

PADSTOW TOWN COUNCIL

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22 June 2022

TO ALL MEMBERS OF THE COUNCIL

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

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 28 June 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

KEPemberton

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.

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 31 May 2022** having been previously circulated and taken as read. (p1-5)
6. **Clerk's Report/Work Programme:** To receive an update for information only. (p6)

7. Committees/Working Group Meetings:

- a) To receive minutes of the Planning Committee meeting (14 June 2022) (p 7-9)
- b) To adopt the minutes and approve recommendations (if any) of the Staffing Committee meetings (31 May and 21 June 2022) (p 10-14)
- c) To adopt the minutes and approve recommendations (if any) of the Highways, Roads and Transport Committee meeting (31 May 2022) (p 15)
- d) To adopt the minutes and approve recommendations (if any) of the Finance and General Purposes Committee meeting (14 June 2022) (p 16)

8. Finance:

Monthly Accounts and Payments June 2022

- a) To receive the monthly Finance Report (p 17-18)
- b) To approve the accounts for payment and ratify payments made since the last meeting (p 19-20)
- c) To note the car park takings (p 21)
- d) To note Queen's Platinum Jubilee Celebration costs (p 22)
- e) Bank Reconciliations: To note their availability for inspection each month

9. Correspondence: To note correspondence for information (p 23)

10. Complaints Handling Procedure: To give consideration to this matter and discuss and decide on way forward. (p 24-27)

11. Environmental Agency Works: Plantation and Lawns Car Park (p 28-29)
Compound Update: To receive an update and discuss and decide on way forward.

12. Queen's Jubilee Celebrations Update: To receive an update for (p 30-31) information by Councillor Mrs Dawe on the celebrations across the Parish.

13. Reports from Members/Outside Organisations: To receive reports from meetings attended (if any).

14. To Note Future Meeting Dates and to Note Date of Meeting: Tuesday 26 July 2022 at 7.30 pm (p 32)

15. 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.

16. To confirm the confidential minutes of the Full Council Meeting held on **Tuesday 31 May 2022** having been previously circulated and taken as read. (p 33-34)

17. To adopt the confidential minutes and approve recommendations (if any) of the **Staffing Committee meeting** held on **Tuesday 21 June 2022** (p 35-36)

18. Use of Council Land: Railway Car Park: To receive an update in this regard and discuss and decide on way forward (p 37)

19. Tenant/Lease Matters Update: To receive an update in this regard and discuss and decide on way forward. (p 37)

PADSTOW TOWN COUNCIL

Minutes of the Full Council of Padstow Town Council held on Tuesday 31 May 2022 at 7.30 pm in the Church Rooms, Church Street Padstow

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and minute taker) and Cornwall Councillor Stephen Rushworth

2022/12 To receive apologies for absence and announcements:

- Apologies were received from Councillor Mrs J Colwill
- Revision to the agenda order, with confidential item 24 to be taken after confidential item 21.

2022/13 Declarations of interest from Members:

- Councillor A N Rees declared an interest in agenda item 13bii)
- Councillors Mrs T Walter and C WatsonSmyth both declared an interest in confidential agenda items 22 and 23.
- Councillor A Flide declared an interest in confidential agenda item 24c).

2022/14 Dispersations: There were no dispensations.

2022/15 Public Participation:

Cornwall Councillor's Report: Councillor Rushworth provided the following update:

- That the Leader had removed him from Cabinet and this will allow him more time to focus on local issues.
- Next 3 years he will be able to perform his duties without "political sway". He was still a conservative but acting outside of the party, more independent.
- He was still convalescing but hoped to meet at least once a month with Padstow Town Council's Chairman to walk around the town and discuss any concerns.
- That he is working on the health and safety concerns raised in respect of Link Road Car Park and was hoping that resurfacing works would take place next year.

Police Report: The police report for the period 25/04/22 to 27/05/22 was noted for information.

2022/16 RESOLVED that the minutes of the meeting held on **Tuesday 26 April 2022** be signed as a true record.

2022/17 RESOLVED that the minutes of the Annual Meeting held on **Tuesday 17 May 2022** be signed as a true record.

2022/18 **RESOLVED** to adopt the minutes of the Annual Parish Meeting held on **Tuesday 10 May**.

2022/19 **Clerk's Report/Work Programme:** The Clerk's report was noted for information. The Chairman made reference to the update on the Neighbourhood Development Plan and what good news this was. The Town Clerk advised that the Town Council can inform the public when the referendum was taking place but not actively promote or encourage people to vote in agreement with the Plan. The Town Council was purely a "sign post" for information, Cornwall Council was now taking over this process.

2022/20 **Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 24 May 2022.
- b) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of:
 - i) Leisure, Tourism and Open Spaces Committee held on 10 May 2022; and ii) Leisure, Tourism and Open Spaces Committee held on 24 May 2022

Cornwall Councillor Stephen Rushworth left the meeting and did not return.

2022/21 **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 A P Flide, K Freeman and M Rickard joined Councillor J O'Keefe (as Chairman of the Council) and Councillor R Higman (as Vice-Chairman of the Council) on the Finance and General Purposes Committee leaving 3 vacancies remaining for Council to agree at this meeting.

RESOLVED to appoint the following members to the remaining vacancies: Councillors Mrs J Dawe, Mrs T Walter and C WastonSmyth.

2022/23 Highways, Roads and Transport Committee (x1) and Council Representative on the Camel Advisory Group

(x1) Vacancies i) **RESOLVED** that Councillor J O'Keefe be elected to the Highways, Roads and Transport Committee Vacancy.
ii) No appointment made to the Camel Advisory Group. Therefore, a vacancy remained.

2022/23 **Finance: Monthly Accounts and Payments May 2022**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made May (a) of £22,791.56 and direct debits of £3,462.24; ii) ratify payments made May (b) of £8,909.55, standing orders or direct debits (regular payments of the same amount) of £8,239.50 and direct

debits of £78.64; and iii) ratify payments made May (c) of £4,033.28 and direct debits of £3,820.89

- c) Car park takings were noted.
- d) Community Infrastructure Levy from Cornwall Council was noted.
- e) Consideration was given to Fidelity Guarantee Insurance as per Internal Auditor's recommendation.

RESOLVED to leave the Fidelity Guarantee at £1.2 million and review in October at the next insurance review.

