

PADSTOW TOWN COUNCIL

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23 November 2022

TO ALL MEMBERS OF THE COUNCIL

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

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 29 November 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

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 October 2022** having been previously circulated and taken as read. (1-6)
6. **Clerk's Report/Work Programme:** To receive an update for information only. (to follow)
7. **Committees/Working Group Meetings:** (7)
 - a) To adopt the minutes and approve recommendations (if any) for meetings of the i) Staffing Committee (1 November 2022) and ii) Leisure, Tourism and Open Spaces Committee (1 November 2022) (8-11)
 - b) To receive minutes of the Planning Committee meeting (8 November 2022) (12-14)

8. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (to follow)
9. **Draft Budget 2023-24 and Business Plan:** To give consideration to:-
i) Draft budget, precept, member allowance and Business Plan as recommended by the Finance and General Purposes Committee; (15-30)
ii) Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 15 November 2022 (31-33)
10. **Finance:** (34-41)
Monthly Accounts and Payments: November 2022
a) To receive the monthly Finance Report (35)
b) To approve the accounts for payment and ratify payments made since the last meeting (36-38)
c) To note the car park takings (39)
d) To note insurance update (40)
e) To approve opening of Lloyds Bank 32-day Notice Interest Bearing Account (41)
d) Bank Reconciliations: To note their availability for inspection each month
11. **Correspondence:** (to follow)
a) To note correspondence for information
b) To give consideration to the following:-
i) Land Use Request – Lawns Car Park
ii) Padstow Museum – Erection of External Notice Board
iii) Christmas Festival – Park and Ride Request
12. **Multi-Use Games Area (MUGA) Project Update:** To receive update in this matter and discuss and decide on way forward. (to follow)
13. **To discuss and decide on the following planning application:**
a) **PA22/09457 Land East of The Old Barn Trerethern Farm Padstow Cornwall PL28 8LE** – Non-material amendment in relation to decision notice PA21/09729 dated 15.11.21 to add to the building a small porch to the north elevation.
b) **PA22/09479 Tregella Place Caravan and Camping Tregella Lane Padstow** - Removal of conditions 3 & 4 of application No PA21/09406 dated 14.01.22 (Retrospective planning for improvements to, and extension of, caravan park to replace toilet block with new laundry building, construct mower/equipment store, improvement and extension of access track and site mobile home unit to accommodate warden and office)
14. **Health and Safety Review** (to follow)
To note the Council's Health and Review and discuss and decide on Action Plan in this regard.
15. **Street Name – Treceus Farm Development:** To give consideration to this matter and discuss and decide on way forward. (42-44)
16. **Town Council Vacancy (Padstow Ward) and Committee Vacancies:** To receive an update and discuss and decide on way forward. (45)
17. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any). (46-48)

18. **To Note Future Meeting Dates and to Note Date of Meeting:** Tuesday 31 January 2023 at 7.30 pm (49)
19. **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.
20. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 October 2022** having been previously circulated and taken as read. (50 - 51)
21. To **adopt the confidential minutes and approve recommendations** (if any) of the **Staffing Committee** held on **Tuesday 1 November 2022** (52 - 53)
22. **Ben's Crib Box Request:** To give consideration to request and discuss and decide on way forward. (54 - 57)
23. **Padstow Social Club Request:** To give consideration to request and discuss and decide on way forward. (54)
24. **Padstow Cemetery – Cemetery Regulations Enforcement:** To receive an update in this regard and discuss and decide on way forward. (to follow)
25. **Tenant/Lease Matters Update:** To receive update in this regard and discuss and decide on way forward. (to follow)
26. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward. (to follow)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting of Padstow Town Council held on Tuesday 25 October 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 1 representative of Time2Move.

2022/98 To receive apologies for absence and announcements:

i) There were no apologies for absence.

ii) The Chairman made the following announcements:

- Members were invited to attend the Royal British Legion's rededication of the Garden of Remembrance in the Churchyard taking place on Saturday 29 October at 10.00am;
- The Chairman hoped to see as many Councillors as possible attend the Remembrance Day parade followed by a special Church service on Sunday 13 November.

2022/99 Declarations of interest from Members: There were no declarations of interest.

2022/100 Dispensations: There were no dispensations.

2022/101 Public Participation: There was no public participation.

Cornwall Councillor's Report: Cornwall Councillor S Rushworth advised Council of the following:

- A technical issue had resulted in the loss of applications to the shared prosperity fund submitted between the 10-20 October. Councillor Rushworth asked that should anyone not of anyone who had applied recently, could they advise them to reapply;
- Councillor Rushworth hoped to visit the fire brigade in the next 10 days to discuss their views about closing the call centre to help inform his decision on this vote;
- Reminded members of the Meet The Leader session with Linda Taylor being held in Wadebridge in November. The Chairman noted that questions for the leader need to be submitted prior to the event;
- Councillor Rushworth hoped to get on the meeting agenda of the January Full Council the possibility of a 10 week consultation on a Mayor Vote. In response to his request for Council's thoughts on this matter, the Chairman confirmed that Padstow Town Council had last month submitted a letter

on this matter to Cornwall Council, confirming Council's wish for a vote;

- It was noted that Councillor Rushworth had 4/5 new caseworks in Padstow mainly regarding housing and was gradually getting to the end of 3/4 big pieces of casework.

Police Report: There was no police report.

2022/102 RESOLVED that the minutes of the meeting held on **Tuesday 27 September 2022** be signed as a true record.

2022/103 Time2Move Holiday Programme: A representative of Time2Move addressed the Council and shared a video in respect of this item which was for information only. Points included:

- Scheme is funded by the Department for Education. The programme is aimed at providing physical activity and free meals to those who miss out on free school meals during the holidays;
- Currently run programmes in Wadebridge, Camelford and Bodmin but none in Padstow;
- Programme is aimed at children who receive free school meals however, any professional can refer a child for free, it operates during the Christmas, Easter and Summer holidays providing a healthy meal and supporting socialisation;
- Would love to have a provision in Padstow. At present 54 children receiving free school meals in Padstow with £6.5k of investment available to engage with those families;
- Require session to be at least 4 hours a day and include a hot meal, keen to work with schools but also with other areas of the community that could offer provision, looking at 4 days at Christmas, 8 days over Easter and 6 weeks during the summer holidays;
- Available funding is £30 per child per day, from Easter 2 years of funding remaining;
- Would like a programme to be driven by Padstow rather than "dumped" on Padstow to help ensure it's success. Targeted families currently need to travel to Wadebridge which is not always possible;
- To move forward, would need to know the person who could deliver the activity, who could provide the food. Sports coaches could be available but would need to be through a link to the school;
- Provision for Christmas possibly too soon but would be 19-23 December; not just active options, could be arts and crafts or education on eating well.

It was noted that the Town Council are currently building a MUGA and improving the space at the Core Building as well as looking at working with Social Prescribers and that it might be worth having a joined up meeting of all parties to discuss. Councillor Flide

volunteered to work with the Town Clerk to work up possible options for a Time2Move programme in Padstow.

2022/104 Gorsedh Kernow and the Esedhvos Festival for 2023: It was noted that the Town Clerk had fed back concerns expressed at the informal discussion regarding holding the Gorsedh Kernow in Padstow next year. The Chairman read allowed the response from the Deputy Grand Bard, received following the agenda despatch, noting as follows:

- They understand the wet weather venue concern, option could be inside the church if the priest in charge would be happy. Marquee at present probably cost prohibitive at the moment;
- April proclamation only ever has 40 people at most and can be in most accessible place. Gorsedh procession can be long or short, sometimes only walking to nearby building. Have a Marshall and full risk assessments undertaken each year;
- Understand concerns around support, is a concern everywhere. Have an officer or subcommittee for each aspect and are adaptable in terms of how event runs. Local organising committee helps to advise on local concerns and to provide local contacts.

Members discussed this item. It was felt that there was less help needed from Councillors than previously thought. In response to a member query the Town Clerk confirmed that the event should be cost neutral and noted that the Hayle event had been planned very quickly which may have impacted finance. The Town Clerk advised if Council wished to go ahead, the best thing was to be honest and upfront about capacity. Further comment was made that it would be nice to do something in Padstow which was not tourist related. Generally, members were supportive and consideration was given to 2 Councillors joining the Local Organising Committee.

