

PADSTOW TOWN COUNCIL

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19 October 2022

TO ALL MEMBERS OF THE COUNCIL

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

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 25 October 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.

AGENDA

Public & Press are invited to attend

- To receive apologies for absence and announcements**
- To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- Dispensations:** To consider requests from Members for dispensations.
- 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
 - To receive the Cornwall Councillor's Report
 - To receive the Police Report
- To confirm the minutes** of the Full Council Meeting held on **Tuesday 27 September 2022** having been previously circulated and taken as read. (p 1-7)
- Time2Move Holiday Programme:** To receive a presentation from Cornwall Council Officer.
- Gorsedh Kernow and the Esedhvos Festival for 2023:** To receive update in this regard and to discuss and decide on way forward. (p 8-9)

8. **Clerk's Report/Work Programme:** To receive an update for information only. (p 10)
9. **Committees/Working Group Meetings:**
- a) i) To adopt the minutes and approve recommendations (if any) of the Leisure, Tourism and Open Spaces Committee meeting (27 September 2022) (p 11-13) and ii) give consideration to report in respect of accessible swings (p 14)
 - b) To receive minutes of the Planning Committee meeting (11 October 2022) (p 15-18)
 - c) To adopt the minutes and approve recommendations (if any) of the Highways, Roads and Transport Committee meeting (18 October 2022) (p 19-21)
10. **Finance:**
- Monthly Accounts and Payments: October 2022**
- a) To receive the monthly Finance Report (p 22-23)
 - b) To approve the accounts for payment and ratify payments made since the last meeting (p 24-27)
 - c) To note the car park takings (p 28)
 - d) To note the clear Internal Audit report (p 29-33)
 - e) To note receipt of the Community Infrastructure payment
 - f) Bank Reconciliations: To note their availability for inspection each month
11. **Correspondence:**
- a) To note correspondence for information (p 34)
 - b) To give consideration to the following:-
 - i) Financial Request - Friends of Wadebridge Leisure Centre (p 35-43)
 - ii) Electrical Sub-Metering Request - Cory Toilets (p 44)
 - iii) Permission to undertake works - Padstow Cycle Hire (p 44-45)
 - iv) Land Use Request - Carols On The Quay (p 45)
12. **Bandstand Use - Padstow Christmas Festival and Nadelik Lowen**
To receive update and to give consideration to amended timings from Padstow Christmas Festival (p 46)
13. **Town Council Councillor Surgeries:** To receive an update on progress in this matter and discuss and decide on way forward. (p 47-48)
14. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any). (p 49-50)
15. **To Note Future Meeting Dates and to Note Date of Meeting:** Tuesday 29 November 2022 at 7.30 pm (p 51)
16. **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.
17. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 27 September 2022** having been previously circulated and taken as read. (p 52-53)
18. **To adopt the confidential minutes and approve recommendations** (if any) of the **Leisure Tourism and Open Spaces Committee** held on **Tuesday 27 September 2022** (p 54)

19. **Ben's Crib Box:** To give consideration to request and discuss and decide on way forward. (to follow)
20. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward. (to follow)
21. **Tenant/Lease Matters Update:** To receive an oral update in this regard and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

**Minutes of the Full Council meeting of Padstow Town Council held on
Tuesday 27 September at 7.30 pm in the Council Chamber, Council
Offices, Station House, Padstow**

Present: 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, Mrs T Walter and C WatsonSmyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and minute taker), Cornwall Councillor Stephen Rushworth and 2 members of the public.

One Minute Silence: Prior to the start of the meeting a one minute silence was observed as a mark of respect following the passing of Her Majesty Queen Elizabeth II.

2022/75 To receive apologies for absence and announcements: There were no apologies for absence or announcements.

2022/76 Declarations of interest from Members: Councillors A N Rees and Mrs J Dawe declared an interest in agenda item 12 b) iii) Nadelik Lowen. Councillor C WatsonSmyth declared an interest in agenda item 22 Use of Council Land: Railway Car Park.

2022/77 Dispensations: There were no dispensations.

2022/78 Public Participation: There was no public participation.
Cornwall Councillor's Report: Cornwall Councillor (CC) S Rushworth advised Council of the following:

- CC members were not consulted about the fire service's decision to close the critical control call centre and considers the situation had been "badly handled" with "vast majority of members unhappy". He felt questions would be raised at the next meeting. It was noted that the current agreement with York would end in March 2023 and that York did not want to enter a new agreement. Closure was considered by the service as the best way forward. Cllr Rushworth advised that where previously local knowledge had been relied upon to direct crews, new technologies such as the location tool "what 3 words" had improved. It was noted that a final decision had yet to be made.
- A meeting date had been set in October for the cabinet member for transport to meet with the Town Clerk and Council representatives;
- In response to a member query, it was noted that a big announcement in respect of Homechoice and social housing was expected. Cllr Rushworth was not sure of the expected

social housing finish date but would update residents as soon as anything was known.

- In response to a member query, Cllr Rushworth confirmed that CC has no funds to invest in its play equipment, any dangerous pieces would simply be removed. He advised that CC would be open to discussions around the Town Council taking on any CC owned play areas in Padstow.

Police Report: The police report for the period 26/06/22 to 26/09/22 was noted for information having been tabled and read.

2022/79 **RESOLVED** that the minutes of the meeting held on **Tuesday 26 July 2022** be signed as a true record.

2022/80 **Gorsedh Kernow and the Esedhvos Festival for 2023:** A representative of Gorsedh Kernow (GK) addressed Committee in respect of this item which was for information only. Points included:

- GK exists to maintain the national Celtic spirit of Cornwall and to promote the study of Cornish literature, art, music, history and language. Maintain links and honour men and women who have made outstanding contributions to Cornwall;
- Gorsedh ceremony forms part of the Esedhvos Kernow – a festival of events celebrating Cornish Culture;
- First GK event each year is a proclamation in April which announces the coming of the Gorsedh to the town later in the year;
- The Gorsedh work with a local committee of interested organisations and individuals with an initial meeting pre-Christmas. The committee identifies venues etc and works jointly on promotion;
- Event usually includes an awards evening and exhibition, Gorsedh evensong, heritage walk around town, Cornish language event, main concert, showcase of cultural events and a main ceremony.

In response to member queries the following additional points were made:

- Budget and bank account would be set up in December. Would ask for a local treasurer and work with the community to find sponsors for each of the different aspects of the events, sometimes these are given "in kind";
- Numbers consist of 200+ bards, 35-40 banners, 19 initiate bards plus friends and relatives. Approx 500-600 total expected to visit town;
- Need open space for the concert and the ceremony with wet weather options, all other events can be tailored to suit town;

- Proclamation is in April and involves a procession and a very small ceremony announcing the coming of the Gorsedh which also provides a bit of marketing. Gorsedh AGM held at same time;
- Main event is 1st Saturday in September, organisation starting point is always venue for this and then other events planned around this Thursday-Sunday;
- Gorsedh have a number of officers who are experienced in working with communities, have a template and check lists;
- Would like to visit Padstow ideally in 2023 and start work asap, preferably before Christmas starting with identifying venues;
- Ceremony wet weather venue needs to hold 200, ideally 250 with chairs and be able to provide a sit down meal.

2022/81 Letter of Condolence: Consideration was given to sending a letter of condolence to the King on behalf of the community which members were supportive of.

RESOLVED that following the death of the Queen Elizabeth II a letter of condolence on behalf of Padstow Parish be sent to King Charles III and that this be delegated to the Town Clerk in consultation with the Chairman.

2022/82 Clerk's Report/Work Programme: The Clerk's report was noted for information. The Town Clerk further updated that the Living Bus Shelter opposite Tesco was now in place.

2022/83 Committees/Working Group Meetings:
a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 9 August 2022.

2022/84 Emergency Scheme of Delegation Decisions: RESOLVED to note the decisions made via the Emergency Scheme of Delegation as detailed in the Emergency Scheme of Delegation Decisions report having been tabled and read.

Councillor D N Vivian wished to object to the response submitted in respect of planning application PA22/07820 Black Shed Upper Dobbin Lane Trevone under decision reference Sept22: 02, considering the application to contravene the Padstow Parish Neighbourhood Plan. Further he requested his objection be recorded.

2022/85 Finance: Monthly Accounts and Payments September 2022
a) The monthly finance report was noted.
b) It was **RESOLVED** to i) ratify payments made July (c) of £3,022.01 and direct debits of £155.92; ii) ratify payments made August (a) of £9,287.99, standing orders or direct debits (regular payments of the same amount) of £8,239.50, July gross wages of £26,849.95 and direct debits of £2,869.29;; iii) ratify payments

made August (b) of £9,358.94, and direct debits of £6,344.96; iv) ratify payments made August (c) of £3,171.02, August gross wages of £24,710.89 and direct debits of £98.74; and v) ratify payments made September (a) of £4,078.53, standing orders or direct debits (regular payments of the same amount) of £8,239.50 and direct debits of £6,897.61.

c) Car park takings were noted.

d) **RESOLVED** to note the clear External audit report from PKF Littlejohn.

e) The availability of bank reconciliations for inspection was noted.

2022/86 Correspondence:

a) Correspondence for information was noted. The Chairman notified members of an email of thanks from Toughrunner UK which was received prior to the meeting and was in relation to their September land use request.

b) i) Padstow Social Club – Signage Request: Consideration was given to a request from Padstow Social Club to install signage on the grass verge at the entrance to the Lawns Car Park. Members did not wish to be seen favouring one business over another and were mindful that if permitted, the Council could see a rise in similar requests from other businesses. It was suggested that Cornwall Council's Highways might be able to assist and that a position further along School Hill may be more suitable.

RESOLVED not to approve the request from Padstow Social Club to install signage on the grass verge at the entrance to the Lawns Car Park but to signpost the Social Club to Cornwall Council Highways should they be able to provide a more suitable position.

ii) Cornwall Council – Consultation on Traffic Regulation Order: There was discussion on this item. It was **RESOLVED** to support the draft Traffic Regulation Orders as per agenda pages 26-27, referring to "restrictions on waiting, Harlyn Bay Road, Harlyn" and "restrictions on waiting and loading bay Lanadwell Street and Market Place, Padstow".

Councillors Mrs J Dawe and A N Rees left the meeting.

iii) Nadelik Lowen Sponsorship Request: Members considered the offer from Nadelik Lowen to sponsor in full or in part the cost for fairground rides at their local Christmas event. It was noted that the group had already received £1,000 towards the event by way of the Padstow Town Council Community Grant Scheme. The Chairman of the Finance and General Purposes (FGP) committee noted that previously organisations requesting money at different times of the year had been directed to the

Council's Grant Scheme and noted that organisations that miss the deadline are rejected. Further that approving such a request could lead to future requests from organisations throughout the year. Members noted these concerns and all were in agreement to decline the opportunity to sponsor the rides and to refer Nadelik Lowen to the Community Grant Scheme for 2023/24.