- f) The availability of bank reconciliations for inspection was noted.

2022/24 Correspondence:

- a) Correspondence for information was noted.
- b) i) **Pre-Engagement Letter from Cornwall Council: Dogs on Beaches:**

Discussion took place concerning the number of routes onto Georges Well and that signage was only available at the main access point, which was considered inadequate. Issues with enforcement, or lack thereof, was also discussed however, it was considered better to have signage in place.

It was understood that to keep the Blue Flag status at Trevone that it was a requirement to have dog restrictions in place.

RESOLVED that i) restrictions remain in place for Trevone to maintain the Blue Flag status; ii) Larger signs be provided by Cornwall Council in visible places at St George's Well; and iii) more visits were needed from enforcement officers for each beach.

Cllr A N Rees left the meeting

ii) **Land Use Requests: Bandstand:** Members gave consideration to the requests. The Chairman outlined the dates which both Nadelik Lowen and Padstow Christmas Festival had requested for use of the bandstand as per dates outlined in the agenda papers. It was felt that if permission was granted a meeting would be needed for all involved to ensure all could be accommodated fairly and safely.

RESOLVED that both organisations, as detailed in the agenda papers, be given permission to use the bandstand as follows:- Nadelik Lowen – 21 November 2022 to week commencing 16 January 2023 and Padstow Christmas Festival – 2 to 4 December 2022

Cllr A N Rees returned to meeting

iii) **Lanteglos by Fowey Parish Council: Allocation of Social Housing by Cornwall Council**

The Chairman outlined that if this Council wished to respond then it should have quantifiable information. It did however, raise the question about Social Housing Allocation, how did this work? Comment was made about the current Home Finder point

system and people having to "bid" for a property. It was felt with more housing being built in the Parish it would be a good opportunity to understand the process.

RESOLVED to request Councillor Rushworth provide information on how social housing allocations are made and report this back to Council at its June meeting.

2022/25 Plantation-Compost Heap Removal and Environment Agency Works: Members noted the agenda report but also were provided a tabled paper being an email from the Environment Agency on their request. It was felt if the spaces were paid for and they would also help on improvements in plantation it would be acceptable. In response to a query, the Town Clerk advised that the RFO would calculate how much revenue would be lost on the spaces being requested at the Lawns Car Park and that this could then be charged to them. It was considered this would be acceptable.

RESOLVED to i) give permission for the Environmental Agency to have the area identified in the Lawns Car Park (as per agenda papers) totally 5 parking spaces, for 4 to 5 weeks (July 2022) for a contractors compound; ii) provided that area is paid for as per fee determined by the RFO; and iii) the environmental improvements are undertaken including removal of compost area and structure, tree planting and wild flower planting in Plantation; and iv) providing PLI and risk assessment information to the satisfaction of Council's insurers and H&S advisors.

2022/26 Memorial Bench Policy Fees: The Town Clerk reminded Council that it had agreed to the Memorial Bench Policy, this discussion was in respect of the fees as detailed in the agenda papers.

RESOLVED to agree the Memorial Bench Policy Fees.

2022/27 Emergency Scheme of Delegation Decision: RESOLVED to note the decisions made via the Emergency Scheme of Delegation as detailed on agenda page 29 having been previously circulated and read.

2022/28 Queen's Jubilee Celebration Update: Members noted the update report in the agenda papers. The Chairman expressed his thanks were expressed to Councillors Mrs J Dawe and Mrs T Walter. He further encouraged all to attend and help.

2022/29 Reports from members/Outside Organisations: The Chairman advised on Mayor Making Ceremonies he had attended.

2022/30 Dates of Council Meetings: Revision was given to meetings list with the 7 June Highways, Roads and Transport Committee and Finance and General Purposes Committee meetings being cancelled. **RESOLVED** that the Finance and General Purposes Committee meeting be rescheduled to 14

June at 6.45pm (before Planning Committee). Council meeting on Tuesday 28 June 2022 at 7.30 pm was noted for information.

- 2022/31** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2022/32** **RESOLVED** that the confidential minutes of the full Council meeting held on Tuesday 26 April 2022 be signed as a true record.
- 2022/33** **Tenant/Lease Matters Update:** See confidential minutes.
- 2022/34** **Rent Review:** See confidential minutes.
- 2022/35** **Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.34 pm

PADSTOW TOWN COUNCIL: 28 JUNE 2022 **CLERK'S REPORT / WORK PROGRAMME**

| PROJECT | NOTES/UPDATE |
|--------------------------------------|--|
| FULL COUNCIL | |
| Neighbourhood Development Plan (NDP) | Plan is progressing to referendum. Referendum date is 28 July 2022 . The Count is conducted on a 'first past the post' basis; no minimum turnout is required. Cornwall Council must bring the Neighbourhood Plan into force if more than half of those voting have voted in favour of the order. Information for voters is available on CC website - https://www.cornwall.gov.uk/planning-and-building-control/neighbourhood-planning/neighbourhood-planning-in-cornwall/ |
| Youth Support | Arising from discussions with the police on issues in the Parish, an initial meeting with the Police, representative from Action for Children, our Local Vicar and volunteer from the former Padstow Youth Group was held. This was an initial discussion with Action for Children now looking at speaking with young people in the community to establish need. The Police hope to schedule another meeting for end of July. |
| 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. The Town Clerk has been invited to a Zoom meeting by Cornwall Council who will provide more information in this matter. |
| 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 Planning Policy has produced a 'Briefing Note' which sets out the key planning elements from the Levelling Up and Regeneration Bill, which is noted on CFI and is also going to Julys Planning Committee meeting. It is thought the Bill is unlikely to be enacted until 2024. There is currently no visible means of making representations to the Bill, but much of the detail will be in draft regulations that will be consulted on separately. |
| HRT | |
| Padstow Signage | Proposed improved signage shared with Councillors. Feedback that was received was sent to the Highways Officer. Confirmed that funding available from CC to take forward. Once further information available Town Clerk will update |
| LTOS | |
| Tennis Courts/MUGA | Committee confirmed happy to progress based on plans by surveyor which incorporated outcome from consultation for football, tennis and basketball. Surveyor now working up specification. |
| Play Area | Committee consider online survey be undertaken to seek community views, this has been posted and awaiting completion of survey to pull together responses, after which UK based companies will be approached on a "design and build" basis mindful of results of poll. |
| CCTV | Committee gave this matter consideration due to issue at the Lawns, requested an independent CCTV system be explored and report back. This is being progressed. |
| Skate Park | Part of the Play Area improvement considered that updating the skate park fencing to the same as the rest of the car park be incorporated. |
| Information Boards | Committee happy with quote put forward. The supplier is now working on draft designs, which will be shared with Committee members before delegated sign off. |

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Agenda Item 6.