RESOLVED i) To support the holding of Gorsedh Kernow in Padstow in 2023; ii) that Councillors J O'Keefe and C WatsonSmyth join the Local Organising Committee as representatives of the Town Council; and iii) to delegate to Councillors J O'Keefe and C WatsonSmyth in consultation with the Town Clerk advice on other organisations to involve in the Local Organising Committee.

2022/105 Clerk's Report/Work Programme: The Clerk's report was noted for information.

2022/106 Committees/Working Group Meetings:

- i) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 27 September 2022;
- ii) **RESOLVED** to agree the replacement of the swing provision in the proposed lawns play area scheme with a Double Bay Double Swing, including 1 x Flat swing seat and 1 x Inclusive

Sutcliffe Boat seat at an additional cost of £1,452 using funds available in the LTOS Equipment and Materials budget.

- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 11 October 2022; and
- c) **RESOLVED** to adopt the minutes and approve recommendations of the Highways, Roads and Transport Committee meeting held on 18 October 2022.

2022/107 Finance: Monthly Accounts and Payments October 2022

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made September (b) of £2,302.42, September gross wages of £29,041.87 and direct debits of £11,689.06; ii) ratify payments made October (a) of £3,495.48, standing orders and direct debits (regular payments of the same amount) of £8,239.50 and direct debits of £2,064.50; and iii) ratify payments made October (b) of £6,465.99, October gross wages of £22,036.26, VAT of £59,941.30 and direct debits of £4,114.04.
- c) Car park takings were noted.
- d) The clear internal audit report from Hudson Accounting Ltd was noted;
- e) Receipt of a Community Infrastructure Levey (CIL) payment of £2,947.71 to be used to help fund the MUGA and play equipment was noted.
- f) The availability of bank reconciliations for inspection was noted.

2022/108 Correspondence:

- a) Correspondence for information was noted.
- b) i) Financial Request – Friends of Wadebridge Leisure Centre:
Members gave consideration to the agenda report and 2 letters received in this regard and **RESOLVED** to send a letter of support to the Friends of Wadebridge Leisure Centre including details of the Town Council's Grant Application Policy and an Application form for 2023-24.
- ii) Electrical Sub-Metering Request – Cory Toilets: Members considered this request as set out in the agenda papers and **RESOLVED** not to approve the request from a new business in Padstow to sub-meter electricity from the Council's Corey Toilets.
- iii) Permission To Undertake Works – Padstow Cycle Hire:
Members gave consideration to this request and **RESOLVED** to grant permission to Padstow Cycle Hire to undertake works to repair their roof as set out on agenda pages 44-45, provided that the additional heras fencing does not completely block the pathway and subject to receiving relevant Risk Assessments and PLI information to the satisfaction of Council's Health and Safety Advisor and Insurers.

iv) Land Use Request – Carols On The Quay: In considering the request from South Camel Christians Together, it was noted the event was an annual occurrence and it was **RESOLVED** to agree the land use request from South Camel Christians Together for use of the Bandstand on Sunday 27 November 2022 from 5.30pm to 6.45pm for their Carols On The Quay event as set out in their land use request, subject to receiving relevant Risk Assessments and PLI information to the satisfaction of Council's Health and Safety Advisor and Insurers.

2022/109 Bandstand Use – Padstow Christmas Festival and Nadelik Lowen: There was some discussion on this item. Members noted the agenda report in this regard and that both the Padstow Christmas Festival and Nadelik Lowen had agreed on sharing arrangements for the space.

RESOLVED to extend permission for the Padstow Christmas Festival's use of the bandstand to cover the period Tuesday 29 November until Monday 5 December, being for set up days on 29-30 November, event days with live music on 1-4 December, and dismantling the marquee on 5 December.

2022/110 Town Council Councillor Surgeries: Members were referred to the report in the "to follow" papers regarding the Town Clerk's meeting with a representative of the NHS Social Prescribers programme which took place after the agenda despatch. The meeting had been very positive, the team had been struggling to find facilities in Padstow and were keen to work with the Council. Members were supportive of the Social Prescribers proposal that they make use of the Council Chamber once a week, suggested date being a Thursday morning for approx. 2.5 hours. It was noted that the expected number of attendees was approx. 10, being a mixture of local advertising and GP referrals. This would also involve use of the multi-use room as a quiet confidential space. Going forward, the Social Prescribers would be happy to work with the Council to "kick-off" community days at the Core Building as outlined in the "to follow" report. These community days could be linked up with the Councillor Surgery idea as volunteers would be needed to open and lock up and also incorporating a food larder. It was noted that the Core Building was still being prepared. New doors were on order and suitable furnishings would need to be purchased. It was suggested that it would be good to work towards having the Core Building and it's offering ready in January which would allow time to understand what is needed for the community and to check other local offerings so as not to compete and also time to investigate insurance.

RESOLVED to i) move in the direction of community days with Councillor Surgeries and a food larder for the Core Building; and ii) to approve use of the Council Chamber and Multi-Use room to the

NHS Social Prescribers once a week, free of charge and to issue permits to those attending.

2022/111 Reports from members/Outside Organisations: The update was noted for information.

2022/112 Dates of Council Meetings: Date of next meeting, Tuesday 29 November 2022 at 7.30pm and future meeting dates were noted.

2022/113 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2022/114 RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 27 September 2022 be signed as a true record.

2022/115 RESOLVED to adopt the confidential minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 27 September 2022.

2022/116 Ben's Crib Box: See confidential minutes.

2022/117 Use of Council Land: Railway Car Park: See confidential minutes.

2022/118 Tenant/Lease Matters Update: See confidential minutes

Meeting closed at 8.25 pm

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 1 November
2022 at the Council Offices, Station House, Station Road, Padstow
at 6.30 pm

Present: Councillors M Rickard (Chairman), A Flide, K Freeman and Mrs T Walter

In Attendance: Mrs N Barnes (Responsible Financial Officer and Minute taker)

- S2022/28 Apologies and Announcement:** There were no apologies or announcements.
- S2022/29 Declarations of Interest:** There were no declarations of interest.
- S2022/30 Public Participation:** There was no public participation.
- S2022/31 Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 19 July 2022 be signed as a true record.
- S2022/32 2022/23 Update and Budget 2023/24:**
- The 2022/23 report was noted and the RFO advised that the pay award, detailed in the agenda papers, had been agreed today.
- RESOLVED to recommend to the Finance and General Purposes Committee:**
- | | |
|----------------------------------|-------|
| <u>Budget 2023/24 – Training</u> | |
| Councillors | £1500 |
| LTOS (outside staff) | £5000 |
| Administration | £5000 |
- S2022/33 Date of Next Meeting:** Tuesday 13 December 2022 at 6.00pm.
- S2022/34 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2022/35 Confidential Minutes: RESOLVED** that the **confidential** minutes of the meeting held on Tuesday 19 July 2022 be signed as a true record.
- S2022/36 General Staffing Matters:** See confidential minutes.
- S2022/37 2022/23 Update and Budget 2023/24:** See confidential minutes.
- S2022/38 Christmas Bonus:** See confidential minutes.
- S2022/39 Overtime, Sick Leave and Training:** The update was noted for information.

Meeting closed at 7.06 pm

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 1 November 2022 at the Council Chamber, Council Offices, Station House, Padstow at 7.09pm

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

In Attendance: Mrs N Barnes (Responsible Financial Officer and Minute taker)

LTOS2022/21 Apologies and Announcements: There were no apologies for absence.

LTOS2022/22 Declarations of Interest: There were no declarations of interest.

LTOS2022/23 Public Participation: There was no public participation.

LTOS2022/24 RESOLVED that the **minutes** of the meeting held on **Tuesday 10 May 2022** be signed as a true record of the meeting.

LTOS2022/25 RESOLVED that the **minutes** of the meeting held on **Tuesday 27 September 2022** be signed as a true record of the meeting.

LTOS2022/26 Clerk's Report/Works Programme: The report was noted for information.
A Councillor queried how the MUGA is progressing and the RFO replied that a site meeting between the Town Clerk, Council's Surveyor and contractor has been arranged for 3.11.22.

LTOS2022/27 Defibrillator Installation Request: there was a general discussion regarding the location of a defibrillator on North Quay.

RESOLVED that the best location would be on the wall by the office door of the Water's Edge flats.

LTOS2022/28 Multi-Use Games Area:
The update was noted as per the agenda report.