RESOLVED to decline the offer from Nadelik Lowen to sponsor in full or in part the cost for fairground rides at their local Christmas event and to refer the group to the Padstow Town Council Community Grant's Scheme.

Councillors Mrs J Dawe and A N Rees returned to the meeting.

- 2022/87 Planning: RESOLVED to make the following planning application response to the Planning Authority (Cornwall Council):**
a) [MLA/2022/00230](#) – Marine Management Organisation & [PA22/07866](#) – Cornwall Council - Hawkers Cove Padstow Cornwall Consultation on a Marine Licence Application from maintenance of slipway.
SUPPORT on condition access to slipway is maintained for public use into and out of the cove and Southwest Coast Path is not moved away from site it is on now.

Further that it be drawn to the attention of Cornwall Council that the process was not clearly explained in respect of this Marine Management Consultation.

- 2022/88 Padstow Parish Neighbourhood Development Plan:** Further to the agenda report it was noted that the Padstow Parish Neighbourhood Plan had been formally made by Cornwall Council. It was noted that this was excellent news and the Chairman of Padstow Town Council and the Chairman of the NDP SG expressed thanks to all the volunteers and Councillors past and present. Members expressed specific thanks to former Councillor Alec Rickard for his work and determination in progressing the NDP during the years he spent as NDP SG Chairman and requested a letter of thanks from the Chairman be sent.

RESOLVED to send a letter of thanks from the Chairman of Padstow Town Council to former Councillor Alec Rickard for his hard work and determination in progressing the Padstow Parish Neighbourhood Plan during his time as Chairman of the NDP Steering Group.

- 2022/89 Mayor For Cornwall:** The Chairman referred members to the agenda report and noted that 25 Towns and Parishes in Cornwall had now sent letters to Cornwall Council in support of the "Let Cornwall Decide" campaign regarding a Mayor of Cornwall.

Members were supportive of the campaign and considered that Padstow Town Council should put forward this view to Cornwall Council as per the suggested wording in paragraph 1.2 of the agenda report.

RESOLVED to write to the Leader of Cornwall Council, Linda Taylor in support of the "Let Cornwall Decide" campaign stating that: Padstow Town Council believes that the way Cornwall is governed is extremely important to our local residents. We note the emerging proposals for a possible change to a powerful Mayor of Cornwall with their own staff, budget and choice of Cabinet. We believe that such a system should only be implemented if the people of Cornwall support it. We call on Cornwall Council and our local Cornwall Councillors to ensure that there is a referendum of all voters in Cornwall on whether to introduce this significant change, as set out in the relevant legislation.

2022/90 Town Council Councillor Surgeries: Members gave consideration to potential Town Councillor surgeries held in the Chamber on a regular basis with a view to moving these to the Core Building should they be successful. Members discussed how these surgeries could be used as a way to engage with residents regarding future projects and events but also to bring key information and guidance to residents in light of the current economic climate. Members agreed that this support was specialist and that the session could facilitate organisations such as the Citizens Advice Bureau (CAB), Wadebridge Food Bank and the family Health Visitor. It was noted that the Council Office had contacted the CAB to discuss the same and though keen to offer support to the Padstow area, they did not have sufficient volunteers for in-person advice at this time. They had offered to send as much literature as possible for the community and would keep in touch regarding the availability of volunteers.

In response to a member query, the Town Clerk clarified that a standing item on the agenda that would allow members of the public to raise items not already on the agenda was not best practice. Furthermore, such an item would raise expectations that a decision would be made or that Council could deal with matters it could not. The Town Councillor surgeries could be a good way of addressing this and would be in addition to the Open Forum item of the Annual Parish Meeting.

It was noted that for the sessions to work well it would be good for all members to be involved, perhaps on a rota basis and comment was made that some evening sessions would help to make this possible.

Members were supportive of the idea of Town Councillor surgeries and keen to link this with specialist outside support/information for residents relevant to the current economic climate.

RESOLVED that the Town Clerk in consultation with the Chairman work up a proposal to move forward with public surgeries based on the discussion of the meeting and seeking the availability of Councillors to facilitate these.

2022/91 Reports from members/Outside Organisations: The update was noted for information.

2022/92 Dates of Council Meetings: The postponement of the Highways, Roads and Transport Committee budget meeting to Tuesday 18 October at 6.30pm or on the rising of the Staffing Committee and future meeting dates were noted. Date of next meeting, Tuesday 25 October 2022 at 7.30pm was noted.

2022/93 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2022/94 RESOLVED that the confidential minutes of the full Council meeting held on Tuesday 26 July 2022 be signed as a true record.

2022/95 Multi-Use Games Area Tenders: Members read and considered the tabled confidential report on this item.

RESOLVED to appoint S & C Slatter to build a Multi-Use-Games-Area (MUGA) as per the tender amount of £193,164.85 (exc. VAT) on a Fixed Price Contract.

Councillor Mrs Dawe abstained from the vote and requested that this be recorded.

Councillor C WatsonSmyth left the meeting.

2022/96 Use of Council Land: Railway Car Park: See confidential minutes.

Councillor C WatsonSmyth returned to the meeting.

2022/97 Tenant/Lease Matters Update: It was noted that there was no further update on this item. The Town Clerk was continuing to progress matters as agreed.

Meeting closed at 8.53pm

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

AGENDA ITEM 7: GORSEDH KERNOW AND THE ESEDHVOS FESTIVAL FOR 2023

1. Background

- 1.1 Council first considered giving support to the holding of Gorsedh Kernow in Padstow at a meeting of the Full Council on 28 July 2020 where the following resolution was passed:

RESOLVED to agree "in principle" to the request that Padstow Town support the holding of Gorsedh Kernow in Padstow in 2022 and that the Town Clerk in consultation with Chairman seek further details in this regard.

- 1.2 At the Full Council meeting held on the 28 September 2021 the matter was considered again and the following resolution was passed:

RESOLVED to i) thank Gorsedh Kernow for the interest in Padstow but decline the offer to hold the event in 2022; and ii) engage in conversations with both Gorsedh Kernow and the Old Cornwall Society about 2023 and invite both to speak at a future meeting of the Full Council.

- 1.3 At the Full Council meeting held on the 26 July 2022 the matter was considered again and the following resolution was passed:

RESOLVED to invite representatives from Gorsedh Kernow and the Old Cornwall Society to the full Council meeting on 27 September 2022 to understand more about holding Gorsedh Kernow for Padstow in 2023.

2. Presentation to Council and Subsequent Information

- 2.1 As members will know, Deputy Grand Bard Jenefer Lowe attended the Full Council meeting on 27 September where she provided additional information on the organisation and events of the Gorsedh Kernow and answered member queries. It was noted that the Gorsedh would like to form the Local Organising Committee as soon as possible and typically begin considering venues before Christmas in the year before the event.
- 2.2 Following the meeting, members agreed it best to reflect on the information provided and convene an informal meeting on 11 October to discuss what further information they felt was needed in order to make a final decision in October.
- 2.3 The Deputy Bard subsequently sent the message below:

"The only point that arose from the meeting that I felt I should emphasise, is that each part of the event has either an individual or a sub-committee from the Gorsedh responsible for it. The local committee is very much our way of ensuring that we are not parachuting into a community, but are working with the community so that the event reflects that. The Local Organising Committee are the people we look to for advice on who to ask about things, where to go for supplies, who to involve in events. What we certainly don't intend is that a heavy workload falls on the council. As you can imagine, visiting a different place each year means

we do not have detailed knowledge and that is what we look to the local committee to provide. The council normally provides a couple of representatives for the committee and advises on other organisations to involve."

3 Informal Meeting

- 3.1 The informal meeting was held on 11 October with 7 members present and the Town Clerk shared with them the message detailed in paragraph 2.3 as well as sharing some general information from Hayle Town Council on how they managed the event last year.
- 3.2 Collectively, members at the informal meeting shared the following concerns over holding the event in Padstow:
- 1) Lack of a suitable wet weather venue, one thought being a marquee at Prideaux-Place, however further concern that this would be cost prohibitive;
 - 2) Time of year both for the proclamation in April and the main event during the first weekend of September, Padstow extremely busy at both times of year;
 - 3) Concern for success of event if there is a shortage of volunteers. Would local groups/organisations be able to assist? Many struggling for volunteers. In addition, due to busyness of April and September many residents would be extremely busy in their working lives at that time.
- 3.3 Question was also raised as to what the community of Padstow would think and therefore thought went to how their views could be gauged. It was felt, at that meeting, to raise the points as outlined in 3.2 above with the Deputy Bard and see what comes back. The Town Clerk hopes to be able to provide an update to the Full Council on her response.

4. Summary

- 4.1 Council has been considering the suitability of Padstow as a venue for the last 3 years.
- 4.2 Timings for the formation of the Local Organising Committee for 2023 would ideally be now, with consideration of venues being undertaken before Christmas 2022.
- 4.3 Councils normally provide 2 representatives to join the Local Organising Committee and advise on other organisations to involve.
- 4.4 Would Council like to support the holding of Gorsedh Kernow in Padstow in 2023? If so, which members will become representatives as outlined in paragraph 4.3 and would Council like to delegate advice on other organisations to involve to those representatives in consultation with the Town Clerk?
- 4.5 If Council declines the offer to hold the Gorsedh Kernow in Padstow in 2023, does Council consider that its reasons make it unsuitable for Padstow both now and in the near future?