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 14 June 2022
at the Church Rooms, Church Street, Padstow at 7.00 pm**

Present: Councillors J O'Keefe (Chairman), R Higman (Vice Chairman),
Mrs J Colwill, P Curgenven, Mrs J Dawe and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and
Minute Taker) and 2 members of the public (part)

P2022/9 Apologies and Announcements: There were no apologies or
announcements.

P2022/10 Declarations of Interest: Councillor Mrs T Walter declared an
interest in agenda items 6 ii b) PA22/04610 Pentire Dobbin Lane
Trevone Padstow and 6 ii d) PA22/02850 St Petrocs House 4 New
Street Padstow Cornwall.

P2022/11 Public Participation: There was no public participation

P2022/12 RESOLVED that the **Minutes** of the meeting held on **Tuesday 24
May 2022** be signed as a true record.

**P2022/13 Cornwall Area of Outstanding Natural Beauty (AONB)
Management Plan:** Members noted the launch of the new 5 year
AONB Management Plan 2022-2027.

P2022/14 Planning

**i. The following Cornwall Council planning decisions were
noted:**

a) **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 **APPROVED**

b) **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 **APPROVED**

c) **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 **APPROVED**

d) **PA22/01354 33 High Street Padstow Cornwall PL28 8BB -**
Extension to existing detached dwelling at ground and first floor level
and construction of new ramped access to property. **APPROVED**

e) **PA22/03131 16 Egerton Road Padstow Cornwall PL28 8DJ**
- Single storey extension to rear of property **APPROVED**

f) **PA22/02847 24 Hawkins Road Padstow Cornwall PL28 8EU**
- New detached garage in garden **APPROVED**

g) **PA22/03009 16 Cross Street Padstow Cornwall PL28 8AT** -
Renovation, extensions including demolition of rear garage and stone
outbuilding and associated works. **APPROVED**

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

a) **PA22/02865 Well Parc Hotel Dobbin Road Trevone Padstow** - The Construction of 10 new 2 storey, 3 and 4 bed holiday homes of between 90-130 square metres including parking for 10 cars, access road, communal recycling, refuse and cycle store and associated landscaping.

NOT SUPPORTED; i) outside the building line; ii) in AONB; iii) not infill, surrounded by open fields; iv) Parking inadequate; v) no affordable housing or primary residence; vi) overdevelopment of field; and vii) Use of cycles unsafe and public transport inadequate.

Councillor Mrs T Walter left the meeting.

b) **PA22/04610 Pentire Dobbin Lane Trevone Padstow** - Variation of Conditions 1 (approved plans) and 3 of Application No. PA20/03949 dated 29th July 2020 - Reserved Matters application following Outline approval PA17/08592 (access, appearance, landscaping, layout and scale) without compliance with Conditions 1, 2 and 4 of decision notice PA20/09170 dated 08.01.2021.

NOT SUPPORTED; i) Height not in keeping with area around it; ii) Natural stone hedges and walls to be maintained; iii) Overlooking issues to neighbouring properties; iv) maintain condition for obscure glazing

Councillor Mrs T Walter returned to the meeting.

c) **PA22/04768 Seaway Trevone Road Windmill Padstow** - Proposed Garage

NOT SUPPORTED; i) Already a garage and adequate parking on site, another garage not necessary in this position; ii) would like to see a wider splay in this position; iii) Not comparable to St Francis the garden height of which is several feet higher than Seaway; iv) not in keeping with street scene; v) if passed, should be on the condition it not be used as a patio.

Councillor Mrs T Walter left the meeting and did not return.

- d) [PA22/02850](#) **St Petrocs House 4 New Street Padstow Cornwall** - Listed building consent for provision of two awnings to the ground floor street elevation windows
SUPPORTED – provided it is kept as a temporary structure

P2022/15 **Date of Next Meeting:** Tuesday 12 July 7.00 pm in the Council Chamber was noted.

Meeting closed at 7.23 pm

DRAFT

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 31 May
2022 at the Church Rooms, Church Street, Padstow at 7.15 pm

Present: Councillors P Curgenvin, A P Flide, K Freeman, M Rickard and Mrs T Walter

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

- S2022/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor M Rickard be re-elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that no Vice-Chairman be elected.
- S2022/2 Apologies and Announcements:** There were no apologies or announcements.
- S2022/3 Declarations of Interest:** There were no declarations of interest.
- S2022/4 Public Participation:** There was no public participation.
- S2022/5 Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 10 April 2022 be signed as a true record.
- S2022/6 Committee Terms of Reference and Staffing Scheme of Delegation:**
RESOLVED TO RECOMMEND TO COUNCIL that i) no changes be made to the Committee's Terms of Reference and they be adopted unchanged; and ii) Staffing Scheme of Delegation be amended as per the tracked changes as outlined in the agenda papers.
- S2022/7 Date of Next Meeting:** Tuesday 21 June 2022 at 6.00 pm
- S2022/8 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2022/9 Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 April 2022 be signed as a true record.

Meeting closed at 7.20 pm

Staffing Scheme of Delegation

Proper officer

The Town Clerk is designated and authorised to act as the Proper Officer for the purpose of all relevant sections of the local Government Act 1972 and any other statute requiring the designation of a Proper Officer

General Matters – members of staff have delegated powers as outlined below in addition to any delegations given for specific works/projects by Council or Committees with the appropriate delegated powers.