RESOLVED to delegate the details of the opening of the MUGA to the Town Clerk in consultation with the Chairman.

LTOS2022/29 2022/23 Update and Budget 2023/24:
Expenditure 2022/23 Update: The update was noted as per the agenda report.

Major Capital Projects 2022/23: Members noted the further update on the Multi-Use Games Area, as considered under the previous agenda item.

In respect of the Lawn play equipment, it was noted that at the October Full Council meeting the additional spend for both the

enhanced wetpour surfacing option and the alternative inclusive swing design was approved. Chosen swing design being a Double Bay Double Swing including 1 x Flat Swing seat & 1 x Inclusive Sutcliffe Boat Seat.

The Chairman commented that it was good to see all the projects in progress that the Council has underway.

Fees and Charges 2023/24: Members noted that the Burial and Memorial fees had been increased on 1 April 2021 and noted the current filming charges of £1,500 per day for commercial organisations, negotiable at the Town Clerk's discretion.

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

- i) No change be made to the Burial Fees and Charges for the year 2023/24; and
- ii) No change be made to Filming Fees for the year 2023/24.

Maintenance Programme: Consideration was given to increasing Committee's maintenance budget to allow for more significant maintenance projects, to protect Council's assets following the undertaking of several key projects and schemes over the last few years.

RESOLVED to recommend to the Finance and General Purposes Committee that: the Grounds Maintenance budget 2023/24 be increased to £25,000.

Budget 2023/24 and Business Plan (Capital Projects): Consideration was given to projects for the coming year.

a) CCTV Provision: Members felt it prudent to include a provision the budget to expand the CCTV (currently being taken forward) should there be any issues of concern once the MUGA is up and running and more things are happening at the Core Building.

b) Railway Car Park Railings (Station House): It was noted that despite regular repainting of the railings they were near the end of their life having broken in places and rusted. The initial quote obtained to help with budgeting was £35,000.

c) Cemetery – Acquiring New Land and Earmarked Reserve: The Committee was supportive of the Town Clerk progressing initial investigations into acquiring new land for the cemetery, including any planning required and seeking professional advice.

d) Refurbishment/Replacement of the Lawns Garages/Scout Hut Area: The Committee agreed that the garages, Scout Hut, Blockhouse area needs improving as a longer-term project. The RFO commented that it could be improved to use as a compound for the Maintenance Team to store vehicles, equipment etc.

e) Community Events: Committee was keen to continue to build on Council's community events in 2023/24 and that a provision of £15,000 be included in the budget for this.

f) Memorial Safety Programme: It was noted that this was a significant piece of work, and it was still hoped that this would commence in the current year but that it may be the cost would be paid in the next financial year. For this reason, it was suggested that the provision be included in the 2023/24 budget but that this be increased to £8,000 to include fees associated with rectifying any safety concerns arising from the programme. It was noted that the £8,000 was a conservative estimate of the total cost of this project and it was not expected to be in addition to the £6,000 2022-23 budget.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the Budget for 2023/24:

- a) £7,000 to expand the CCTV system.
- b) £35,000 to replace the railway car park railings to the rear of the Business Units.
- c) an Earmarked Reserve of £50,000 is made to investigate options for acquiring new land for the Cemetery.
- d) £150,000 is included in the Business Plan 2024-25 for improving the Lawn garages and Scout Hut area.
- e) £15,000 for community events.
- f) £8,000 for a memorial safety programme.

The Committee discussed other potential capital projects. A Councillor said that the White Shelter area on North Quay is looking in need of updating. This could be included in the Business Plan for 2024-25.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the Budget for 2023/24:

£10,000 to investigate options to improve the White Shelter area

There was a general discussion regarding the Cornwall Council-owned play parks at Pellew Close and Lodenek Avenue and the need for these to be improved. The Chairman advised that it depends on who owns the land, and it is not straightforward. There were also concerns raised regarding cars parking for the school.

RESOLVED to request the Town Clerk arrange a Cornwall Council Parks and Open Spaces representative to attend a LTOS meeting to talk about the play areas at Pellew Close and Lodenek Avenue.

LTOS2022/30 **Date of next meeting:** Tuesday 17 January 2023 at 7.00pm

LTOS2022/31 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

LTOS2022/32 **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 27 September 2022** be signed as a true record of the meeting.

Meeting closed 7.53pm

DRAFT

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 8 November 2022 in the Council Chamber, Station House, Station Road, Padstow at 7.00 pm

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

In Attendance: Mrs S Daly (Support Officer and Minute Taker)

P2022/35 Apologies and Announcements: There were no apologies for absence and or announcements.

P2022/36 Declarations of Interest: Councillor Mrs T Walter declared an interest in agenda item 5 ii) g) [PA22/09098](#) Gulland House Upper Dobbin Lane Trevone Padstow

P2022/37 Public Participation: There was no public participation

P2022/38 RESOLVED that the **Minutes** of the meeting held on **Tuesday 11 October 2022** be signed as a true record.

P2022/39 Planning

i. The following Cornwall Council planning decisions were noted:

a) [PA21/05791](#) **The Walled Garden Duke Street Padstow PL28 8AB** – Proposed use of the Walled Garden as a public, commercial garden with associated café. **APPROVED**

b) [PA21/06103](#) **Porthmissen Farm Padstow Cornwall PL28 8HL** – Conversion of redundant outbuilding to holiday let and retention of rooflights. **APPROVED**

c) [PA21/06104](#) **Porthmissen Farm Padstow Cornwall PL28 8HL** – Listed Building Consent for conversion of redundant outbuilding to holiday let and retention of rooflights. **APPROVED**

d) [PA22/05732](#) **Porthmissen Farm Trevone Cornwall** – Repair the roofs of the buildings in the courtyard adjacent to the farmhouse. **APPROVED**

e) [PA22/05733](#) **Porthmissen Farm Trevone Cornwall** – Listed Building Consent to repair the roofs of the buildings in the courtyard adjacent to the farmhouse. **APPROVED**

f) [PA22/07012](#) **8 Barrys Lane Padstow Cornwall PL28 8AU** – Proposed extension, loft conversion, remodelling and replacement annexe. **APPROVED**

g) [PA22/07132](#) **78 Sarahs View Padstow Cornwall PL28 8LU** – Application to replace conservatory style roof with a flat roof/balcony, replace dormer window with patio doors, installation of glass balustrade and construction of a second dormer with patio doors. **APPROVED**

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

a) **PA22/08194 Padstow Cemetery Padstow Cornwall PL28 8RS** – Works to trees subject to a Tree Preservation Order (TPO), works include crown reduction to evergreen oaks.

SUPPORTED

b) **PA22/08988 The Lawn Car Park and The Plantation Hill Street Padstow Cornwall** – Works to trees subject to a Tree Preservation Order (TPO), Fell various ash with ash dieback, fell 2 elms with elm disease, pruning to clear structures and formative pruning to improve trees.

SUPPORTED

c) **PA22/08841 4-6 South Quay Padstow PL28 8BU** – Minor external alterations and replacement of window and main entrance doors. Replacement shopfront signage.

SUPPORTED

d) **PA22/08842 4-6 South Quay Padstow PL28 8BU** – Advertisement consent for the replacement fascia signage and new freestanding A-frame sign and hand painted/traditional sign writing.

SUPPORTED; apart from the freestanding A-frame due to health and safety concerns.

e) **PA22/08792 4-6 South Street Padstow Cornwall PL28 8BU** – Listed Building Consent for replacement shopfront signage, minor external alterations, replacement of window and main entrance doors and minor internal alterations to refurbish the shop unit.

SUPPORTED

f) **PA22/09018 Quayside Cottage Market Strand Padstow Cornwall** – Change of Use of existing holiday let to additional kitchen space, storage and table space for front of house (Use Class A3)

SUPPORTED on the condition that any exterior extractor fans are subject to a noise and odour test and there are no alterations to the frontage of the exterior of the building.

Councillor Mrs T Walter left the meeting.

g) **PA22/09098 Gulland House Upper Dobbin Lane Trevone Padstow** – Retention of building permitted for purposes of a domestic garage and store over (under PA20/06068) to a holiday unit of accommodation over the domestic garage.

NOT SUPPORTED; previous application PA20/06068 was supported provided there was no provision for residential use/ancillary accommodation. Consider that Cornwall Council's condition 4 should still apply.