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022: CLERK'S REPORT / WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Parish Boundary Review	At a meeting held on Tuesday 6 September 2022, Cornwall Council's Constitution and Governance Committee gave consideration to the formation of a new Parish of Trevone. The resolution in the published draft minutes are that "the proposed formation of a new Parish of Trevone is not accepted and there is no change to the boundary of Padstow Parish". As yet, no formal confirmation of this has been received.
Youth Support	Action for Children has provided information on events for young people which has been shared. Another meeting to be arranged by Police, along with any further updates on work Action for Children have done in trying to ascertain local need. On agenda, but Council Office looking at organisations to engage with to help community in these current times. Work on Core Building will have impact on this also.
Levelling Up – UK White Paper	Cornwall Council are looking to negotiate a best Deal for Cornwall. Council put forward their view on elected Mayor.
HRT	
Padstow Signage	Highways Officers confirmed that improved signage has now been agreed. Funding via CC awaiting confirmation of when put in place, expect before the main season 2023.
LTOS	
Tennis Courts/MUGA	Contractor appointed, awaiting date to meet on site. Will then need to look to how this area will be managed.
Play Area	Contractor appointed. Additional items for Council to consider. After which date to be set to meet on site.
CCTV	Considered by LTOS to move forward, recommendation to Council.
Skate Park	Contractor for play area to replace this fencing as per their quote.
Core Building	Part of the winter works programme to clean and paint up – inside and out. This is taking place. The Town Clerk sought quotes for new front and side doors. Council set aside a small budget for these works. Order has been placed. Looking at how the area can be used when finished.
Information Boards	Contractor has installed the new information boards and Support Officer working on information to go into the A-frames on the same. Site meeting with Cornwall Council taking place this week to look at improvements to the Trevone bin area.
Chiddleypumps – railings	Due to wear and tear caused by the elements the railings have broken beyond repair. Temporary measures have been put in place to protect the public which are checked regularly. Awaiting confirmation on when this can be fixed.

Agenda Item 8.

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 27 September 2022 at the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors, A P Flide (Chairman), A N Rees (Vice Chairman), Mrs J Colwill, Mrs J Dawe, M Rickard, D N Vivian and Mrs T Walter.

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Support Officer and minute taker), Councillor J O'Keefe (part), Councillor C WatsonSmyth (part) and 1 member of the public (part)

- LTOS2022/9 Apologies and Announcements:** There were no apologies for absence. It was **RESOLVED** to take the confidential agenda items at the start of the meeting.
- LTOS2022/10 Declarations of Interest:** There were no declarations of interest.
- LTOS2022/11 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- LTOS2022/12 Lawns Play Area:** Consideration was given to the design and build tenders received for the new Lawns Play Area.
- RESOLVED** to i) appoint Outdoor Play People to build a new outdoor play area at the Lawns as per their design and proposal subject to replacing the ice-cream truck with a farm shop and incorporating an inclusive swing seat option, for the tender amount of £90,000 (excluding VAT); and ii) **TO RECOMMEND TO COUNCIL** that an additional £29,661 be made available to upgrade the design to include wetpour safety surfacing of the full play area in full colour with graphics. *[Subsequent to the meeting the RFO confirmed that this could be funded from the contingency in the Capital/projects budget]*
- LTOS2022/13 It was RESOLVED to reopen the meeting to the press and public.**
- LTOS2022/14 Public Participation:** There was no public participation.
- LTOS2022/15 RESOLVED** that the **minutes** of the meeting held on **Tuesday 24 May 2022** be signed as a true record of the meeting.
- LTOS2022/16 Clerks Report/Works Programme:** The report was noted for information. The Town Clerk confirmed that the replacement bus shelter was now in place. It was noted by a member that on the latest version of the Padstow Information Board maps the location of the Netherton Road defibrillator was incorrect, this would be amended.
- LTOS2022/17 CCTV Lawns Car Park Area:** There was discussion on this item with members keen to protect investment in the Skate Park and the new Lawns play area. In response to a member query the Support Officer advised that the camera on the block house would be on a pole and

not on the roof itself, further that any vandalism to the block house camera should be visible on the other 2 cameras.

Members gave consideration to the recommendations in paragraph 6 of the agenda report and were supportive of these as a way forward.

RESOLVED to:

- i) Endorse Section 1 – Justification and Planning of the Passport to Compliance as completed and appended to the agenda pages;
- ii) Agree to the proposal from the Council’s IT Provider, Tanist, for a surveillance camera system (CCTV) covering the Skate Park and under 12’s play area at the Lawns, as outlined in paragraph 4 of the agenda report, ensuring the system is future proofed to allow additional cameras if required at a later date;
- iii) Agree that the Support Officer a) prepare a Data Protection Impact Assessment (DPIA) on the proposed CCTV system and, to avoid delay, this be shared by email with Committee members for comment with final sign-off delegated to the Town Clerk in consultation with the Committee Chairman; and b) progress a public consultation on the proposed system as outlined in paragraph 5 of the agenda report including the renewal of SurveyMonkey for 12 months, results to be brought to the next meeting of the Leisure, Tourism and Open Spaces Committee;
- iv) Keep a log of anti-social behaviour in the whole of the Lawns area to monitor any future need as outlined in paragraph 4.4.
- v) **TO RECOMMEND TO COUNCIL** that a maximum budget for the costs associated with the CCTV proposal as agreed in ii) and iii) be set at £8,200 and taken from any remaining budget within the LTOS cost centres and the shortfall, if any, be taken from the 2022/23 contingency budget in Capital/projects;
- vi) To request the Responsible Financial Officer include a provision of £7,000 to expand the CCTV system, should it be necessary, in the budget 2023/24 report for consideration alongside other budget conversations at Committee’s budget meeting.

LTOS2022/18

Tommy – Stile Field: Members gave consideration to the two replacement Tommy options sourced by Support Officer, Tracey Trestain and discussed the suitability of possible locations following the repeated weather damage of the original Tommy placed in Stile Field.

The 10mm plate steel Silent Solider was thought to be the better option, being considerably stronger than the 3mm aluminium Tommy available from the Royal British Legion. With regard to location, members felt that option b in the agenda report, being next to the memorial plinth by the war memorial would be the most suitable option.

RESOLVED to purchase a 10mm plate steel Silent Single Solider from David Ogilvie Engineering Ltd at a cost of £768 (ex VAT) including delivery to be installed to the left of the memorial plinth by the war memorial as depicted on agenda page 20.

LTOS2022/19 **Short Term Holiday Lets Consultation:** In response to a member query, the Town Clerk confirmed that the Department for Culture, Media and Sport (DCMS) had advised that although the response deadline of 21 September had passed, responses could still be considered. Members therefore agreed that a response be sent as set out in the agenda pages, being the member comments made and the data extracted from the Neighbourhood Development Plan consultations which refer to this matter.

RESOLVED to respond to the Department for Culture, Media and Sport (DCMS) consultation on short term holiday lets with the member comments on agenda pages 23-27 and the public comments relating to this matter received during the Neighbourhood Development Plan consultations as detailed on agenda pages 28-30.

LTOS2022/20 **Date of next meeting:** Tuesday 1 November 2022 (Budget) at 7.00pm

Meeting closed 7.25 pm

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

**AGENDA ITEM 9a(ii) – COMMITTEES/WORKING GROUPS MEETINGS:
ACCESSIBLE SWINGS**

The Leisure, Tourism and Open Spaces Committee at its meeting on the 27 September 2022 agreed the preferred contractor for the Lawns Play area via a tender process.

The Committee did however wish to make some tweaks to the scheme which are incorporated within the Committee minutes, minute ref **LTOS2022/12**, (item 9ii)

One of those was that one of the swings be replaced with a more inclusive swing, either a large net swing or a bucket seat with harness. This was fed back to the contractor who came back with options for both. Either option would involve an addition cost as follows:

- a) Double Bay Double Swing including 1 x Flat Swing seat & 1 x Inclusive Sutcliffe Boat Seat: - Additional £1,452 on top of included price in the quote for swing; or
- b) Birds Nest Swing - Additional cost of £867.

The RFO has confirmed that either could be funded from the LTOS Equipment & materials budget. Which option would Council prefer?

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 11 October 2022 in the Council Chamber, Station House, Station Road, Padstow at 7.00 pm

Present: Councillors R Higman (Vice Chairman and Chairman for the meeting), P Curgenvan, 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.

P2022/29 Apologies and Announcements: i) Apologies: Were received from Councillor J O'Keefe; ii) Announcements: Agenda item 5 ii) d) [PA22/08591](#) Trevoise View Farm Harlyn Bay Road Harlyn Bay Padstow would be taken before agenda item 5 ii) a) [PA22/06998](#) Prideaux Place Tregirls Lane Padstow Cornwall.

P2022/30 Declarations of Interest: Councillor Mrs T Walter declared an interest in agenda item 5 ii) c) [PA22/08528](#) Pentire Dobbin Lane Trevone Padstow.

P2022/31 Public Participation: 2 members of the public addressed committee in support of agenda item 5 ii) d) [PA22/08591](#) Trevoise View Farm Harlyn Bay Road Harlyn Bay Padstow, confirming their application to extend their current camping provision by way of a change of use of agricultural farmland. They wished to make clear that the farm shed on the land would continue to be used for grain storage for agricultural purposes.

In response to member queries, they advised that:

- No changes were being made to the field with the existing 28 day camping permission, this would serve as an overflow to the field in the current application but only in accordance with its exiting conditions;
- Confirmed that if application granted, consideration to repositioning or increasing toilet and shower provision could be considered. Were unaware of complaints over hygiene concerns in the neighbouring maize field due to distance of existing facilities;
- Considered that concerns over cars driving behind the swimming pool related to the spa which was not returning next season and should therefore not be an issue;
- Noted concerns expressed to Councillors by residents of Dobbin Road who had been affected by guests returning to the campsite late at night, consideration of residents could be stressed to guests. Advised that did not want a rowdy campsite and had actively enforced this by having a member

of staff stay onsite overnight to ensure the campsite was quiet by a respectable time.

P2022/32 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 9 August 2022** be signed as a true record.

