted.

It was noted the music schedule for the day was still "a work in progress" and mention was made that this detail and final confirmation of the activities would be helpful in order to progress a flyer and promote the event.

The Chairman expressed thanks to Councillors Mrs Dawe and Mrs Walter for their work in organising the Jubilee events.

2021/212 Tesco Bus Shelter: Consideration was given to the offer from Fernbank to replace the existing Tesco shelter with a modern Eco Living Roof Bus Shelter made of glass and to extend the current

agreement with Padstow Town Council. Generally, it was felt the new shelter would help to reduce anti-social issues and members were supportive of its replacement, subject to relevant Cornwall Council approvals. It was noted that a provision for the bus shelter was included during the budget setting for 2022/23 and that this could be used to assist with the removal of the materials from site as requested by Fernbank.

RESOLVED to i) accept the offer from Fernbank to replace the Tesco Bus Shelter with a modern glass Eco Living Roof Bus Shelter and to assist with the removal of debris at cost to Padstow Town Council; and ii) to extend the current agreement by adding an additional 4 terms (16 years) to the agreement from 2027.

2021/213 Padstow Parish Neighbourhood Plan: Members noted the progress of the Padstow Parish Neighbourhood Plan, the modifications to the plan as proposed by the Independent Examiner and the next steps. In response to a member query the Support Officer advised that the removal of Stile Field as a Local Green Space (LGS) had been expected, as an extensive tract of land it did not strictly qualify as a LGS. However, as the Town Council own Stile Field its exclusion was not considered to be an issue.

RESOLVED to note and endorse the modifications to the Padstow Parish Neighbourhood Plan as recommended by the Independent Examiner.

2021/214 Reports from Members/Outside Organisations: Members noted the update from the Vice-Chairman in the agenda papers sent "to follow".

2021/215 Dates of Council Meetings: Future meeting dates, including the omitted Leisure Tourism and Open Spaces Committee meeting on Tuesday 10 May 2022 were noted. Dates for the May meetings were noted as follows: i) Tuesday 10 May 2022 at 7.30 pm [Annual Parish Meeting]; ii) Tuesday 17 May 2022 at 6.00 pm [Annual Council Meeting]; and iii) Tuesday 31 May 2022 at 7.30 pm [Usual Council Meeting]

2021/216 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2021/217 RESOLVED that the **confidential minutes** of the full Council meeting held on **Tuesday 29 March 2022** be signed as a true record.

2021/218 RESOLVED to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on 20 April 2022.

2021/219 Tenant/Lease Matters Update: Members noted the updates.

Meeting closed at 8.14 pm