Councillor Mrs T Walter returned to the meeting.

h) [PA22/09450](#) **89 Sarahs View Padstow Cornwall PL28 8LU** – Demolition of conservatory and replacement with a new extension at ground floor level and a new balcony at first floor level.

SUPPORTED

P2022/40 Cornwall Council Consultation: Cornwall Landscape Character Assessment and Areas of Great Landscape Value (AGLV)

Review: There was discussion on this item and members read the tabled follow up report on this matter. It was noted that the Chairman had attended an event by Cornwall Council regarding the consultation and had participated in feedback during the same.

RESOLVED not to submit a formal response to the Cornwall Council Consultation: Cornwall Landscape Character Assessment and Areas of Great Landscape Value (AGLV) Review.

P2022/41 Date of Next Meeting: Tuesday 13 December 2022 at 7.00 pm
noted.

Meeting closed at 7.25 pm

DRAFT

Padstow Town Council 29.11.22

Agenda item 9

AGENDA ITEM 9: Draft Budget 2023-24 and Business Plan

The FGP meeting on 15.11.22 reviewed the Draft Budget 2023-24 and the updated Business Plan. This followed the Staffing, LTOS and HRT Budget Committee meetings where plans and projects for 2023-24 were discussed and amounts proposed to include in the Budget for FGP's consideration, these were agreed by FGP Committee and are included in the Budget and Business Plan.

A balanced Budget is proposed so a precept does not need to be set. The Business Plan was updated to include current and future projects.

Council are therefore asked to:-

Agree as recommended by the Finance and General Purposes Committee at its meeting held on Tuesday 15 November 2022 that:-

- ia) the precept for 2023-24 be set at £nil;
 - ib) the member allowance for 2023-24 be set for £nil;
 - ic) the 2022-23 Draft Budget 2023-24 be approved (Appendix 1);
 - id) the updated Business Plan be approved (Appendix 2);
- ii) To adopt the minutes and approved recommendations for the meeting of the Finance and General Purposes Committee held on Tuesday 15 November 2022.

Padstow Town Council						
Budget 2022-23 and Draft Budget 2023-24						
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>	
Income	31.3.21	31.3.22	31.10.22	2022-23	Budget	2023-24
Central & Democratic Services	272268	12556	10184	50		50
Highways, Roads & Transport	377315	763714	571105	561600		613000
Environment	8755	12722	9920	5030		5010
Leisure	7632	7770	1735	4000		4000
Investment Properties	264460	268187	186580	250000		255000
Other Operating Income	233	98	221	25		50
	930663	1065047	779745	820705		877110
Expenditure						
Democratic Core	281	3190	203	3800		4700
Corporate Services	42703	60717	31546	61000		65000
Central Services	24300	24800	24000	25000		60000
HRT Railway Car Park	84459	81489	58305	108600		99500
HRT Lawns Car Park	22982	24042	17453	25800		28100
Environment Cemetery	11468	17152	6405	34100		32700
Environment Toilets	32775	58166	48668	68400		79000
Leisure - Open Spaces	86775	115897	76532	194325		191525
Administration	189091	192886	120033	209750		253250
Investment Properties	30781	36828	19259	40300		51500
Total expenditure	525615	615167	402404	771075		865275
Net Revenue/(Expenditure)	405048	449880	377341	49630		11835
Capital Expenditure						
Capital expenditure from Revenue	209670	27118	20120	361000		160000
Net Rev/(Exp) after capital expenditure	195378	422762	357221	-311370		-148165
		1.4.22	Transfers	1.4.23		
Balance Sheet 1.4.22		£	to/from EMR	£		
Earmarked Reserves:						
Properties and Grounds Maintenance		150000	10000	160000		
Vehicle and machinery replacement		25000		25000		
NDP		5000	-5000	0		
Investigate options for acquiring Cemetery land			50000	50000		
General Fund		1075850		1075850		
Total assets less liabilities		1255850	55000	1310850		

<u>Padstow Town Council</u>								
<u>Central & Democratic</u>								
			<i>nominal</i>	<i><u>Actuals</u></i>	<i><u>Actuals</u></i>	<i><u>Actuals</u></i>	<i><u>Budget</u></i>	<i><u>Draft Budget</u></i>
<u>Income</u>			<i>codes:</i>	<i><u>31.3.21</u></i>	<i><u>31.3.22</u></i>	<i><u>31.10.22</u></i>	<i><u>2022-23</u></i>	<i><u>2023-24</u></i>
Misc Income incl photocopies			4300	272268	12556	10184	50	50
				272268	12556	10184	50	50
<u>Expenditure</u>								
<u>Democratic</u>								
Councillors' Expenses			5008	48	0	0	50	200
Training			5049	68	1190	0	1000	1500
Contingency			5050	0	0	0	0	0
Mayor's Allowance			5060	165	135	203	250	500
Election Expenses			5064	0	1865	0	2500	2500
				281	3190	203	3800	4700
<u>Corporate</u>								
Subscriptions			5110	0	920	940	1000	1000
Bank Charges incl RingGo fees			5111	28293	40002	22081	32000	38000
Legal Services			5124	7500	10255	5175	12000	12000
Internal Audit			5125	1500	1500	750	1500	1500
External Audit			5127	2400	1600	0	2500	2500
Other Professional Services			5129	3010	6440	2600	12000	10000
				42703	60717	31546	61000	65000
<u>Central Services</u>								
Grants			5242	16800	16800	22300	22000	50000
S137 Grants			5243	7500	8000	1700	3000	10000
				24300	24800	24000	25000	60000

Padstow Town Council							
Highways, Roads & Transport							Draft
	<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>		<i>Budget</i>
Income	<i>codes:</i>	<i>31.3.21</i>	<i>31.3.22</i>	<i>31.10.22</i>	<i>2022-23</i>		<i>2023-24</i>
Railway car park	4404	254200	539317	402158	395000		425000
Excess charges - Railway	4405	3640	0	0	0		0
Lawn car park	4406	96968	199676	152078	150000		168000
Excess charges - Lawn	4407	160	0	0	0		0
Car Park Season Tickets	4408	1600	0	4033	1600		2000
Misc income	4448	20747	24721	12836	15000		18000
		377315	763714	571105	561600		613000
Expenditure							
Railway Car Park							
Staff Costs	5301	9200	7131	8507	11000		13000
Energy Costs	5315	449	227	146	900		1000
Non-Domestic Rates (NDR)	5317	56320	56320	39424	65000		68000
Equipment & Materials	5332	375	774	115	500		500
Signs	5332			0	10000		0
Equipment Service & Repair	5333	11686	3121	850	8000		5000
CC CEO - off street (PTC car parks)	5333		5073	3506	5000		5000
Car Park Machines	5351	3120	3984	2219	3200		3500
Car Park Tickets	5353	0	0	0	500		500
Car Park Cash Collection	5354	3309	4859	3538	4500		3000
		84459	81489	58305	108600		99500
Lawns Car Park							
Staff Costs	5401	4492	2867	3650	2000		4900
Energy Costs	5415	1406	1263	106	1500		1500
Non-Domestic Rates (NDR)	5417	14970	14970	10479	18000		19000
Equipment, Materials & Repairs	5432	238	774	0	500		500
Car Park Machines	5451	556	1099	774	1100		1000
Car Park Tickets	5453	0	0	0	200		200
Car Park Cash Collection	5454	1320	3069	2444	2500		1000
		22982	24042	17453	25800		28100

Padstow Town Council							
Environment							
							Draft
	<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>		<u>Budget</u>
Income	<i>codes:</i>	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>		<u>2023-24</u>
Cemetery Fees	4511	8664	12683	9906	5000		5000
Seagull-proof Sacks	4513	91	39	14	30		10
		8755	12722	9920	5030		5010
Expenditure							
Cemetery							
Staff Costs	5701	5029	11700	4383	19000		17600
Non-Domestic Rates (NDR)	5717	1566	1783	1136	1700		1800
Water	5718	0	0	0	200		100
Grounds Maintenance	5720	4873	3544	886	7000		5000
Topple testing	5720		0	0	6000		8000
Equipment, Materials & Repairs	5732-3	0	125	0	200		200
		11468	17152	6405	34100		32700
Toilets							
Staff Costs	5801	13482	17728	14128	18500		26000
Energy Costs	5815	1190	3326	3932	2400		5000
Non-Domestic Rates (NDR)	5817	1160	-1160	0	0		0
Water	5818	8900	22227	18510	28000		29500
Cleaning & Domestic Supplies	5819	7282	9547	7439	15000		13000
Equipment & Materials	5832	420	591	183	1000		1000
Equipment Service & Repair	5833	341	5907	4476	3500		4500
		32775	58166	48668	68400		79000