Key: TC – Town Clerk, RFO – Responsible Financial Officer

| | | |
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| | In the absence of the Town Clerk to exercise any functions delegated to the Town Clerk | RFO |
| Staffing | | |
| 1 | To engage temporary staff as and when required within budget | TC |
| 2 | To authorise overtime for all staff | RFO, TC |
| 3 | To approve staff expenses claims | RFO, |
| Finance | | |
| 1 | To enter into contracts for the purchase and supply of goods and services providing within budgets set and projects approved by Council | RFO, TC |
| 2 | To hire plant from contractors and engage specialist sub-contractors providing within budgets set and projects approved by Council | RFO, TC |
| 3 | To sell or otherwise dispose of surplus materials, equipment and goods, salvage scrap and other waste providing not listed in asset register | TC, RFO |
| 4 | To use the repairs and maintenance budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment | RFO, TC |
| 5 | To incur urgent expenditure in respect of any H & S risk within the parish until a meeting of the Council can be called and to designate officers to carry out emergency functions | TC |

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| 6 | To operate the Councils banking arrangements | RFO, set up payments, TC to authorise. |
| 7 | To pay salaries | RFO, set up payments and TC to authorise |
| 8 | To collect all income due to the Council including appropriate interest and costs | RFO |
| 9 | To take any proceedings or other steps as necessary to enforce and recover any debt owing to the Council | RFO |
| Legal | | |
| 1 | Subject to prior consultation with the Mayor &/or other relevant Committee Chairs to take all appropriate steps to secure the Council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions. | TC, RFO |
| 2 | To make applications for all statutory consents necessitate by any approved Council proposal or development | TC |
| 3 | To sign any document necessary to give effect to any decision of the Council on behalf of the Council | TC |
| Other | | |
| 1 | To grant permissions for use of recreational open space in accordance with Council policy – if any - and statutory requirements | TC |
| 2 | To issue free parking permits in accordance with council policy | TC |
| 3 | Subject to necessary approvals to erect or authorise street furniture, barriers signs etc | TC |
| 4 | To allocate burial spaces and issue deeds of exclusive rights and approve wording on memorials | TC |
| 5 | To alter the date or time of a Council or committee meeting following consultation with the appropriate Chair | TC |

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|---|--|----|
| 6 | To decide arrangements for closure of the Council offices in the Christmas/New Year period subject to consultation with the Mayor | TC |
| 7 | Banners on railings – to agree to location of banners – HRT June 2012 | TC |
| 8 | i) That the Council delegates authority to the Clerk in consultation with the Chairman and Vice-Chairman/Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the Council; and ii) This scheme of delegation will be reviewed each year at the Annual Meeting of the Council. [Council 17.5.22] | TC |

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 21 June
2022 at the Council Offices, Station House, Station Road, Padstow
at 6.00 pm

Present: Councillors M Rickard (Chairman), P Curgenvan and K Freeman

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

- S2022/10 Apologies and Announcements:** Apologies were received from Councillors A P Flide and Mrs T Walter. There were no announcements.
- S2022/11 Declarations of Interest:** There were no declarations of interest.
- S2022/12 Public Participation:** There was no public participation.
- S2022/13 Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 31 May 2022 be signed as a true record.
- S2022/14 Date of Next Meeting:** Tuesday 20 September 2022 at 6.00 pm
- S2022/15 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2022/16 Staffing Budget 2022/23: Cost of Living:** See confidential minutes.
- S2022/17 General Staffing Matters:** See confidential minutes.
- S2022/18 Employee Handbook:** The Town Clerk apologised to Committee that this has not been completed yet.. It would be brought to a future meeting.
- S2022/19 Overtime, Sick Leave and Training:** The update was noted for information.

Meeting closed at 6.57 pm

PADSTOW TOWN COUNCIL

**Minutes of the Highways, Roads and Transport Committee meeting
held on Tuesday 31 May 2022 at the Church Rooms, Church Street,
Padstow at 7.20pm**

Present: Councillors P Curgenvin, K Freeman, R Higman, A N Rees, M Rickard and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk), Mrs T Trestain (Support Officer and Minute Taker) and Councillors A P Flide and Mrs T Walter

- HRT2022/1 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.
- HRT2022/2 Apologies and Announcements:**
There were no apologies for absence or announcements made.
- HRT2022/3 Declarations of Interest:** There were no declarations of interest.
- HRT2022/4 Public Participation:** There was no public participation.
- HRT2022/5 Minutes:** **RESOLVED** that the minutes of the meeting held on **Tuesday 8 February 2022** be signed as a true record of the meeting.
- HRT2022/7 Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- HRT2022/8 Date of Next Meeting:** To be confirmed

Meeting closed at 7.21

PADSTOW TOWN COUNCIL

**Minutes of the Finance and General Purposes Committee meeting held
on Tuesday 14 June 2022 at 6.45 pm in the Church Rooms, Church
Street, Padstow**

Present: Councillors Mrs J Dawe, K Freeman, A P Flide, R Higman, J O'Keefe,
M Rickard and Mrs T Walter

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

- FGP2022/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor R Higman be re-elected as
Chairman whereupon he took the chair.
ii) **RESOLVED** that Councillor J O'Keefe be re-elected as
Vice-Chairman
- FGP 2022/2 Apologies for absence and announcements:** Apologies
were received from Councillor C WatsonSmyth. There were
no announcements.
- FGP2022/3 Declarations of Interest:** There were no declarations of
interest.
- FGP2022/4 Public Participation:** There was no public participation.
- FGP2022/5 Minutes Tuesday 15 February 2022: RESOLVED** that the
minutes of the meeting held on Tuesday 15 February 2022
were a true record of the meeting and they were signed by
the chair.
- FGP2022/6 Committee Terms of Reference: RESOLVED TO
RECOMMEND TO COUNCIL** that no changes be made to the
Committee's Terms of Reference and they be adopted
unchanged.
- FGP2022/7 Date of next meeting:** 19 July at 7pm was noted.

Meeting closed at 6.47 pm.

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 the total of the Queen's Platinum Jubilee celebration costs of £5425.28 for 2022-23.
- e) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 8 a)

Budget Report for the period 1.4.22 - 31.5.22

| | Actual | Budget | Budget 1.4.22-30.4.22 |
|-----------------------------|---------------|---------------|----------------------------------|
| Revenue Income | 210,607 | 127,284 | 820,705 |
| Revenue Expenditure | 133,054 | 161,500 | 771,075 |
| Capital/project expenditure | 14,918 | 60,167 | 361,000 |

Debtors outstanding for more than 3 months:

One of £7078 including VAT.

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.