P2022/33 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) [PA22/00385](#) **6 Alma Place Middle Street Padstow Cornwall PL28 8AS** - Installation of an air source heat pump **APPROVED**

b) [PA22/03592](#) **Trerethern Barn Padstow Cornwall PL28 8LE** – Conversion of barn to form dwelling house & associated works. **APPROVED**

c) [PA22/03670](#) **3 Bowen Gardens Trevone Road Trevone Padstow Cornwall PL28 8QD** – Change of use of land to residential garden, erection of oak garden room and associated landscaping. **APPROVED**

d) [PA22/04155](#) **Mariners Friend Access to Hawkers Cove, Hawkers Cove, Padstow Cornwall PL28 8HR** – Construction of coastal retreat replacement dwelling and garage, together with alterations and change of use of existing dwelling to annexe and boathouse and demolition of existing annexe. **APPROVED**

e) [PA22/04280](#) **Land East of 1 Sarahs Meadow Padstow Cornwall PL28 8LX** – New 2 story, 3 bedroomed house to be built into the slope of the site to reduce the height of the building whilst keeping in matching of the existing properties. **WITHDRAWN**

f) [PA22/04610](#) **Pentire (Plot 2) Dobbin Lane Trevone Padstow Cornwall PL28 8QP** – Variation of Conditions 1 (approved plans) and 3 of Application No PA20/04949 dated 29.07.20 – reserved matter application following outline approval PA17/08592 (access, appearance, landscaping, layout and scale) without compliance with condition 1,2 and 4 of decision notice PA20/09170 dated 08.01.21 **APPROVED**

g) [PA22/04804](#) **Kelhefyd Parkenhead Lane Trevone Padstow Cornwall PL28 8QH** – Proposed Demolition of bungalow and construction of 2 No. 3- bedroomed dwellings. **APPROVED**

h) [PA22/05137](#) **Padstow Touring Park Padstow Cornwall PL28 8LE** – Variation of Condition 1 of Application No. E1/2005/00666 dated 29 April 2005 (Lifting of condition 3 on decision notice 83/1311 to allow all year holiday use) to allow for the stationing of an additional 30 no. lodges (static caravans) **APPROVED**

i) [PA22/05528](#) **15 Treverbyn Road Padstow Cornwall PL28 8DW** – Ground floor extension, first floor and roof extension and associated works. **APPROVED**

j) [PA22/05678](#) **36 Boyd Avenue Padstow Cornwall PL28 8ER** – Proposed extension, remodelling and associated works including demolition of existing outhouse to property providing workers accommodation. **WITHDRAWN**

k) **PA22/05950 White Horses Upper Dobbin Lane Trevone Padstow Cornwall PL28 8QR** – Proposed remodelling, attic conversion, extension and associated works. **APPROVED**

l) **PA22/05975 Greens Café and Crazy Golf North Quay Padstow Cornwall PL28 8AF** – Works to trees in a conservation area (TCA), works include G1721 – Ash, Fell. Consider retaining stumps at around 2m height as habitat T1722 – Ash, Fell T1723 – Ash, Fell G1724 – Ash, Fell. **Decided not to make a TPO (TCA app)**

m) **PA22/05977 24A Church Lane Padstow Cornwall PL28 8AY** – Certificate of Lawful Development for an Existing Use for proof that 24a Church Lane (Lobcray Cottage) has been used as a residential dwelling for more than 10 years. **REFUSED**

n) **PA22/06772 Avon Cottage Treator Padstow Cornwall PL28 8RU** – Replacement of existing lean-to extension with new extensions. **APPROVED**

o) **PA22/06719 Land North East of Churchey Cottage Padstow Cornwall PL28 8LE** – Erection of dwelling **APPROVED**

p) **PA22/06995 Prideaux Place Tregirls Lane Padstow Cornwall PL28 8RP** - Works to trees subject to a Tree Preservation Order (TPO) works include: 5.5m highway clearance across all areas; removal of any Ash Die back; 3no Limbs to Pollard; 2no Holm Oak trees to Pollard. T1 & T2 – 1 no Holm Oak to be removed due to decay; 1 no Dead Elm in A4; 1 no Oak in G2 3M crown reduction. **APPROVED**

q) **PA22/06996 Prideaux Place Tregirls Lane Padstow Cornwall PL28 8RP** - Works to trees subject to a Tree Preservation Order (TPO) works include generally remove all Ash with evidence of Ash Die Back; T3 Remove dead elm; T1 Wolm Oak 3.5m reduction; T2 ADB dismantle; T6 ADB dismantle; T7 Sycamore dismantle; T8 ADB dismantle. T10 Sycamore dismantle decay at base; T5 Oak deadwood; T3 ADB (Deer park entrance); T6 Oak dead wood; T7 Sycamore fell; T11 beech fell fungus at base. **APPROVED**

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

d) **PA22/08591 Trevoe View Farm Harlyn Bay Road Harlyn Bay Padstow** – Change of Use of agricultural farmland to allow camping from the 1st may to 31st August. The capacity of the site will be up to 40 tent pitches and 10 touring grass pitches – no permanent structures.

SUPPORTED; provided i) site access via Harlyn Road; ii) consideration to residents of Dobbin Lane in respect of noise; and iii) adequate toilet and shower provisions for site.

a) **PA22/06998 Prideaux Place Tregirls Lane Padstow Cornwall** – Works to trees subject to a Tree Preservation Order (TPO) works include G2, G3 & G4 generally remove and Ash with evidence of Ash Die Back (ADB) remove dead or dying Elm; Deadwood; T2 0568 Crown lift from building 2.5m; T3 0569 crown reduce by 3.5m and deadwood; T4 0570 dismantle decay at base;

G1 Holm Oak remove broken limbs and crown raise 4m over lawns; T5 0574 Sycamore dismantle honey fungus' T6 0575 Cypress dismantle root plate heave; T2 Cypress dismantle decay at back; G2 Laurels reduce in height by 3m to create hedge; T3 Holm Oak crown reduce by 3m Honey fungus evident – monitor; Quarry G1 clear 2-3m around edge of quarry to prevent future rock falls. Reduce limb over drive on R2, crown reduce R1 by 3.5m. R3 Holm Oak crown reduction by 5m on one stem and remaining stem to be crown reduced by 3m, R4 & R5 to dismantle to ground level and replant with 2no Jacquemonti.

SUPPORTED

b) **PA22/07885 Beau Vista Sarahs Lane Padstow Cornwall**
Proposed extension, remodelling and vertical separation of existing 2no. 4 bedroom apartments to provide a pair of semi-detached houses.

SUPPORTED

Councillor Mrs T Walter left the meeting.

c) **PA22/08528 Pentire Dobbin Lane Trevone Padstow**
Variation/removal of conditions 1 & 2 of Application No. PA22/00807 dated 01.03.2022 (Non-material amendment in relation to decision notice PA20/09170 dated 08.01.2021 for design revision to Plot 1)
NOT SUPPORTED – reasons for conditions still exist.

Councillor Mrs T Walter returned to the meeting.

e) **PA22/08673 The Moorings Atlantic Terrace Trevone Padstow** – Proposed extension, remodelling and change of use of outbuilding to ancillary domestic accommodation.

SUPPORTED

P2022/34 **Date of Next Meeting:** Tuesday 8 November 2022 at 7.00 pm noted.

Meeting closed at 7.28 pm

PADSTOW TOWN COUNCIL

Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 18 October 2022 at the at the Council Offices, Station House, Station Road, Padstow at 6.30pm

Present: Councillors K Freeman (Chairman), P Curgenvan, R Higman, A N Rees, M Rickard and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs N Barnes (Responsible Financial Officer)

- HRT2022/9** **Apologies for absence** were received from Councillor O'Keefe
- HRT2022/10** **Apologies and Announcements:** There were no announcements.
- HRT2022/11** **Declarations of Interest:** There were no declarations of interest.
- HRT2022/12** **Public Participation:** There was no public participation.
- HRT2022/13** **Minutes: RESOLVED** that the minutes of the meeting held on **Tuesday 31 May 2022** be signed as a true record of the meeting.
- HRT2022/14** **Clerk's Report/Works Programme:** The report was noted for information. Concern was raised as to whether the town signage would go ahead, with CC budgetary constraints. The Town Clerk understood this would not be affected as it was agreed as part of the Community Network Highways Scheme. In terms of timescales, she was advised they would be erected before the season. She would seek greater clarify on timescales.
- HRT2022/15** **2022/23 Update and Budget 2023/24 (including fees and charges):** The 2022/23 update was noted as per the agenda and Committee was satisfied with the report.

Fees and Charges: Members considered the recommendations in the report regarding car park and leeway charges and were supportive of the recommendations set out therein.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) No changes be made to the car park tariff including season tickets for the year 2023-24; and
- ii) No changes be made to leeway charges for the year 2023-24.

A Councillor queried if season tickets should still be offered owing to the number sold and the impact they had on the car park revenue. The Town Clerk advised that she understood the ones sold were to local businesses. If the meeting

wished to review the Season Ticket or Free Parking Permit policies, then this could be done at a future meeting.

Following a Councillor's query, the RFO confirmed that the sand tonnage figures are based on those supplied by the sand firms.

Expenditure: Members discussed car park enforcement and were supportive of a provision which would allow for additional visits outside of the usual visits, should Cornwall Council have capacity to offer more visits. It was noted that the Service Level Agreement for 2023/24 would be considered at a future Committee meeting.

RESOLVED to recommend to the Finance and General Purposes Committee to: Request a provision of £5,000 in the 2023/24 budget for Cornwall Council Enforcement Officers to enforce Padstow Town Council Car Parks.

Electricity Costs: Members noted that earlier in the year Council had commenced a three-year fixed term contract for electricity, which was fortunate given the ongoing increases in energy prices.

Non-Domestic Rates: Members noted the provision for a slight increase included in the 2023-24 Budget for Non-Domestic Rates.

Council Business Plan: Committee considered including items in the Council's Business Plan.

There was a general discussion if it is possible to improve the Camel roadway area and a Councillor suggested a Health & Safety review could be considered as part of the improvements.

RESOLVED to recommend to the Finance and General Purposes Committee that: Camel roadway improvements remain in the Business Plan for major capital projects in 2023/24 with a provision of £20,000.

A Councillor suggested that the lining in the Railway car park needs doing and the Town Clerk advised that she would ask the outside team to review what needed to be done in order that quotes could be obtained. The RFO confirmed this would come from the regular maintenance budget.

Concerns were raised by a Councillor regarding the Railway cliff face and the Town Clerk advised that the Council's surveyor could be asked to check it when he is next down. She wasn't aware of any issues but did confirm that previous advice was to leave foliage in place as it 'anchored' the cliff. The RFO confirmed that any works would be part of the maintenance budget and advice would be via professional advice.

HRT2022/16 **Date of Next Meeting:** Tuesday 6 December 2022 at 7.00pm

HRT2022/17 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

HRT2022/18 **Car Park Machine Replacements:**
The Councillors were pleased with the report and **RESOLVED to recommend to the Full Council to:**

- i) replace the existing five (two solar and three mains) car park machines in the Railway and Lawn car parks, with IPS card and coin machines as a capital purchase as per their quotation for supply and installation of £21,024, for installation January/February 2023;
- ii) to fund this from the Contingency Budget in Capital/Projects 2022/23;
- iii) to put in place the Annual Silver Maintenance contract of £1,875 per annum;
- iv) to note running costs as detailed in the agenda report; and
- v) to not renew the current car park machine's maintenance contract, which expires on 30.11.22 and instead pay for any individual callouts as required.