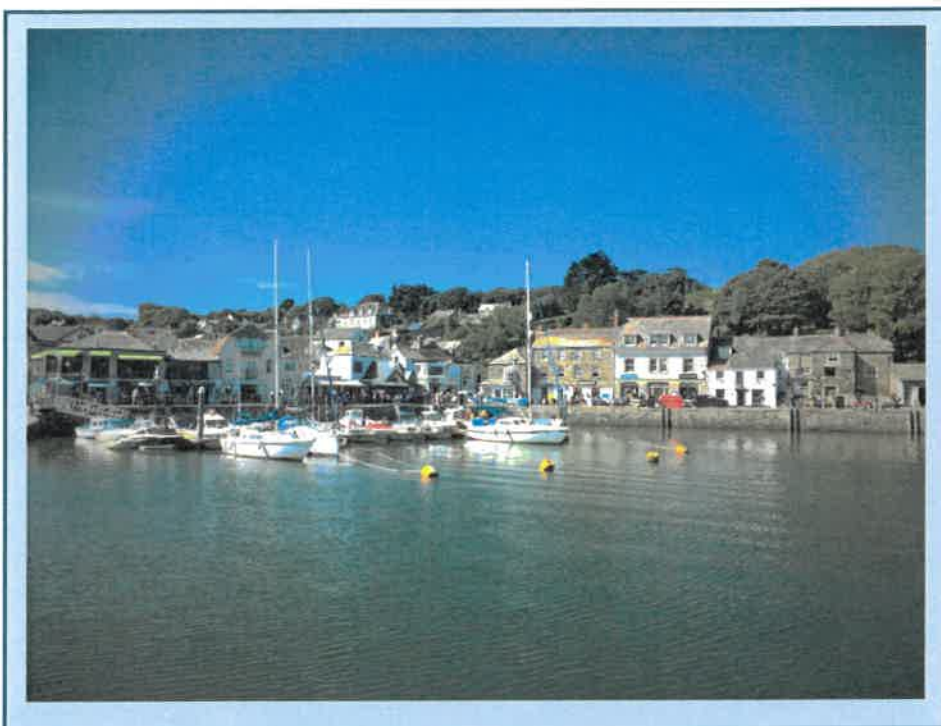
Padstow Town Council							
Leisure, Tourism & Open Spaces							
			<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>
			<i>codes:</i>	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>
Income							Draft Budget 2023-24
Leisure - seat and tree donations	4600	487	1027	68	0	0	0
Grass Cutting CC	4620	3318	0	0	0	0	0
Footpaths & Grass Cutting CC	4630	3212	5839	1271	4000	4000	4000
Leisure - misc income	4648	615	904	396	0	0	0
		7632	7770	1735	4000	4000	4000
Expenditure							
Events	6044	0	0	0	2000	1000	1000
Staff costs (bandstand)	6101	0	0	0	1650	0	0
Staff Costs	6201	57848	70611	46864	103000	108700	108700
Staff travel	6207	0	0	0	50	50	50
Energy costs	6215	553	2029	4469	900	3600	3600
NDR - tennis courts	6217	599	790	419	2250	900	900
Grounds maint costs	6220	15009	15398	11239	18000	25000	25000
Treeworks	6220		0	0	10000	8000	8000
Plantation - clear compost area	6220		0	0	5000		
Rent	6221	175	175	175	175	175	175
Vehicle Insurance	6222	2108	2213	48	2500	2500	2500
Equipment & materials	6232	5583	11202	5788	12000	14000	14000
Skate park fencing	6232		0	0	10000		
Bus shelter	6232		0	0	2000		
Core building maintenance	6232		0	0	10000	5000	5000
Tommy at Stile field	6232		0	0	1000		
CCTV						7000	7000
Telephones - mobiles	6239	196	25	0	50	50	50
Training	6249	72	1995	1395	5000	5000	5000
Petrol & Oil	6265	2080	3389	2921	3500	3900	3900
Machinery repairs	6266	692	2141	1214	1500	2200	2200
Vehicle Service & Repair	6267	1165	5209	1530	3000	3700	3700
Vehicle Tax	6268	695	720	470	750	750	750
		86775	115897	76532	194325	191525	191525

Padstow Town Council							
Administration							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
Income	<i>nominal</i>		<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>Budget</u>
	<i>codes:</i>						<u>2023-24</u>
Interest Income	4949		233	98	221	25	50
Precept	4950		0	0	0	0	0
			233	98	221	25	50
Expenditure							
Staff costs - gross pay	7001		159794	161622	101156	176000	215000
Staff travel	7007		0	0	0	50	50
Subscriptions	7010		185	500	555	800	600
Building Maintenance	7014		529	374	523	500	600
Energy Costs	7015		4804	4622	3280	6000	6500
NDR - Station House & Core Building	7017		8982	10109	6079	9500	11000
Water	7018		0	117	53	200	200
Cleaning & Domestic Supplies	7019		923	577	422	1000	900
Equipment & Materials	7032		1734	3261	1277	2500	2800
Equipment Services & Repair	7033		1260	2260	1413	1500	2300
Printing	7034		1328	1372	740	1400	1400
Stationery	7035		539	1665	850	1000	1500
Postage	7036		931	335	321	900	900
Telephone	7039		1402	636	565	1500	1200
Computer Costs	7040		6660	5244	2674	3500	3000
Advertising	7047		0	0	0	400	300
Training	7049		20	192	125	3000	5000
			189091	192886	120033	209750	253250

Padstow Town Council							
Investment Properties							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
			<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>Budget</u>
		nominal					<u>2023-24</u>
		codes:					
Income							
Inv Rental Income	4702		229018	229271	165417	225000	225000
Inv Miscellaneous Rents	4703		35442	38916	21163	25000	30000
			264460	268187	186580	250000	255000
Expenditure							
Buildings maintenance	6914		292	291	1014	300	500
Premises Insurance	6923		23441	25680	14289	28000	36000
Legal Services	6924		7048	7857	3956	6000	9000
Surveyors	6926		0	3000	0	6000	6000
			30781	36828	19259	40300	51500
Other Operating & Reserves - Capital Expenditure							
n/c 9096 Projects funded from Revenue (items costing less than £10k)							
n/c 9097 Cap Exp funded from Revenue (items costing over £10k)							
Neighbourhood Development Plan			8799	1056		4000	
Lawn skate park				1645			
Lawn car park improvements			16177	6372			
North Quay and Cory toilets refurbishment			26439	14424	2643		
Misc repairs			4721	3621		5000	5000
Victoria Monument			716				
Community events					5897	10000	15000
Computers - hardware & software			1318		480	2000	5000
Multi Use Games Area (MUGA)					750	200000	
Grant to help vulnerable during Covid-19			1500				
Contingency						50000	60000
Core Building			150000				10000
Lawn play equipment						90000	
Ride on lawn mowers					10350		
HRT:							
Camel roadway improvements							20000
LTOS:							
Replace Railway car park railings							35000
Investigate options to improve White Shelter area							10000
			209670	27118	0	20120	361000
							160000



PADSTOW TOWN COUNCIL BUSINESS PLAN



PADSTOW TOWN COUNCIL
Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA

Tel: 01841 532296
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk

PADSTOW TOWN COUNCIL

BUSINESS PLAN

Introduction

Padstow is a fishing harbour and holiday resort on the north coast of Cornwall. The population of the parish is approximately 7,000, which includes nearby Trevone village. In the summer months this figure increases greatly, with day visitors in the region of 500,000 a year. Padstow is on the western side of the Camel estuary and can be reached on the A389 road and via the Camel Trail, 17 'car-free' miles from Bodmin, which is very popular with cyclists and walkers.