To ratify payments made:

ACCOUNTS OUTSTANDING
June 'a 2022

| Date | Cost centre | Supplier | Details | Net | VAI | Total |
|-------------|--------------------|-----------------------------|---|------------|------------|--------------|
| | | | | | | £ |
| 1.6.22 | Corporate Services | Ellis Whittam | Employment Law/HR support and insurance 1 year | 3403 | 653.6 | 4056.6 |
| 31.5.22 | LTOS | Glendale | reduce trees at North Quay | 704.42 | 140.88 | 845.3 |
| 1.6.22 | Capital/projects | Rowlands Event Group Ltd | QPJ - Jubilee celebration ride | | | 800 |
| 27.5.22 | HRT | Flowbird | repair Lawn 5 cash box receiving unit (G4S to be recharged) | 603.76 | 120.75 | 724.51 |
| 24.5.22 | HRT | Cornwall Council | Civil Enforcement Officer - PTC car parks 1 month | | | 568.73 |
| 6.6.22 | LTOS | Padstow Petrol Station | fuel 1 month | 440.92 | 88.19 | 529.11 |
| 5.6.22 | Capital/projects | Omega Medical | QPJ - medical cover beacons & WPJ event | 350 | 70 | 420 |
| 31.5.22 | Corporate Services | Kestrel Guards | check call service 1 month | 300 | 60 | 360 |
| 24.5.22 | LTOS | Seton | bandstand signs | 285.45 | 57.09 | 342.54 |
| 23.5.22 | LTOS | Tudor Environmental | traffic barriers, coveralls & spraying gloves | 246.49 | 49.3 | 295.79 |
| 26.5.22 | HRT | Clear Flow | empty pump station & empty fat (recharged to tenant) | 238.49 | 47.7 | 286.19 |
| 1.6.22 | Administration | Tanist | IT support 1 month | 223.5 | 44.7 | 268.2 |
| 25.5.22 | Administration | AD Signs | Mayors board | | | 255 |
| 10.5.22 | Capital/projects | James Hallam Council Guard | QPJ - event insurance | 135 | 27 | 162 |
| 1.6.22 | LTOS | Total Pest Control | pest control | | | 150 |
| 6.6.22 | Capital/projects | Alan Woollard - storyteller | QPJ - storyteller | 114.89 | 22.98 | 137.87 |
| 1.6.22 | HRT | Seton | line marking paint | 85 | 17 | 102 |
| 26.5.22 | HRT | Flowbird | Smartfolio | | | 100.00 |
| 31.5.22 | Administration | St Petroc's Church | Church rooms hire - Council meetings | 80.45 | 16.09 | 96.54 |
| 24.5.22 | Administration | Complete Business Solutions | stationery | 75 | 15 | 90 |
| 19.5.22 | Env - toilets | RW Daker | clear toilet blockage | 55.12 | 11.04 | 66.16 |
| 13.5.22 | LTOS | Greenham | hi vis waistcoats & sandbags | 37.9 | 7.58 | 45.48 |
| 30.5.22 | LTOS | Nomix Enviro | back pack and log book | 34.82 | 6.96 | 41.78 |
| 30.5.22 | LTOS | Grahams Garden Machinery | spark plugs & AV pads | | | 22.00 |
| 6.6.22 | Administration | Sea Spray | window cleaner | | | 10958.80 |

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

| | | | | |
|-----|-----------|------------------|--------------------------------|---------|
| 7th | Corporate | Barclays Bank | bank charges | 18.50 |
| 1st | Corporate | Lloyds Bank | bank charges - tbc | |
| | | Cornwall Council | Non Domestic Rates - PTC sites | 8221.00 |
| | | | | 8239.50 |

Direct debits:

| | | | | | | |
|---------|----------------|--------------|--|--------|--------|---------|
| 24.5.22 | Env - toilets | AUK Supplies | toilet rolls, centrefeed rolls, disposable gloves | 391.12 | 78.23 | 469.35 |
| 1.6.22 | Administration | Sage | Sage Payroll 1 month | 43 | 8.6 | 51.60 |
| 31.5.22 | LTOS | Biffa | bulk bin emptying 1 month | 611.64 | 122.33 | 733.97 |
| 7.6.22 | Env - toilets | AUK Supplies | toilet rolls, bleach, cloths, disposable gloves, sanitiser wipes, refuse sacks | 310.63 | 62.12 | 372.75 |
| | | | | | | 1627.67 |

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
June 'b 2022

| <u>Date</u> | <u>Cost centre</u> | <u>Supplier</u> | <u>Details</u> | <u>Net</u> | <u>VAT</u> | <u>Total</u> |
|-------------|--------------------|-----------------|---|------------|------------|----------------|
| | | | | | | £ |
| 16.6.22 | LTOS | Kernow Training | weedspraying training 2 employees | 218.15 | 43.63 | 800 |
| 9.6.22 | HRT | Flowbird | car park machines maintenance 1 month | 104.09 | 20.82 | 261.78 |
| 31.5.22 | HRT | G4S | car park cash collections 1 month (£849.42 - £724.51 damage to machine) | 97.52 | 19.5 | 124.91 |
| 1.6.22 | Env - toilets | Churchill Group | legionella control support 1 month | 83.25 | 16.65 | 117.02 |
| 10.6.22 | LTOS | Masons Kings | investigate indicator issues WA17 GVO | | | 99.90 |
| 8.6.22 | Administration | SeaDog IT | website support 1 month | | | 29.95 |
| | | | | | | <u>1433.56</u> |
| 14.6.22 | | | PTC Lloyds to Barclays transfer | | | 250000.00 |
| 23.6.22 | | | June - gross wages, NIC ER's and LGPS ER's | | | 23272.02 |
| | | | <u>Direct debits:</u> | | | |
| 1.6.22 | Env - toilets | SW Hygiene | sanitary & nappy units service 1 month | 209.36 | 41.87 | 251.23 |
| 1.6.22 | Corporate Services | PARK NOW Ltd | RingGo fees 1 month | 2694.19 | 538.84 | 3233.03 |
| 10.6.22 | | Opus Energy | electricity - PTC sites 1 month | | | 2203.91 |
| | | | | | | <u>5688.17</u> |

Approved by 2 Councillors who are bank signatories:

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

| Padstow Town Council | | | | | | | | | |
|---|----------------|----------------|----------------|----------------------|--|-------------|---------|---------|----------------|
| Railway & Lawn car park takings 2022-23 | | | | | | | | | |
| n/c 4404 | | | | | | n/c 4406 | | | |
| | 2020-21 | 2021-22 | 2022-23 | <u>Budget</u> | | 2020-21 | 2021-22 | 2022-23 | <u>Budget</u> |
| | | | | <u>2022-23</u> | | | | | <u>2022-23</u> |
| Apr | 23 | 26780 | 49115 | 20,000 | | 0 | 6503 | 16638 | 5000 |
| May | 692 | 54029 | 49618 | 40,000 | | 63 | 19405 | 17377 | 15000 |
| Jun | 3556 | 70341 | | 50,000 | | 485 | 30490 | | 21000 |
| Jul | 51165 | 76531 | | 60,000 | | 20726 | 32816 | | 25000 |
| Aug | 71756 | 86647 | | 70,000 | | 27741 | 35878 | | 25000 |
| Sep | 64641 | 63818 | | 50,000 | | 26140 | 27711 | | 21000 |
| Oct | 50706 | 57127 | | 45,000 | | 19619 | 21703 | | 20000 |
| Nov | 3732 | 27011 | | 20,000 | | 934 | 5390 | | 4000 |
| Dec | 4187 | 17716 | | 10,000 | | 945 | 4673 | | 3000 |
| Jan | 784 | 13736 | | 10,000 | | 60 | 3390 | | 2000 |
| Feb | 569 | 20283 | | 10,000 | | 43 | 5503 | | 4000 |
| Mar | 2395 | 25304 | | 10,000 | | 212 | 6216 | | 5000 |
| | 254206 | 539323 | 98733 | 395000 | | 96968 | 199678 | 34015 | 150000 |
| Railway | 715 | 80809 | 98733 | 60000 | | Lawn | 63 | 25908 | 34015 |
| sub totals | | | | | | sub totals | | | |
| Apr-May '22 | | | | | | Apr-May '22 | | | |
| Apr-May | 2020-21 | 2021-22 | 2022-23 | <u>Budget</u> | | | | | |
| | | | | <u>2022-23</u> | | | | | |
| Railway | 715 | 80809 | 98733 | 60000 | | | | | |
| Lawn | 63 | 25908 | 34015 | 20000 | | | | | |
| Total | 778 | 106717 | 132748 | 80000 | | | | | |
| Car park takings | | | | | | | | | |
| April - May 2022 car park takings are £132,748 this year, which is £52,748 more than the Budget and £ 26,031 more than the same period last year. | | | | | | | | | |

To note:

Queen's Platinum Jubilee - celebration expenses

Budget 2022-23 n/c 9096 Projects - community events £10,000

| <u>Expenses:</u> | <u>net of VAT</u> |
|--|-------------------|
| <u>2021-22</u> | <u>£</u> |
| 14.3.22 prizes, bunting | 74.01 paid |
| 29.3.22 commemorative pack | 38.98 " |
| 28.3.22 Queen cut out, children's prizes | 57.47 " |
| | <u>170.46</u> |

| <u>2022-23</u> | |
|-----------------------------------|----------|
| Well Parc Trevone - grant | 500 paid |
| Prideaux Place - grant | 500 " |
| beacon - Padstow | 490 paid |
| beacon - Trevone | 490 " |
| portable toilets | 285 " |
| Mega phones and batteries | 93.99 " |
| Crafts | 157.6 " |
| rosettes, mini prize cards | 18.24 " |
| face painter | 210 " |
| leaflets -beacon & window display | 56 " |
| crafts & medals | 22.99 " |
| Jubilee flyer | 2.46 " |
| two 8x4m marquees | 300 " |
| biscuits as prizes | 10 " |
| wine for hamper prize | 22 " |
| carousel | 750 " |
| Jubilee celebration ride | 800 " |
| Generator diesel | 24 " |
| First Aid at 3 events | 350 " |
| QPJ event insurance | 193 " |
| storyteller | 150 " |

2022-23 total expenses **5425.28**

Balance of Budget 2022-23 available **£4,575**

Other Bits:

Coffee Truck foc selling to public

AGENDA ITEM 9: CORRESPONDENCE

Councillors Correspondence for Information – June 2022

| Item | From | Referring To | Notes |
|------|---|--|--|
| a | Read Easy Pioneer for Cornwall | Public meeting learn more about our plans for Read Easy Cornwall via Zoom on Wednesday 6 th July from 5.30pm-7pm. The charity provides free and confidential one-to-one reading coaching to adults who struggle with their reading | If Cllrs would like link to attend Zoom meeting, please contact the office. The charity has been provided details of our Community Grant Scheme detailing if they can show local need. |
| b | Cornwall AONB unit | announce the launch of the new 5 year Cornwall Area of Outstanding Natural Beauty (AONB) Management Plan 2022-2027. To read the Management Plan visit: https://www.cornwall-aonb.gov.uk/ - | Information was sent to Planning Committee members and noted at Junes Planning Committee meeting. |
| c | Cornwall Council Planning Policy | Briefing note Proposed planning reform through the Levelling up and Regeneration Bill | Note sets out the key planning elements from the Levelling Up and Regeneration Bill. The Bill is unlikely to be enacted until 2024. Part of the points pick up in this note, mentioned the new levy that will be replacing s106 planning obligations and the Community Infrastructure Levy. This briefing note has also been added to Planning Committee July meeting for committee to note information. |
| d | Padstow & District Sea Angling Association | PTC Community Grant 2022/23 | Thank you letter "for support and generous donation of £200" |
| e | Secretary of Padstow Senior Citizens | Queens Platinum Jubilee Cream Tea Thank You | |
| f | Bodmin & Wadebridge Police Neighbourhood Team | June Newsletter | Would any Councillor like to receive copies of these newsletters by email? They are always listed under CFI and provide more detail about Police activity than the statistics in the monthly Police Report to Council. |
| g | Trevone Platinum Jubilee Committee | Thank you for financial contribution to Platinum Jubilee Celebrations | |
| h | Padstow & District Flower Club | Grant thank you card. | |

AGENDA ITEM 10: COMPLAINT HANDLING PROCEDURE

1. Introduction

- 1.1 It is best practice to follow a clear and consistent process for dealing with formal complaints about the Council, its administration, its procedures and Committees.
- 1.2 The Council currently has a Complaints Handling Code of Practice which was adopted in 2012.
- 1.3 Given the age of the existing document the Town Clerk considers it prudent to review and update the procedure to ensure that it provides enough scope and accurately reflects current processes and practices.