Meeting closed at 6.53 pm

Full Council - Agenda item 10
Finance Report

- a) to receive the monthly Finance Report.
- b) to approve accounts for payment and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) to note the clear Internal Audit report from Hudson Accounting Ltd. (Appendix 1)
- e) to note receipt of a Community Infrastructure Levy payment of £2947.71, which will be used to help fund the MUGA and play equipment.
- f) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 10a

Budget Report for the period 1.4.22 - 30.9.22

	Actual	Budget	Budget 1.4.22-30.4.22
Revenue Income	710,049	592,153	820,705
Revenue Expenditure	354,775	400,075	771,075
Capital/project expenditure	20,120	180,450	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
September 'b' 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
14.9.22	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral director)			443
7.9.22	LTOS	Padstow Petrol Station	fuel - 1 month	364.24	72.85	437.09
20.9.22	Corporate Services	Ketrel Guards	check call service - 1 month	300	60	360
21.9.22	Env - toilets	Stevens Property Services	repair Railway toilets door	240	48	288
15.9.22	HRT	Flowbird	car park machines maintenance - 1 month	218.15	43.63	261.78
9.9.22	LTOS	Travis Perkins	painting materials	194.28	38.87	233.15
22.8.22	Env - toilets	RW Daker	repair leak in Cory toilets	90	18	108
11.9.22	Administration	Tanist	Cloud telephony service - 1 month	46.46	9.29	55.75
20.9.22	Env - Cemetery	Brunel Engraving Co	plaque (recharged)	42.25	8.45	50.7
9.9.22	Democratic Services	Floribunda	bouquet for Queen's memorial			35
8.9.22	Administration	SeaDog IT	webite hosting & maintenance - 1 month			29.95
						<u>2302.42</u>

29.9.22 September - gross wages, NIC ER's and LGPS ER's 29041.87

Direct Debits

1.9.22	Env - toilets	South West Hygiene	sanitary & nappy bin service - PTC toilets 1 month	209.36	41.87	251.23
1.9.22	Corporate Service	PARK NOW Ltd	RingGo fees 1 month	4678.18	935.653	5613.81
5.9.22		EDF	electricity - PTC s			95.57
7.9.22	Env - toilets	AUK Supplies Ltd	toilet rolls, cleaner etc	346.24	69.25	415.49
18.9.22	Env - toilets	Everflow Water	water - PTC toilets etc - 1 month			4557.87
16.9.22		EDF	electricity - PTC sites 1 month			755.09
						<u>11689.06</u>

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
September 'c' 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
26.9.22	HRT	Cornwall Council	Civil Enforcement Officer - 1 month			506.53
9.9.22	HRT	Amos Pumps	service pump	387	77.4	464.40
23.9.22	Administration	Complete Business Solutions	stationery	383.42	76.68	460.10
28.9.22	LTOS	TMS Ltd	South Dock wall inspection	375	75	450.00
20.9.22	Administration	Tanist	server hardware support 1 year & FTTP 1 month	181	36.2	217.20
23.9.22	HRT	Flowbird	Smartfolio - 1 month	85	17	102
26.9.22	Administration	Sea Spray	window cleaner			24
						<u>2224.23</u>
			Lloyds to Barclays - PTC bank accounts			250000.00
			<u>Direct Debits</u>			
28.9.22	Env - toilets	AUK Supplies Ltd	odour neutraliser refill	35.96	7.19	43.15
						<u>43.15</u>

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
October 'a' 2022

Date	Cost centre	Supplier	Details	Net	VAI	Total
26.9.22	HRT	Cornwall Council	Civil Enforcement Officer - 1 month			506.53
9.9.22	HRT	Amos Pumps	service pump	387	77.4	464.40
23.9.22	Administration	Complete Business Solutions	stationery	383.42	76.68	460.10
28.9.22	LTOS	TMS Ltd	South Dock wall inspection	375	75	450.00
30.9.22	LTOS	Travis Perkins	kerb stones, paint, paintbrushes etc	307.3	61.45	368.75
3.10.22	Administration	Tanist	IT support 1 month	233.5	46.7	280.20
20.9.22	Administration	Tanist	server hardware support 1 year & FTTP 1 month	181	36.2	217.20
28.9.22	Administration	Konica Minolta	photocopying - one quarter	141.9	28.38	170.28
3.10.22	Administration		vouchers for member of staff retiring (reimburse staff)			150.00
1.10.22	Env - toilets	Churchill	legionella control support - 1 month	97.52	19.5	117.02
23.9.22	HRT	Flowbird	Smartfollor - 1 month	85	17	102
3.10.22	Administration	SeaDog IT	website support			95
3.10.22	Administration	Britannia Lanes	shredding bags	75	15	90
26.9.22	Administration	Sea Spray	window cleaner			24
				<u>3495.48</u>		
			Standing orders or Direct Debits (regular payments of the same amount):			
7th	Corporate	Barclays Bank	bank charges		18.50	18.50
1st		Cornwall Council	Non Domestic Rates - PTC sites		8221.00	8221.00
						<u>8239.50</u>
			<u>Direct Debits</u>			
28.9.22	Env - toilets	AUK Supplies Ltd	odour neutraliser refill	35.96	7.19	43.15
1.10.22	Administration	Sage	Sage Payroll & Pensions - 1 month	43	8.6	51.60
30.9.22	LTOS	Biffa	bulk waste bin emptying - 1 month	900.47	180.09	1080.56
26.9.22		EDF	electricity - PTC sites 1 month			300.45
22.9.22	Env - toilets	AUK Supplies Ltd	toilet rolls, centrefeed rolls, bin liners etc	490.61	98.13	588.74
						<u>2064.50</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature

To ratify payments made:

ACCOUNTS OUTSTANDING
October 'b' 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
12.10.22	LTOS		Padstow Christmas Lights - anchor points			1000
17.10.22	LTOS	Masons Kings	WA17 GVO Gator annual service, WK22 ABN ride on mowers & mowers service	832.82	166.56	999.38
30.9.22	HRT	G4S	car park machine cash collections - 1 month	749.44	149.89	899.33
7.10.22	Corporate Services	Hudson Accounting Ltd	2022-23 interim audit			750
1.10.22	Administration	ADT Fire & Security	Core Building - alarm maintenance & monitoring	553.36	110.67	664.03
11.10.22	Investment Properties	Wormble Bond Dickinson	legal services	500	100	600
5.10.22	LTOS	Padstow Petrol Station	fuel - 1 month	365.15	73.04	438.19
11.10.22	HRT	Flowbird	car park machine maintenance - 1 month	218.15	43.63	261.78
7.10.22	LTOS	Derry's Garage	WK15 OBF Isuzu MOT & service	204.48	29.18	233.66
18.10.22	Central Services		Cornwall Air Ambulance Trust - grant 2022-23			200
14.10.22	Administration	Konica Minolta	photocopier rental one quarter	144.9	28.98	173.88
11.10.22	Administration	Tanist Ltd	Cloud telephony service & FTTP internet 1 month	78.94	15.79	94.73
8.10.22	Democratic Services		Mayor's travelling expenses to events - 2 months			59.4
11.10.22	LTOS		batteries, signs & calendar - reimburse staff			35.85
8.10.22	Administration	SeaDog IT	website hosting & maintenance - 1 month			29.95
26.9.22	Administration	South West Water	water - one quarter			25.81
						<u>6465.99</u>
27.10.22			October - gross wages, NIC ER's and LGPS ER's			22036.26
19.10.22			VAT due one quarter			59941.30
1.10.22	Corporate Services	PARK NOW Ltd	Direct Debits	2996.98	599.4	3596.38
1.10.22	Env - toilets	SW Hygiene	RingGo fees 1 month	209.36	41.87	251.23
11.10.22	Env - toilets	AUK Supplies Ltd	nappy & sanitary units service - 1 month	165.4	33.08	198.48
12.10.22	Administration	AUK Supplies Ltd	toilet rolls & mop heads	56.63	11.32	67.95
						<u>4114.04</u>

Approved by 2 Councillors who are bank signatories:

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

**Padstow Town Council
Railway & Lawn car park takings 2022-23**

n/c 4404	Railway car park	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23	n/c 4406	Lawn car park	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23
Apr	36375	41415	23	26780	49115	20,000	10242	11988	0	6503	16638	5000			
May	43600	44549	692	54029	49618	40,000	12287	13217	63	19405	17377	15000			
Jun	49098	45380	3556	70341	56070	50,000	14352	13463	485	30490	22085	21000			
Jul	59587	57969	51165	76531	65553	60,000	16345	17136	20726	32816	28477	25000			
Aug	69811	64687	71756	86647	81610	70,000	21050	23158	27741	35878	31448	25000			
Sep	45461	48631	64641	63818	55672	50,000	13871	14103	26140	27711	23266	21000			
Oct	38792	37094	50706	57127	45,000	10819	9496	19619	21703	20000					
Nov	6311	5967	3732	27011	20,000	1555	722	934	5390	4000					
Dec	8350	7972	4187	17716	10,000	2056	1445	945	4673	3000					
Jan	4206	5616	784	13736	10,000	1267	611	60	3390	2000					
Feb	6731	6173	569	20283	10,000	1660	11	43	5503	4000					
Mar	16379	9993	2395	25304	10,000	3832	51	212	6216	5000					
	384701	375446	254206	539323	357638	395000	109336	105401	96968	199678	139291	150000			
Railway	303932	302631	191833	378146	357638	290000	Lawn	88147	93065	75155	152803	139291	112000		
sub totals							sub totals								
Apr-Sep '22							Apr-Sep '22								
Apr-Sep	2018-19	2019-20	2020-21	2021-22	2022-23	Budget									
						2022-23									
Railway	303932	302631	191833	378146	357638	290000									
Lawn	88147	93065	75155	152803	139291	112000									
Total	392079	395696	266988	530949	496929	402000									
Car park takings															

April - September 2022 car park takings are £496,929 this year, which is £94,929 more than the Budget and £34,020 less than the same period last year.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF PADSTOW TOWN COUNCIL
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 07/10/2022
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations, where required that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

The current position in respect of previous recommendations is contained in the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on SAGE accounting software they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in 2019; a review has been drafted but is yet to be considered.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Purchasing

There is a scheme of delegation in place and purchase orders are used.

Procurement

Three existing contracts were reviewed to establish compliance with Financial Regulations.

Quotes were obtained for all at commencement and two are renewed on a rolling basis. Of those the cash collection contract is of sufficient value that further quotes would be required every three years.

If quotes are not obtained (and it may be difficult as the market is very small) Financial Regulations should be suspended in line with the provisions therein at the appropriate renewal.

Payment methods

The primary payment methods are electronic banking and direct debits. There is no Member involvement in the actual electronic payment process but separation of duties is provided by the requirement for two officer authorisations.

Payments

Payments are supported by invoices, are certified by the RFO and are reported on the payment schedules approved by Members.

VAT

The VAT claim for the first quarter was submitted in a timely manner.

Risk

Risk Assessment

The Council reviewed its risk management arrangements in April 2022 and reviewed the effectiveness of its internal control mechanisms.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is slightly below the recommended level. This has been reviewed and the Council has agreed to revisit at the date of renewal in October 2022.