Padstow Town Council strives to serve the communities of Padstow and Trevone with quality, local services at a minimum cost. The public sector has faced many challenges and financial restrictions over the last few years. Cornwall Council has reduced some of its services such as public toilets and is devolving some services to parishes, following central government funding cutbacks. During this time Padstow Town Council worked closely with Cornwall Council to consider properties and services that could be devolved, it also considers whether to take on services which Cornwall Council cease to provide. The Council also has close working relationships with the Police and many other local organisations. In 2020-2021 the COVID19 pandemic saw great challenges and financial constraints. Greater working relationships have been forged with Cornwall Council, the local police and the Council's local partners to facilitate increased collaboration for the benefit of our community.

What is the purpose of the Business Plan?

This Business Plan sets out the Council's mission and key priorities/objectives, it details major capital projects for the next three years. This helps the Council take a planned and consistent approach to the prioritisation and allocation of resources. It sets out the blueprint of how Padstow Town Council will work in the best interests of all who live, work and use our services. The Council aims to be proactive rather than reactive in its decision making, 'future-proofing' the enhancement of its assets where feasible. The Business Plan will give residents a clear understanding of what the Town Council does and what it is trying to achieve.

Mission Statement

Padstow Town Council endeavours to promote the best social, economic and environmental practices for Padstow and Trevone by efficiently managing services, assets and the resources of the Council for the benefit of the local community. The Council aims to be a professional and competent Council, which is open and accountable and ensures sound financial management of the Council's resources.

Review of the Business Plan

The Business Plan will be reviewed regularly to ensure that the Council remains focused on the delivery of its objectives and to assist with the Budget setting process. This function will be a responsibility of the Finance and General Purposes Committee in order that it can take an overview of proposed projects considered by each committee.

Aims and objectives

The Town Council's aim is to improve the quality of life for the residents and visitors of Padstow and Trevone and to achieve this will:

- Endeavour to address the needs of residents within the resources and powers available to the Town Council.
- Provide high standard, cost-effective services.
- Assist other organisations to provide services.
- Update residents on what the Council is doing through its website, social media pages, noticeboards, meetings and local press.

The objectives are:

- To enable residents to enjoy the recreational facilities of the town.
- To liaise with statutory bodies and voluntary organisations to improve standards of service that meet local needs.
- To help safeguard the environment in and around Padstow and Trevone and to maintain it for the future.

Overview of Padstow Town Council

- The Council is made up of 12 Councillors who are elected every four years, three represent Trevone ward and nine represent Padstow ward.
- The Town Mayor and Deputy Mayor are elected by the Council every year.
- Standing committees are: Finance and General Purposes; Highways, Roads & Transport; Leisure, Tourism and Open Spaces; Planning and Staffing.
- Working groups are formed as required to deal with issues as appropriate and meet on an ad hoc basis.
- The Full Council normally meets on the last Tuesday of each month and meetings are open to the public. Full Council meetings are not held in August and December.
- Most Council meetings are open to the public and residents are allowed to speak at the discretion of the Chairman of each meeting.
- An Annual Parish meeting is held each year to review the activities of the previous year at which residents can raise any issues of concern.
- The Council operates using a constitution, consisting of Standing Orders and Financial Regulations with supporting policies.

- Agendas and Minutes of Council meetings, together with other Council documents, are available on the Council website: www.padstow-tc.gov.uk
- Padstow Town Council is the first tier of local government closest to the community, with an important role to play by representing its interests.
- Within its limited remit it provides efficient services and amenities to meet local need.

Management Structure

The administration of the Town Council is carried out by a Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Responsible Financial Officer (RFO) is responsible for managing the finances on behalf of the Council. At October 2022 the Council employs a total of eight staff, these staff cover the following positions: Town Clerk, RFO, Council Support Officer, Maintenance Team/Toilet Cleaner/Car park attendant and Office Cleaner.

Financial Information

The Council's main source of income is from the Railway and Lawn car parks and rental properties in Padstow. This income has enabled the Council historically not to charge a precept (town or parish cost that is added to Council tax). The setting of a precept is considered by the Council each year during the budget setting process.

The operating expenses are:

Democratic Core – election expenses, Councillor training, bouquets etc

Corporate Services – professional & bank charges, HR, audit etc

Central Services – grants awarded to local organisations

HRT Railway car park – Non-Domestic Rates (NDR), wages, cash collections etc

HRT Lawn car park – NDR, wages, cash collection etc

Environment Cemetery – wages, grave excavation, maintenance, NDR, water etc

Environment Toilets – water, cleaning toilets wages, materials etc

Leisure Open Spaces – grounds maintenance wages, grass cutting, bulk bin emptying etc

Investment Properties – insurance, surveyor and legal fees etc

Administration – wages, NDR, stationery, telephone, computer etc

Capital expenditure and financing

The Council's priorities for capital expenditure are the maintenance and improvement of existing assets. A Business Plan outlines anticipated

future capital expenditure, this will be reviewed regularly for priority, affordability, and General and Earmarked Reserves balances.

Assets

The Council owns various assets, as detailed in the Fixed Asset Register, and maintains them for current and future residents.

Reserves

The Council is required to hold 3-12 months expenditure in a General Fund. The Council adopts a risk-based approach to the level of reserves and reviews them regularly. Earmarked Reserves are monies set aside for specific projects.

Councillor Allowances

The Council considers Councillor allowances each year as part of the budget setting process. Historically these have not been paid to serving Councillors apart from travel and subsistence.

Grants

The Council supports local charities and not-for-profit organisations through its annual, discretionary grants scheme. Consideration is given during the budget setting process of the level of financial support the Council can offer. The Finance and General Purposes Committee is responsible for allocating grants against any grant budget awarded annually. It is usual that this meeting takes place in February each year, with applications requested by the end of January.

Budget

The Finance and General Purposes Committee considers an annual Budget for the following 1st April – 31st March in the autumn each year. The Draft Budget then goes to Full Council for approval. At that time the Council also considers whether a precept should be set and duly notifies Cornwall Council. The Council aims to set a balanced Revenue and Expenditure Budget each year.

Audit

An Internal Auditor regularly reviews the effectiveness of the Council's risk management, control and governance processes. The Internal Audit reports are reviewed by Full Council. The Annual Governance and Accountability Return (AGAR), which summarises the Council's financial position, is publicised on the Council's website and noticeboards and audited by an External Auditor.

Accounts

The Accounts for the year ending 31st March are normally prepared in April - May each year and then go to Full Council for approval.

The Council functions

The Council's Accounts are divided into the following areas which outline the Council's main functions:

- Central & Democratic Services – professional costs and grants
- Highways, Roads & Transport – car parks
- Environment Cemetery and Toilets – cemetery and PTC toilets
- Leisure, Tourism and Open Spaces – public spaces and amenities
- Administration – office costs
- Investment Properties – rental properties

The Council is responsible for the following services:

- Public Toilets (free to use) at the Railway car park, Cory and North Quay.
- Burial ground at Padstow Cemetery.
- War memorial at Stile field and memorial at Dennis Hill.
- Play area, skate park and tennis courts at the Lawn car park.
- Public spaces – Plantation, Stile field, Wheal Jubilee Parc Millennium Green and Spritty meadow.
- Grass cutting – roadside verges in the parish, Padstow Cemetery, St Petroc's Churchyard, Spritty Meadow, Lawn play area, Stile field, Trevone The Green and Empty Purse.
- Footpath cutting – Gold paths in the parish, excluding the coast-path.
- Car parks – Railway and Lawn car parks.
- Memorial seats – Stile field, Padstow and Rocky beach, Trevone.
- Bus shelters – Windmill, Trevone, Sarah's Lane, Tesco, Station Road and School Hill.
- Seating areas – Long Luggar, Mark and Cory shelters.
- Bandstand – bandstand bookings.
- Neighbourhood Development Plan (NDP)
- Allotments at Rope Walk.
- Provision of and emptying of bins on Padstow Town Council land.
- Noticeboards on Padstow Town Council land.

Mayor

The Council elect a Mayor each year who represents the Council and community at official engagements, with his/her consort. The Mayor meets a large number of residents and provides a link to other parish Councils in Cornwall. The Mayor also gives bouquets to residents who have significant birthdays or anniversaries, on behalf of the Council.

Planning

Padstow Town Council is a consultee for planning applications in Padstow and Trevone. The Planning Committee meet monthly to review planning

applications and provides the planning authority, Cornwall Council, with its views prior to decisions being taken.