2. Draft Complaint Handling Procedure

- 2.1 The appended draft Complaint Handling Procedure has been prepared taking account of 1.3 above, the Cornwall Association of Local Council's model version and those of neighbouring parish and town councils.
- 2.2 Key changes include:
 - The removal of references to matters not relevant to complaints;
 - Making clear the distinction between the types of complaint and in particular that complaints about employees will be dealt with under the Council's grievance procedure (this is linked to employee contracts);
 - Removal of a section relating to appeals which was confusing and is not in the model version. Further, complaints are initially dealt with by the Town Clerk and escalated to the relevant Committee or Full Council if necessary which would effectively be appealing the Town Clerk's response/decision anyway;
 - Introduces a definition for vexatious complainants and sets out a clear process for dealing with the same.

3. Recommendation

- 3.1 It is recommended that Council agree and adopt the draft Complaint Handling Procedure and that this replaces the Council's 2012 Complaints Handling Code of Practice.



PADSTOW TOWN COUNCIL

Complaint Handling Procedure

POLICY/PROTOCOL/PROCEDURE

| | | | |
|----------------------|---------|----------------------------|--------------|
| Version | 1.0 | Comments | |
| Approval Date | 28.6.22 | Responsible Officer | Town Clerk |
| Committee | N/A | Approval by | Full Council |

VERSION HISTORY

| Date | Version | Comments |
|---------|---------|---|
| 10.6.22 | 1.0 | Draft to be considered by Full Council 28.6.22 to replace 2012 Complaints Handling Code of Practice |
| | | |
| | | |
| | | |

REVIEW RECORD

| Date Review initiated | Review undertaken by i.e. officer/ Cttee/Council | Summary of any recommended updates/changes to be made |
|-----------------------|---|---|
| June 2022 | Draft document pulled together by Support Officer (SD) with comments from Town Clerk. | Draft to be taken to 28.6.22 Full Council meeting for consideration/approval. |
| | | |
| | | |

COMPLAINT HANDLING PROCEDURE

1. PURPOSE OF PROCEDURE

- 1.1 Padstow Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality.
- 1.2 Padstow Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council, the Council's administration, its procedures or Committees.
- 1.3 The purpose of this procedure is to provide a process for dealing with formal complaints about the Council, its administration, its procedures or Committees. It does not specifically focus upon complaints about an employee of the Council that would be more appropriately dealt with as an employment matter, and in accordance with Council's Disciplinary Procedure.

2. VERBAL COMPLAINTS

- 2.1 On receipt of a verbal complaint by telephone or direct in person, the Clerk will try to satisfy the complainant immediately or as soon as is practicable.
- 2.2 If the Clerk is unable to answer the complaint immediately, then full details of the complaint together with the complainant's telephone number will be recorded so that a further verbal response can be made as soon as possible.
- 2.3 If a verbal response is unable to satisfy, then the Clerk will ask that the complaint be put in writing in order that it can be investigated more fully.

3. WRITTEN COMPLAINTS

- 3.1 On receiving a written complaint by letter, or email, the Clerk will try to settle the complaint directly.
- 3.2 If the complaint is about the behaviour of an employee or contractor of the Council, the Clerk will also notify the person and offer the opportunity for comment on the manner in which it is intended to try and settle the complaint.
- 3.3 If necessary, the Clerk will send a holding letter to the complainant to allow further time to address the issues raised.
- 3.4 The Clerk or Chairman shall bring any written complaint concerning the Council, its administration, its procedures or Committees which has not been settled to the next meeting of the appropriate Committee. The Clerk shall notify the complainant of the date of the meeting. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.

- 3.5 The Clerk shall consult with the Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, whilst the decision on the complaint shall be announced at the Council meeting in public.
- 3.6 The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council.

4. COMPLAINTS AGAINST AN EMPLOYEE OF THE COUNCIL

- 4.1 Complaints made against the actions of an employee will be investigated and dealt with in accordance with the Council's Disciplinary Procedure.
- 4.2 Any complaint against an employee must be submitted in writing to the Clerk.
- 4.3 If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman.

5. COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

- 5.1 The Council is unable to investigate complaints against any of its members. Parish and Town Councillors sign up to a Code of Conduct on taking office which adheres to the principles of public life. The Padstow Town Council Code of Conduct can be viewed on the Council website at www.padstow-tc.gov.uk
- 5.2 If you wish to submit a complaint for breach of this code, you should do so to the Monitoring Officer at Cornwall Council at the following address:

The Monitoring Officer
Cornwall Council
Treyew Road
TRURO
Cornwall

Further information can be accessed from www.cornwall.gov.uk

6 VEXATIOUS COMPLAINANTS

- 6.1 A vexatious complainant is one who persists unreasonably with their complaints or makes complaints in order to inconvenience the Council rather than genuinely resolve an issue. This may include making serial complaints about different issues or continuing to raise the same or similar matters repeatedly.
- 6.2 If such complaints affect the Council's ability to undertake its work and provide its services to others, it may alter the way it deals with complaints by not acknowledging or responding to vexatious complaints. Complaints will still be read in case they contain new information.
- 6.3 If a complainant is to be classified as vexatious they shall be informed so and given a timescale of how long this will remain the case.
- 6.4 Should a vexatious complainant make a new complaint about new issues these will be treated on their merits.

AGENDA ITEM 11: ENVIRONMENTAL AGENCY WORKS - PLANTATION AND LAWNS CAR PARK COMPOUND UPDATE

1. Background

- 1.1 Council will recall at its last meeting the Town Council gave permission as follows:-

RESOLVED to i) give permission for the Environmental Agency to have the area identified in the Lawns Car Park (as per agenda papers) totally 5 parking spaces, for 4 to 5 weeks (July 2022) for a contractors compound; ii) provided that area is paid for as per fee determined by the RFO; and iii) the environmental improvements are undertaken including removal of compost area and structure, tree planting and wild flower planting in Plantation; and iv) providing PLI and risk assessment information to the satisfaction of Council's insurers and H&S advisors.