Investments

An Investment Strategy covering the 2022/23 financial year was adopted in April 2022.

Budgets

Setting

We reviewed the 2022/23 budget setting process as part of our final audit work last year and we review the 2023/24 process later in the year.

Monitoring

The first quarter budget position was reported in July.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Burials

Burial fees have been accurately applied and the relevant paperwork issued or retained as required.

Car Parks

Car park income for June was tested and there are no issues to report.

Rental property

Rental income has been invoiced in line with the Agreements in place.

Payroll

Payroll

The October payroll was tested. Salaries were paid in accordance with contracts of employment, timesheets and overtime were properly authorised.

Re-gradings

Changes in staff terms and conditions were approved by Members and accurately implemented.

Tax, NI & Pensions

PAYE and pension provisions have been met.

Bank Reconciliation

Bank reconciliations are frequently undertaken; they are reviewed by the Town Clerk and reported to Members.

The latest reconciliations were found to be accurate.

Electors Rights

The 2021/22 AGAR was properly approved by Full Council.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2021/22 accounts have been met.

INTERNAL AUDIT REPORT RESPONSE RECORD – PADSTOW TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
YEAR END REPORT 2021/22				
1	The cost of increasing the Fidelity Guarantee should be explored and a risk assessed decision taken on whether to proceed.			Done - closed

AGENDA ITEM 11a: CORRESPONDENCE**Councillors Correspondence for Information – October 2022**

Item	From	Referring To	Notes
a	Cornwall Citizen Advice	Autumn newsletter which includes info on cost of living and energy crisis	Newsletter posted on Councils website
b	Padstow To Rock Swim	2022 swim	Thank you to PTC for support. Total raised to date £86,451. Hope to reach £1m over next 2 swims.
c	Cornish Build Group	2022 most endangered Cornish buildings list announced.	15 Building announced as at risk, none within our parish.
d	Cornwall Council – Natural Environment Service	Forest for Cornwall Autumn 2022 Newsletter	Includes: *Together for Cornwall partnership forum last meeting *New Forest for Cornwall Woodland creation funding
e	Cllr Linda Taylor leader of Cornwall Council	Response from Mayor of Cornwall letter sent from Town Clerk from decision from September Full Council meeting	Response mentions that they are currently negotiating a devolution deal with Government. Once negotiations have concluded and a deal proposed for consideration they will reach out to communities to have their say.
f	Cornwall Council – Town and Parish Bulletin	Potential devolution deal for Cornwall update.	To say they are requesting Government to allow Cornwall Council to secure Level 3 devolution deal within any governance changes required and will wait clarification.
g	Ocean Housing	Consultation on proposed changes to Ocean Housing's shared ownership homes	Information sent to CC Cllr Rushworth and emailed to all PTC Councillors.
h	Bodmin Police Station	Bodmin & Wadebridge Police Team October 2022 newsletter	Shared on PTC website.
i	Cornwall Community Flood Forum	Cornwall Community Flood Forum Annual Conference Friday 4 November Lostwithiel Community Centre or online via Microsoft Teams 9.30-16.00	Shared on PTC social media.

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

AGENDA ITEM 11: CORRESPONDENCE bi) FINANCIAL REQUEST – WADEBRIDGE LEISURE CENTRE

- 1.1 The Council has received two letters from Amanda Pennington, (Mayor of Wadebridge Town Council) on behalf of the Friends of Wadebridge Leisure Centre (attached as Appendices 1 and 2), requesting funding for Wadebridge Leisure Centre.
- 1.2 The RFO shared the letters with the Town Clerk, Chairman and Chairman of Finance and welcomed their views in drafting this report, for Council to consider the request. She also contacted Penzance Town Council who advised that they had awarded funding for Penzance Lido, following storm damage but were tapering the grant off. It was felt that Wadebridge Leisure Centre is an important community asset and beneficial to the school and residents of Padstow and Trevone, so should be supported if possible. No budget has been made for this in 2022-23 and the Community Grants for 2022-23 were agreed in February 2022.
- 1.3 We are living through very uncertain times, so the RFO, in consultation with the Chairman and Chairman of Finance, felt it not appropriate to commit the Council to future expenditure when income is not guaranteed but to deal with all requests for funding through the Grants process. This provides a platform for consistency and fairness, with all local not-for-profit organisations afforded equal opportunity to request funds at the same time.
- 1.4 The application process for 2023-24 Grants recently opened and the RFO considers that this request would comply with the Grant Policy, as it benefits the residents of Padstow and Trevone.
- 1.5 The FGP Committee may wish to look to increase the Grants 'pot' as part of the Budget-setting process for 2023-24, for recommendation to Full Council. The Grants will be awarded by the FGP Committee at its February 2023 meeting, with successful applicants sent cheques from April 2023 onwards, following submission of a Grant Release form.

Recommendation is to send a letter of support to Friends of Wadebridge Leisure Centre and include details of Grant Application Policy and Application Form for 2023-24.

From: AMANDA PENNINGTON Pennington
Sent: 09 October 2022 20:37
To: Anne Minnis
Cc:
Subject: Wadebridge Sports and Leisure Centre
Attachments: Town and Parish Council slides.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Town and Parish Councillors,

Following on from the presentation Friends of Wadebridge Leisure Centre made at the recent Community Network Area meeting, I am attaching the slides we were unable to share on the night due to the meeting moving to Teams and not in person as expected.

We have further data now, as we have finished our first month at the centre. We know that 700 children from Wadebridge Secondary School use the sports hall between 10am and 3pm every week of the school year - this equates to around 28,000 visits a year to one area of the centre alone. 440 pupils from Year 7 and 8 will soon be starting catch up swimming lessons that they missed at primary school due to Covid, and we have increased swim school places by around 100 places in the first month. This is in addition to the 11 primary schools that use the pool for their statutory swimming lessons.

All of this, in addition to the data contained in the slides, will demonstrate to you how absolutely vital it is that Wadebridge Sports and Leisure Centre is to our community. It is for this reason we are reaching out to you, the Town and Parish Councils in our community network.

We would like you all to add £1 a month to your precepts. We have calculated that this will give the centre an additional £100,000 a year approximately. We believe this is the fairest way to do it, and hope you give this request the serious consideration it merits. The centre benefits all of us and it needs to be sustainable for future generations. The additional funds raised via precepts will ensure that it is.

We cannot accept cheques, but can accept banks transfers and will provide a full written report on what the monies are spent on every year. We will also agree some kind of % reduction in cost to all Town and Parish residents who wish to use the centre. As we mentioned in our presentation, Penzance Town Council gives the Jubilee Pool £65,000 every year to ensure it stays open for local residents.

I look forward to hearing from you soon.

Kind regards,
Amanda Pennington and the Friends of Wadebridge Leisure Centre.



Wadebridge Sports and Leisure Centre

Delivered by FOWLC Community Interest Company for the people of Wadebridge and Padstow local area network



1



Some Background

- Friends of Wadebridge Leisure Centre was formed almost a year ago in response to the GLL/Cornwall Council announcement that the local leisure centre was at risk of closure due to low membership and revenue post Covid
- In April 2022 we were declared the preferred bidder to take over operation of the centre and, following contractual negotiations and a short transition period we commenced operation of the site on 1st September 2022
- Since taking on the site we have acquired 218 new members, started 68 new swim learners, held 9 health lifestyle sessions for older members and introduced 6 health referrals to the centre

2

Who do we serve?



- We host the secondary school indoor sports year round
- We teach the children of 11 local primary schools to swim
- We host local sports clubs including Polzeath Surf Life Savers, Harlyn Surf Lifesavers, Dragons Swim Club, Wadebridge Football, netball and cricket and martial arts clubs
- We run swimming lessons for age 4month-adult
- We serve many members living with learning and physical disabilities and their carers
- We deliver memberships for those referred by social prescribers in our primary care network
- We deliver specially designed fitness classes for the elderly

3

What are our plans?



- We hope to build on our recently reinstated seated lobby area and viewing gallery to provide a social space for our members and their families to spend time together pre/post exercise
- We hope to improve and ultimately extend our gym facility to enable improved accessibility and structured support for people of all ages and abilities to train safely and confidently
- We hope to deliver educational opportunities to support healthy living such as living with diabetes and other long-term conditions
- We hope to grow our range of activities for families to be active together and embed healthy habits
- We intend to improve the efficiency and sustainability of the centre to become greener and more energy efficient

4

What are our challenges?



- The centre is an intensive user of energy using on average 213,195 kwh of electricity and 737,000kwh of gas to maintain a safe and comfortable environment in the pool and dry side of the centre – despite government announced help we expect utility costs close to £200,000 this year
- The centre is running on obsolete equipment 30+years old which places a heavy burden on energy costs and is not environmentally friendly – we aim to replace this in a 6-18month timeframe
- Our users are very price sensitive – there is no opportunity to pass our increased costs to schools, clubs and members
- We are proudly committed to being a living wage employer, contractual requirement we accepted – a recently announced 10.1% increase will need to be delivered for all of our staff

5

How can you help?