Achievements

The Council is proud of its reinvestment in its community over the last few years:

- The Railway car park was re-tarmacked with new layout/lining.
- New Railway public toilets were built that are free to use.
- Hill steps retaining wall was rebuilt.
- Remedial works were undertaken following rock slips on Council land.
- Station House was refurbished as the Council's offices.
- Padstow Museum was offered part of the refurbished Station House.
- Slipway near the Camel Trail was rebuilt after a collapse.
- Stile footpath was re-tarmacked and widened.
- Padstow War Memorial was cleaned.
- Padstow Cemetery car park and entrance were improved.
- Padstow Cemetery and Churchyard new cremation areas.
- Development of Skate Park in the Lawns Car Park.
- Victoria Monument Shelter – refurbished.
- Lawn car park was re-tarmacked, relined and entrance improved.
- Core Building (in the Lawn car park) was purchased as a community asset.
- North Quay and Cory toilets were refurbished.

Future projects:

- Multi Use Games Area (MUGA) on the Lawn tennis court area.
- Lawn play area redevelopment
- Camel roadway improvements

Padstow Town Council welcomes feedback on its Business Plan which can be viewed online at <https://padstow-tc.gov.uk/council-finance/> Alternatively, hard copies can be obtained by contacting the Council Offices.

Updated 3.11.22

Padstow Town Council - Business Plan

Major Capital Projects

items over £20,000 in value

	<u>2023/24</u>	<u>2024/5</u>	<u>2025/26</u>
Camel roadway improvements	20,000		
Lawn garages area improvements		150000	
Dock Wall repairs		65000	
	<u>20,000</u>	<u>215,000</u>	<u>0</u>

Projects that do not take place in a financial year will be carried forward to the following year.

PADSTOW TOWN COUNCIL

**Minutes of the Finance and General Purposes Committee meeting held
on Tuesday 15 November 2022 at 7.00 pm in the Council Chamber,
Station House, Station Road, Padstow**

Present: Councillors R Higman (Chairman), J O'Keefe (Vice Chairman),
Mrs J Dawe, K Freeman and M Rickard

In Attendance: Mrs N Barnes (Responsible Financial Officer) and Samantha
Daly (Support Officer and minute taker)

- FGP2022/16 Apologies for absence and announcements:**
i) Apologies were received from Councillors A Flide, Mrs T
Walter and C WatsonSmyth.
ii) The Chairman announced he had been approached by a
member of the WI who had expressed thanks for the PTC
Community Grant towards the hearing loop in the WI hall
which was working well.
- FGP2022/17 Declarations of Interest:** There were no declarations of
interest.
- FGP2022/18 Public Participation:** There was no public participation.
- FGP2022/19 Minutes Tuesday 19 July 2022: RESOLVED** that the
minutes of the meeting held on Tuesday 19 July 2022 were a
true record of the meeting and they were signed by the
Chairman.
- FGP2022/20 Budget Summary and Budget to Actual Variance
Report:** The budget report, providing an overview of the
total income and revenue expenditure from 1.4.22 –
31.10.22 and explanations for any significant variances, was
noted and thanks were expressed to the Responsible
Financial Officer.
- FGP2022/21 Budget Report 2022-23:** A review of the budget for 2022-
23 was noted.
- FGP2022/22 Budget 2023-24:**
Members' Allowances: **RESOLVED TO RECOMMEND TO
FULL COUNCIL THAT** no members' allowances be set for
2023/24.

Grants: Members gave consideration to setting a provision of
£60,000 for the Council's community grant scheme. It was
noted that this was an increase on the current year's
provision of £25,000 but that there was room in the budget.
Comment was made that the grants pot was decided
annually and if finances were different in future years, then
this would be reflected. It was also noted that the Council

did not need to spend the whole £60,000 and that grants were discretionary.

RESOLVED to agree the inclusion of £60,000 for grants within the draft Budget 2023-24.

Committee Recommendations: The Chairman referred Committee to the Draft Budget papers including the recommendations from Committees.

RESOLVED to accept the Budget meeting recommendations of the Staffing, LTOS and HRT Committees, including fees and charges, for inclusion within the draft Budget 2023-24.

General Reserves: Members noted the Council's General Reserve Policy, being to hold a minimum of one year's revenue expenditure in free reserves (the General Fund) and that this was reflected in the Draft Budget.

Ear Marked Reserves (EMR): Consideration was given to the future of the NDP EMR, to increasing the Grounds and Properties EMR and the creation of an EMR in respect of acquiring cemetery land.

RESOLVED to agree the following inclusions within the Draft Budget 2023-24: i) the removal of the £5,000 NDP EMR; ii) increasing the Grounds and Properties EMR by £10,000; and iii) creating a £50,000 EMR for investigating options for acquiring Cemetery land.

Draft Budget 2023-24: In response to a member query the Responsible Financial Officer confirmed that the Draft Budget contained a £60,000 contingency provision, an increase on last year of £10,000 and a community events provision of £15,000, an increase on last year of £5,000. These provisions would help to cover additional costs arising from the current economic climate and arising from the Core Building projects.

Members were supportive of the Draft Budget and had no further recommendations for inclusion.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the Draft Budget 2023-24, as detailed in the agenda papers, be approved.

Precept 2023-24: It was not considered necessary to set a Precept for 2023-24. Comment was made that the public should be made aware that this may not always be possible if the current spate of vandalism continues.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT no Precept be set for 2023-24.

Business Plan: The Chairman referred Committee to the Business Plan and the suggested updates in 2024-25 including the Lawn garages area improvements of £150,000 and the Dock Wall repairs of £65,000, which members were supportive of.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the updated Business Plan be agreed, as detailed in the agenda pages.

FGP2022/23

Date of next meeting: Tuesday 21 February 2023 was noted (grants meeting).

Meeting closed at 7.17 pm

DRAFT

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 insurance update.
- e) to approve the opening of a Lloyds Bank 32-day notice interest- bearing account.
- f) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 10a

Budget Report for the period 1.4.22 - 31.10.22

	Actual	Budget	Budget 1.4.22-30.4.22
Revenue Income	780,689	664,911	820,705
Revenue Expenditure	402,406	475,225	771,075
Capital/project expenditure	20,120	210,583	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
November 'a' 2022

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
1.11.22	LTOS	James Hallam	Fleet insurance, cyber insurance & sickness/business travel insurance - 1 year			2930.38
1.11.22	LTOS	Freedom Signs	Padstow & Trevone town map boards	1120	224	1344
31.10.22	HRT	G45	car park machine cash collections 1 month	878.25	175.65	1053.9
31.10.22	LTOS	Ian Dawe	external electrical remedial works NBU & check supply failure Blockhouse	803.25	160.65	963.90
3.11.22	Env - toilets	Wallgate	Wash drier fascia door	786.23	157.25	943.48
28.10.22	Investment Properties	Wombie Bond Dickinson	legal fees - leases etc	644.8	128.96	773.76
24.10.22	LTOS	Masons Kings	John Deere WK22 ABU - repair bent deck & new blade	421.31	84.27	505.58
3.11.22	LTOS	Padstow Petrol Station	fuel	413.35	82.68	496.03
19.10.22	HRT	Cornwall Council	Civil Enforcement Officer (CEO) - PTC car parks 1 month			474.15
21.10.22	LTOS		Post Office/DVLA - WL18 ENX and WA17 GVO vehicle tax			470
22.10.22	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral directors)			443
18.10.22	Corporate Services	Kestrel Guards	check call service - 1 month	300	60	360
1.11.22	Administration	Tanist Ltd	IT support - 1 month	233.5	46.7	280.20
2.11.22	Env - toilets	Wallgate	Walcare soap	170.56	34.41	204.67
1.11.22	LTOS	Total Pest Control	pest control - allotments	135	27	162
24.10.22	LTOS	The Cumbria Clock Co Ltd	annual service Padstow Church clock	120	24	144
4.11.22	LTOS	Tudor Environmental	jerricans, safety specs & visor & muff set	104.11	20.82	124.93
25.10.22	Corporate Services	Kestrel Guards	annual keyholding Station House	100	20	120
1.11.22	Env - toilets	Churchill	legionella control support package - 1 month	97.52	19.5	117.02
25.10.22	HRT	Flowbird	Smartfolio	85	17	102
19.10.22	LTOS	Greenham	PTC clothing - Maintenance Team	52.53	10.51	63.04
20.10.22			petty cash imprest			58.64
3.11.22	LTOS		H&S Purple Guide, danger diesel signs (reimburse staff)			46.11
7.11.22	Administration		office consumables (reimburse staff)			31.39
21.10.22	Administration		Royal British Legion - wreath			25
24.10.22	Administration	Sea Spray	window cleaning			24
						12261.18
7th	Corporate	Barclays Bank	bank charges			18.50
1st		Cornwall Council	Non Domestic Rates - PTC sites			8221.00
						8239.50
			Direct Debits			
31.10.22	LTOS	Mole Valley Farmers	Jerry cans, cable ties, safety boots, wire etc	132.81	16.67	149.48
21.10.22	LTOS	Mole Valley Farmers	Jerry cans, broom head, padlock and safety boots	167.42	23.58	191.00
26.10.22	Env - toilets	AUK Hygiene	toilet rolls, drain clear, refuse sacks, cloths, disposable gloves etc	693.42	138.67	832.09
25.10.22		EDF	electricity - PTC sites (per invoices, estimated reading on one meter)			1693.37
31.10.22		Biffa	bulk waste bin emptying - 1 month	577.66	115.53	693.19
1.11.22	Corporate Services	RingGo	RingGo fees - 1 month	2464.88	492.98	2957.86
1.11.22	Administration	Sage	Sage Payroll & Pensions - 1 month	43	8.6	51.60
						6568.59