2. Update

- 2.1 PLI and plan (Appendix 1) have been provided in respect of the works/route. However, the risk assessment is still awaited. The Environment Agency (EA) also confirmed that the EA's works are undertaken pursuant to their Statutory Powers under the Water Resources Act 1991. Where the Town Council consider they have suffered loss or injury as direct result of the works, they can submit a claim under the provisions in Schedules 20 and 21 of the said Act. The RFO calculated the fee to occupy the Lawns Car Park area would be £1,624.40 plus VAT and will accordingly raise an invoice. As Council will know it is planned they also remove the compost area.
- 2.3 The EA has also come back to get a date in diaries for their Fisheries Biodiversity and Geomorphology Team to visit the site to discuss potential ecological improvements that they can help realise in Plantation. Its hoped this will be in the coming weeks.
- 2.4 In respect of a start date, originally this was set for Monday 4 July however due to delay with their contractors their start date is now Monday 11 July, which has a likely knock on into August. The RFO has confirmed the cost would be the same.



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PADSTOW TOWN COUNCIL: 28 JUNE 2022

AGENDA ITEM 12: QUEEN'S JUBILEE CELEBRATIONS UPDATE

Council is asked to note the update by Councillor Mrs J Dawe.

Queen's Platinum Jubilee Padstow and Trevone June 2022

The following report details the events organised by Padstow Town Council in recognition of the Queen's Platinum Jubilee from Thursday 2nd June to Sunday 5th June 2022 inclusive.

Councillors Janet Dawe and Teri Walter were the nominated Councillors to oversee and liaise with other organisations and businesses in planning arrangements.

Thursday 2nd June

A cream tea afternoon was held for the Senior Citizen Club, hosted by Padstow Social Club, with scones, jam and cream kindly donated by Tesco (arranged by Cllr Josie Colwill). A 'Dress your Hat' competition was held, and a prize given by PTC to the winner (Mrs Jackie Constance). Cllrs Dawe, Walter, and Rickard attended the event to help prepare, serve, and wash up! A fun afternoon was had, and it was very much appreciated by those that took part.

The Beacon Lighting in Trevone was held on The Green and managed by The Gas Shack. Cllr Higman was the nominated councillor who lit the Beacon and Cllrs Walter and Curgenven were also present. It was a well-attended event by both residents and visitors. The National Anthem was sung, and the Beacon continued to burn for 1 hour.

The Beacon Lighting in Padstow was held at the War Memorial, Stile Field and again managed by The Gas Shack. There was somewhere in the region of 200-250 people, both local and visitors, present at the lighting. Cllr O'Keefe lit the Beacon, where the National Anthem was sung, and the Beacon continued to burn for 1 Hour. Cllrs Dawe and O'Keefe were the nominated Cllrs at this event. There were other Councillors in attendance with their families and it was a very pleasant evening.

The Victoria Monument at Dennis was illuminated in red, white, blue and purple by Ian Dawe Electrical in conjunction with Nadelik Lowen. This was the first time that this had ever been achieved and it was quite a spectacle. Attended by the Nadelik Lowen committee and several from the campsite at Dennis Cove, it was recognised that kind permission from the Trestain family to take equipment across their field made this possible. The beacon remained lit until 11.00 pm to give the full effect after dark.

Friday 3rd June

Mrs Lisa O'Keefe, Kathy Pemberton and Cllr Dawe walked around the town in the morning to look at the Jubilee shop window displays. There was not an enormous number that had taken part. Initially there was to be one winner, the prize for which was a wine and goodies hamper, however the Rainbows/Brownies and Guides had made such a brilliant effort in painting and decorating pictures that they had placed in the Tasting Room window that we

felt we wanted to recognise all their hard work and make a special presentation to them. The winning window awarded the hamper was Cole, Rayment and White and there will be a presentation made to the Rainbows and Brownies during one of their evening meetings.

Saturday 4th June

In conjunction with Nadelik Lowen the Family Fun Day was organised on Wheal Jubilee Park. On Saturday morning at 8am, when the setting up began, it is fair to say that the weather was not being kind. However, the forecast advised that the rain would clear by 10.00 am so they persevered. As hoped for the rain cleared and although it remained breezy and cool the event continued as planned. There was an afternoon of entertainment, fun fair rides for the children, games for all ages, a storyteller, face painting and crafts. It was an amazing afternoon that exceeded our expectations. There has been some incredibly positive feedback from families that attended the event, and it was lovely to see Wheal Jubilee Park being used for such an event. Grateful thanks have been passed onto all those who volunteered their time, skills and expertise which helped make this such a successful event. Cllr Dawe was the event councillor, and it was great to see the support of other councillors attending the event and enjoying the afternoon.

In Trevone, at The Well Parc, a Hog Roast evening with Bar was held. Attended by Cllrs O'Keefe and Higman with their wives, along with Cllr Teri Walter and her husband.

Sunday 5th June

In Padstow, an open afternoon was held at Prideaux Place. Cream Teas were provided at no cost to anyone who visited the gardens from 2.30 pm and these were gratefully received. Music was provided by Toby Lobb and children entertained by a Forest School, arts, crafts, and a face painter. The weather could have been better, but a lovely afternoon was had by all who attended and the hospitality and welcome from the Prideaux Brune family was much appreciated. Cllrs Dawe and Walter were the nominated councillors for the day and again Councillors well supported the event.

At Trevone, The Big Lunch was held at Well Parc with music by Cataclews, fancy dress and games for children, with afternoon tea and a bar. Our thanks go to the Mills family for their support of the Jubilee events being held across the weekend.

Tuesday 7th June

Cllr Dawe and Mrs Lisa O'Keefe presented the hamper to Cole Rayment and White, winners of the Jubilee Shop window competition.

In summary, across both Padstow and Trevone, a well-balanced and supported programme of events has been held. The aim was to cover all ages and abilities, to enable all who wished to, to join in some part or all the celebrations and to offer such events as affordable and wherever possible free at point of entry to avoid excluding anyone.



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

| Date | Time | Meeting |
|--|--------------------------------------|--|
| 2022 DATES | | |
| Tue 28 June | 7.30 pm | Full Council |
| Tue *5 July <i>Meeting date likely to change.</i> | 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.

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