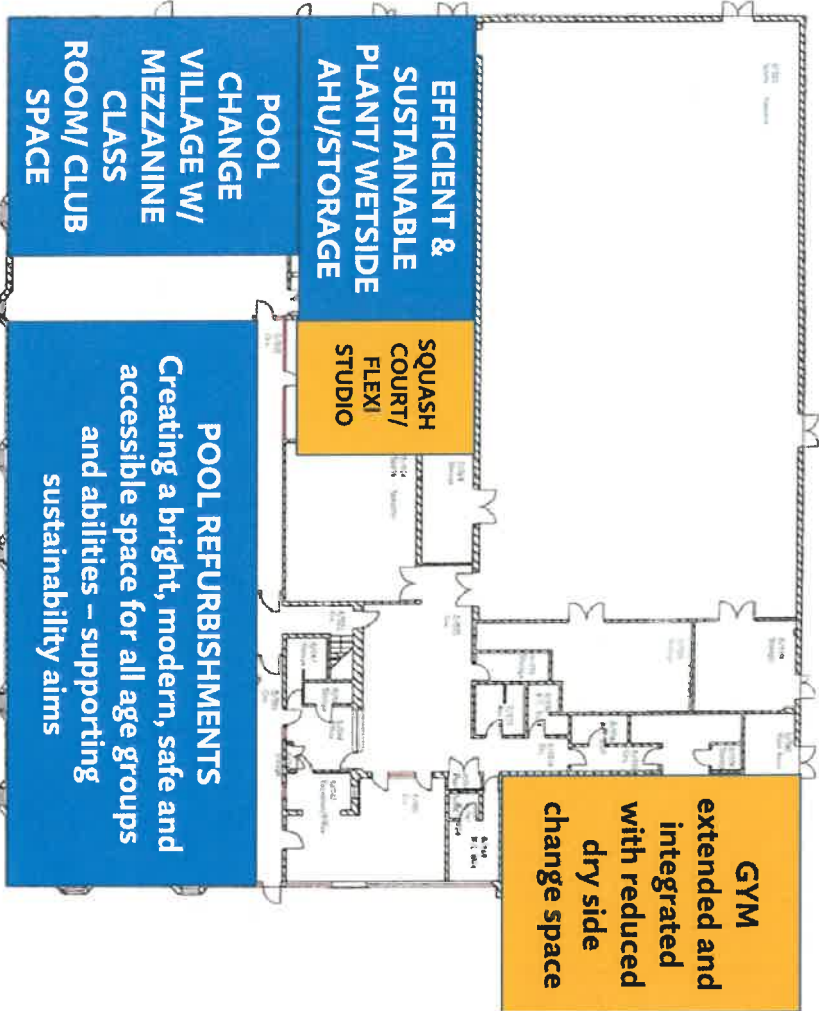
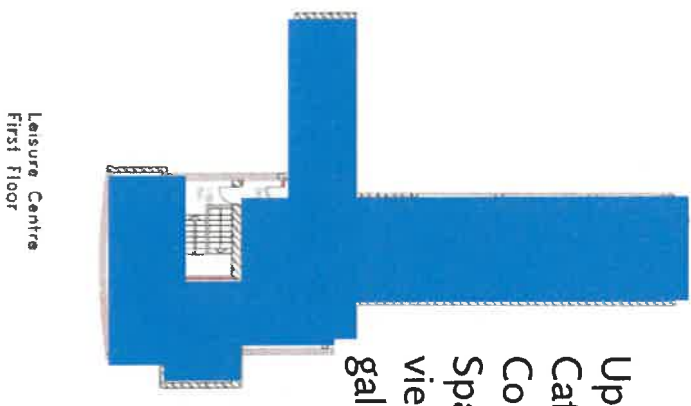
- We would like to replicate the model used in Penzance where the local town and parish councils ringfence an agreed annual subsidy to support the upkeep of this vital community asset
- An increase in precept of a small sum to be agreed when you are budget setting later in the year would enable this

6



Upstairs
Caf and
Community
Space with
viewing
gallery

Leisure Centre
First Floor



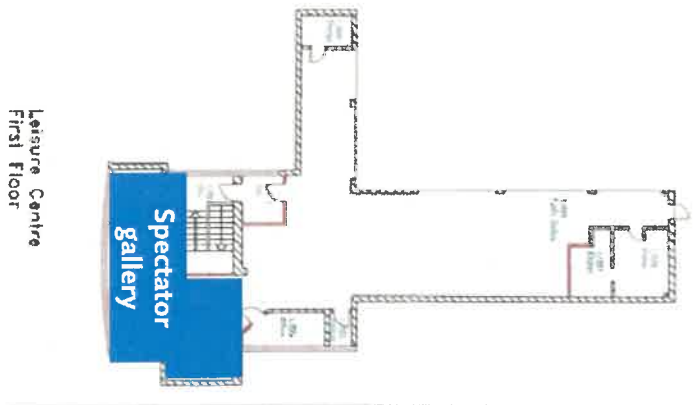
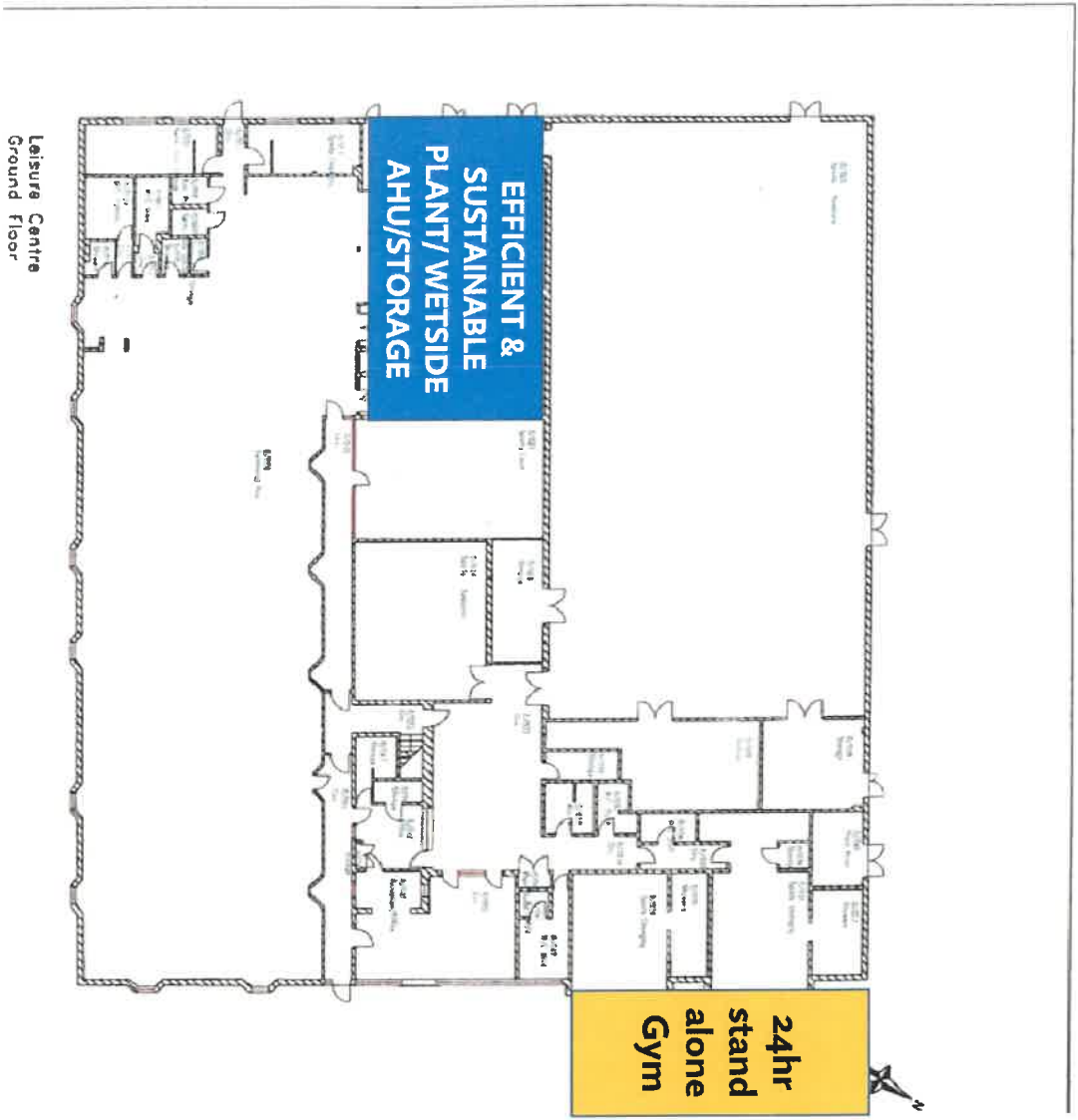
GYM
extended and
integrated
with reduced
dry side
change space

**EFFICIENT &
SUSTAINABLE
PLANT/WETSIDE
AHU/STORAGE**

**POOL
CHANGE
VILLAGE W/
MEZZANINE
CLASS
ROOM/CLUB
SPACE**

POOL REFURBISHMENTS
Creating a bright, modern, safe and
accessible space for all age groups
and abilities – supporting
sustainability aims

Leisure Centre
Ground Floor



23rd August 23, 2022

PADSTOW TOWN COUNCIL

Dear Councillors,

I am writing to you on behalf of Friends of Wadebridge Leisure Centre CIC, the community group who are taking over Wadebridge leisure centre on 1st September 2022.

Friends of Wadebridge CiC have been granted a 125-year lease and have saved all the jobs at the site, securing the centre for future generations. The distinguishing features of our CiC are that: it has an overriding community purpose (which is enshrined in our objects, as set out in our constitution), it has a statutory asset lock (which ensures the assets are used for the benefit of the community) and all profits are reinvested in the centre.

Wadebridge Sports and Leisure Centre is used by 11 primary schools in the Wadebridge and Padstow Community Network area for their statutory swimming lessons. The centre is also used by Wadebridge secondary school for indoor activities in the winter, plus swimming and as additional space to deliver lessons when the school is set up for examinations.

Additionally, many local sports clubs use the centre on a regular basis. This includes North Cornwall Dragons Swim Club, and Poizeath Surf Life Saving Club, who between them have over 200 members. It's often the members of these 2 sports clubs that go on to become our beach lifeguards, keeping people safe when they visit our many local beaches. The Wadebridge facility also has a growing learn to swim programme which is vital to further the excellent water safety skills local children learn during their school swimming lessons.

When Friends of Wadebridge Leisure Centre CIC originally submitted the bid for the facility the estimate cost for the utility bills was £125,000 per annum, but we have recently received an updated quote for more than £215,000. While our business plan has been carefully costed, there was no way we could have foreseen the huge increase in energy prices, and we are reaching out to you for help.

Friends of Wadebridge Leisure Centre need the support of our Town and Parish Councils to meet the deficit and make sure the centre stays open in the long term. We have capital budget to make energy saving improvements and will be replacing some very old pieces of equipment such as the wet side air handling unit in the New Year -- it was initially installed in 1992.

We are hoping to reach an agreement with our surrounding Town and Parish Councils similar to the one in existence in Penzance, where Penzance Town Council contribute £60,000 a year to Jubilee Pool Penzance CIC, on the provision that the pool is operated and maintained to a high standard and that it is easily accessible to residents of the Parish.

We will be making a presentation at the September Community Network meeting and would be happy to come and speak to individual Councils at their own meetings. We believe that there is a strong desire locally to ensure the Wadebridge sports centre stays open as it is used by so many, and the community is keen to see it succeed.

Yours Sincerely,

Amanda Pennington,

On behalf of Friends of Wadebridge Leisure Centre.

SINCERELY,

43

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

AGENDA ITEM 11 b): CORRESPONDENCE FOR CONSIDERATION

ii) **Electrical Sub-Metering Request – Cory Toilets:**

The Council has been approached by an individual who will be opening a business in Padstow. The site is the red phone box opposite Rojanos and he advised that they need an electrical supply to the same.

He is therefore seeking the possibility of sub-metering from the Council's Cory toilets, as below:-

"We are excited at the prospect of opening a new small space business in Padstow for 2023 however the site is a little tricky to say the least!

I would like the town council to discuss the possibility of myself being able to run an electricity sub meter from the public toilets around to the old red phone box in Mill Square.

We have come into possession of a lease agreement on the adopted box and hope to seek planning change of use to turn it into a barista coffee & artisan chocolates kiosk next summer.

The equipment needed inside would need to run off a mains feed to achieve this and we would be prepared to cover 50% of the toilets annual electricity bills on top of our own usage if we are given approval.

We do not see an issue with this causing any further disruption to the existing supply and we would be using a registered electrician to fit the meter. All costs for the work carried out would of course be covered by myself. "

The RFO has advised that this is one site which has yet to move over to the new supplier the Town Council has, it's an ongoing issue. The RFO and Town Clerk have both discussed this request and would rather instead that the new business owner seek their own supply. As Council will know the usual practice is to close our Cory facilities during the quieter times, furthermore to protect this matter we would expect to get a formal agreement in place, impacting on officer time and are still having issues with the current supply.

iii) **Permission to undertake works – Padstow Cycle Hire:**

The tenant has advised that works are required to repair their roof and is seeking permission to undertake the same. They advised that:

"There are large areas of the roof, mainly the car park facing side about halfway along on the left that need repairing, roughly 80m². We have allowed 3 weeks for works to take place, that will be from erection of scaffold to removal of scaffold. Although the work will not take that long they have allowed for extra time as the weather will not always be suitable for roof repairs. Start date is estimated to be 1st November - completion 22nd November.

The scaffold will be the full length of the side facing the car park with a small return into our yard. It will be erected behind the wall that runs between the building and the walkway so there shouldn't be any impact with the public walkway, but they would like to erect some

Heras fencing panels with signage for added protection and security that might have to go on the path against the wall.”

There is a possibility that this may encroach on the Council’s walkway from additional herras fencing to protect the public. Provided this does not complete block the walkway and there is clear passage the Town Clerk can see no issue with this request. It will be undertaken in the quieter part of the year. Are Council happy to grant permission subject to receiving satisfactory risk assessments and PLI details?

iv) Land Use Request – Carols On The Quay: The following land use request has been received from South Camel Christians Together for use of the Bandstand:

Date: Sunday 27 November 2022
Timings: Event 5.30pm – 6.45pm, Carol Service - 30 mins 6.00pm – 6.30pm
Purpose: “Carols on the Quay is a short ecumenical service of readings and carols with music provided by the St Minver Silver Band. It is an annual event which restarted last year after Covid. People gather around the Bandstand and we provide stewards with high vis jackets to maintain safety from any vehicles. A risk assessment and insurance will follow.”

This request is for an annual event which Council have granted permission for in previous years. The organisers are aware that the Tree of Lights will be on the bandstand, this does not impact them and was the same last year. There are no other requests for the bandstand on this date.

Would Council like to grant permission for South Camel Christians Together to use the Bandstand for their Carols on the Quay event as above, subject to receiving relevant risk assessments and PLI details to the satisfaction of Council’s health and safety advisors and insurers?

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

AGENDA ITEM 12: Bandstand Use – Padstow Christmas Festival and Nadelik Lowen

Council will recall that they agreed the land use requests from Nadelik Lowen for the 'Tree of Lights' on bandstand from 21 November 2022 to week commencing 16 January 2023, as well as Padstow Christmas Festivals request for the marquee on bandstand for live music from 2nd to 4th December 2022.

The beginning of this month an onsite meeting was arranged with Support Officer and members from both organisations. The meeting was quick, with each agreeing space and arrangements. The Support Officer confirmed the details discussed in an email to both parties for clarity. The Town Council will be moving the benches from the bandstand for these events, however the benches bolted in place on the pavement would stay in situ.

It was noted that Padstow Christmas Festival would like to extend their permission request from the currently agreed 2-4 December to instead run from Tuesday 29 November until Monday 5 December. This would allow them:

- 29 & 30 November as set up days
- 1-4 December Event days with live music
- 5 December dismantle the marquee.

Is Council happy with this extension request? The Town Clerk cannot see any issues with the same.

AGENDA ITEM 13: TOWN COUNCIL COUNCILLOR SURGERIES:

As per the decision of Council at the meeting held on the 27 September, the Town Clerk is progressing this matter with the support of Council Officers based on the discussion of that meeting. The Town Clerk will liaise with the Chairman on his return from annual leave to firm up a plan for moving forward, however below is an update on progress to date.

Social Prescribing: The Town Clerk has met with Emma Seward-Adams who is a Social Prescribing Lead working as part of a team covering the Watergate area which includes referrals from surgeries from the Newquay and Padstow area. Social prescribing enables GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services to support their health and wellbeing.

Those who could benefit from social prescribing schemes include people with mild or long-term mental health problems, people with complex needs, people who are socially isolated and those with multiple long-term conditions who frequently attend either primary or secondary health care. Part of this is looking at what other factors may be contributing to their health issues, e.g is a housing situation exacerbating asthma, are money worries impacting mental health, and helping to provide the right professional support to tackle these contributory factors. As such, Emma advised that they have just started working with the Department of Work and Pensions to see if they can develop drop ins to offer people advice on benefits etc they are entitled too and support those who need help to access such advice. This is all in the very early stages for them but Emma was keen to further explore the Council's spaces and has arranged for her Link Officer, Sammy Bryson to meet up with the Town Clerk later this week. Longer term, this could involve use of the Core Building, the MUGA and other outdoor spaces for volunteering purposes such as community planting.

Emma was also able to provide some useful links and suggestions to explore for the longer term future of the Core Building such as Store House - a food larder for people to take food from that can no longer be sold but is still ok to eat.

[Store House - Sharing community, life, journey : Store House \(storehousenewquay.co.uk\)](https://storehousenewquay.co.uk). She also provided a link to Treverbyn Hall in St Austell as potential model for consideration.

[Venue Hire at Treverbyn Community Hall and Meeting Rooms : Treverbyn Community Hall \(thehall.org.uk\)](https://thehall.org.uk)

Wadebridge Food Bank: The Support Officer has been in contact with Wadebridge Food Bank who are keen to explore a "satellite" operation in the Padstow area. Initial conversations were that this would be best set up alongside an event which was already taking place such as a coffee morning, rather than a standalone set up. This is because whilst there is demand in the area it isn't huge. They also said that they would be happy to attend a session for information purposes and have also been discussing possibilities with the Church. A meeting has been arranged for the end of October to discuss options further.

Citizen's Advice Bureau: As promised, the CAB have sent posters and literature on help for residents. The posters have been put in the Town Council Notice Boards and leaflets made available in reception. Enough copies have been sent to be made available at future surgeries.

WREN: The Town Clerk made an approach to this organisation. Initial feedback is that they would like to do something in Padstow but need to work out realistically what they can provide, so will come back to us.

The Town Clerk also contacted Cornwall Council's Link Officer requesting that any help/information on groups/bodies be passed our way.

Overall, very positive initial contacts have been made and the start of a process to see what we can tap into for our community. The Town Clerk hasn't contacted any Town Councillors to enquire on their availability, as felt best to see how these enquiries progress first.

PADSTOW TOWN COUNCIL: 25 OCTOBER 2022

AGENDA ITEM 14. Reports from Members/Outside Organisations

Update received from Chairman James O'Keefe

1. Sunday 25th September Launceston Civic Service.

This was the first civic service that Launceston had held since 2019 due to Covid and was very well represented by Mayors/Deputy Mayors from across a wide area of Cornwall. A parade through the town from the guildhall to the chapel, a service which had contributions from Launceston Town Band along with Launceston Male voice choir who are the Mayors chosen beneficiaries. A parade back to the guildhall through the grounds of Launceston castle followed by a good selection of refreshments that Launceston Town Council always get right.

2. Thursday 29th September Wadebridge & Padstow CNP Meeting.

This was due to be the first meeting of the Network panel face to face since covid, but again unfortunately there was a member of the committee who had tested positive, so it was a last minute decision to hold it remotely. It was a very informative meeting with guest speakers including Amanda Pennington speaking on behalf of Friends of Wadebridge Leisure Centre, she outlined how membership was on the increase with a good number of new members along with a lot of clubs now signing up for sessions there, these including, Wadebridge cricket teams, Wadebridge Football club, 3 different Life saving clubs and a host of others. This was well received by members present but running costs and financial help were needed to help the centre get back on its feet and hopefully provide a leisure centre for years to come for the area. New classes are being introduced all of the time across all age groups and all abilities so let's hope it goes from strength to strength, and we should encourage people to use it.

The next presentation was given by a gentleman called Ben Gillespie who works as a Social Prescriber for the North Cornwall Coast Primary Care Network. He works throughout the area with patients on a one to one basis around their social needs, rather than clinical needs. Some of these include Signposting for debt, money, housing and benefit issues, Combatting social isolation, Accessing physical activity, Wellbeing and mental health support, and Carers support to name a few. He also works with communities to help creative groups, the Wellness Hub and wellbeing walks, guided sea swimming, cookery courses and photography are a few groups that he supports and guides people towards. He did mention how he can subscribe people towards activities that take place at Wadebridge Leisure centre and at the present time had 27 individuals using the facility under his recommendation. He does not cover the Padstow area but the Clerk has obtained the name of the lady who covers Padstow and hopefully we should soon be able to provide help and information to the community through this scheme.

The final presentation was given by Simon Miller Community Engagement Director, Wadebridge Renewable Energy Network (WREN). His main aim was to get across the new WREN walk in energy clinic to help people deal with the energy crisis, and finding ways to reduce their energy bills. I did ask if he had any clinics that came to Padstow and he said that he didn't but was very interested in starting one up for the people of Padstow and surrounding area.

I have since spoken with the clerk and this is another very useful network that we are trying to work on facilitating to help the community in these very uncertain times of rising energy costs.

Community Network Chairs/Vice Chairs are still working on the proposed geography of the new CAP's(Community Area Panels), with a Extraordinary meeting on the 10th of November to hopefully have the panels final proposal on the CAP that Padstow will be in. This will be updated in my November report.

No further meetings attended throughout this period but diary looks pretty busy for remainder of October/November.



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

Date	Time	Meeting
2022 DATES		
Tue 11 October	7.00 pm	Planning Committee
Tue 18 October	6.30 pm or on the rising of Staffing	Highways, Roads and Transport Committee (budget)
Tue 25 October	7.30pm	Full Council
Tue 1 November	6.30 pm	Staffing Committee (Budget) (postponed from 18.10.22)
Tue 1 November	7.00 pm or on the rising of Staffing	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.