Approved by 2 Councillors who are bank signatories:

Date	Name	1
	Signature	1

To ratify payments made:

ACCOUNTS OUTSTANDING
November 'b' 2022

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
8.11.22	Investment Properties	James Hallam Council Guard	Commercial Combined Insurance - 1 year			35151.81
15.11.22	Administration	Tanist Ltd	Microsoft 365 Business Standard 1 year	451.2	90.24	541.44
15.11.22	Corporate Services	Kestrel Guards	check call service 1 month	300	60	360
11.11.22	Administration	Viking	stamps and tork soap	186.49	16	202.49
9.11.22	LTOS	Taylor PAT testing	garages, blockhouse & Station House PAT testing			160
7.11.22	Democratic Services	CALC Ltd	Councillor and office staff training	120	24	144
3.11.22	Env - Cemetery	Travis Perkins	topsoil	110	22	132
11.11.22	Administration	Tanist Ltd	Cloud telephony charges 1 month	45.72	9.14	54.86
15.11.22	LTOS		safety boots (reimburse staff)			49.99
15.11.22	Administration	Tanist Ltd	FTTP internet - 1 month	41	8.2	49.20
8.11.22	Administration	Seadog IT	website hosting			29.95
						36875.74
27.10.22			November - gross wages, NIC ER's and LGPS ER's (includes back pay following pay award)			33496.05
			Direct Debits			
1.11.22	Env - toilets	South West Hygiene	sanitary & nappy bin service - 1 month	209.36	41.87	251.23
9.11.22	HRT	EDF	electricity - PTC site			150.92
						402.15

Approved by 2 Councillors who are bank signatories:

Date	Name	
	Signature	
		2
		2

To ratify payments made:

ACCOUNTS OUTSTANDING
November 'c' 2022

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
						£
18.11.22	LTOS	MGC Engineering Ltd	Chiddeypump beach steps galvanised hand rail	1860	372	2232
16.11.22	HRT	Clear-flow	Railway car park pump chamber - jet & fat disposal (recharged to tenant) 6 visits	1077.14	215.43	1292.57
17.11.22	LTOS	David Ogilvie Engineering	Single silent soldier ('Tommy')	768	153.6	921.60
25.8.22	LTOS	DWF Law LLP	VAT element of professional charges for insurance claim		757.6	757.60
16.11.22	LTOS	Travis Perkins	sand, handle, Cuprihol, floor paint, brushes & bolts	155.77	31.15	186.92
18.11.22	LTOS	High Speed Training	manual handling & workplace first aid online - new member of staff	50	10	60
18.11.22	LTOS	Masons Kings	visor	38.34	7.67	46.01
14.11.22	Democratic Core		travel expenses - Deputy Mayor			29.85
21.11.22	Administration	Sea Spray	window cleaner			24
						<u>5550.55</u>
16.11.22	Env - toilets	AUK Supplies	Direct Debits	211.22	42.25	253.47
17.11.22	LTOS	Mole Valley Farmers	toilet rolls, cloths, cleaner etc	62.12	12.42	74.54
18.11.22	Env - toilets	Everflow Water	PTC clothing, cable ties & strimmer line			52.62
22.11.22	Env - toilets	AUK Supplies	water	7.96	1.59	9.55
			cloths			<u>390.18</u>

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	
		2
<u>Signature</u>		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	44522	45,000		10819	9496	19619	21703	12789	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	402160	395000		109336	105401	96968	199678	152080	150000		
Railway	342724	339725	242539	435273	402160	335000		Lawn	98966	102561	94774	174506	152080	132000	
sub totals								sub totals							
Apr-Oct '22								Apr-Oct '22							
Apr-Oct	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2022-23									
Railway	342724	339725	242539	435273	402160	335000									
Lawn	98966	102561	94774	174506	152080	132000									
Total	441690	442286	337313	609779	554240	467000									
Car park takings															
April - October 2022 car park takings are £554,240 this year, which is £87,240 more than the Budget and £55,539 less than the same period last year.															

Full Council 29.11.22 Agenda item 10d

Finance report – insurance

The Town Clerk and RFO met with the Council's insurance broker for the annual insurance review. Insurance costs have increased substantially for the Commercial Combined insurance, following the end of the 3-year Long Term Agreement with Royal & Sun Alliance (RSA). We requested the insurance broker details for the Council the work done on the Council's behalf to demonstrate best value for insurance:

'During our meeting I provided an overview of the UK insurance market and the difficult position we are in with a very "hard" market.... effectively reduced capacity (insurers less willing to write new business) and increased ratings (many commercial clients have seen in excess of 100% rate increases over the last 2 years).

I mentioned that your incumbent insurer RSA were a casualty of the hard market having put their council facility into "run off" 18 months ago, leaving us with no option but to present to market....2nd time in 2 years for a multimillion-pound facility. We therefore had the need to seek an alternative insurer and scheme provider.

Our involvement in your sector goes back over 20 years and we are proud not only to be a top10 UK independent broker but also the largest broker of town councils in England and Wales.

We used this leverage in a very challenging market to seek scheme alternatives. Your council can be reassured that we presented to an extremely wide an extensive number of insurers, including recognised insurers such as Axa, Allianz , Zurich, Hiscox and Ecclesiastical to name but a few.

Aviva have provided best value and are recommended in accordance with their quote summaries attached. 2 policies are recommended with Aviva...1 general combined and 2 the group Accident. The cyber and motor fleet policies are recommended with the existing insurers.

Over the last 15 years you will have enjoyed extremely aggressive rates due to a "soft" market and a number of insurers competing thus leveraging rate stability. For reasons explained, this is no longer the case but we remain confident that Aviva are best value and renewal is recommended with them for the new term.'

The costs for 2022-23 insurance are: Commercial Combined £34,800.99 (previously £26,389.49), GPA/Sickness/Business Travel £437.66 (included in Commercial Combined last year), Cyber package £473 (£461.80) and Fleet Rated Commercial Motor £2019.72 (£2227.32).

Full Council 29.11.22 Agenda item 10e

Finance report – Bank account

The RFO reviewed the short notice or immediate access Lloyds Bank business bank accounts that earn interest. The Council used to have a 32-day notice account before the Covid pandemic, but these funds were moved to the current account to finance expenditure.

A 32-day notice accounts currently pays 1.1% (variable) and rolls over each month unless the money is withdrawn. Lloyds Bank also has 3-month Fixed Term Deposit at 1% interest and a 95-day notice account at 1.45%.

PTC Financial Regulations allow the Town Clerk, RFO and Chairman of the Finance Committee to arrange the short-term investment of funds in interest-bearing accounts, with either Lloyds or Barclays Bank in the name of Padstow Town Council. The opening or closing of a new account needs to be approved by Full Council.

The Chairman of Finance, RFO and Town Clerk agree to open a 32-day notice account with Lloyds Bank at 1.1% interest (variable), if Full Council agrees with the opening of that account?

PADSTOW TOWN COUNCIL: 29 NOVEMBER 2022

AGENDA ITEM 15: Street Name – Trecerus Farm Development

1. Overview

- 1.1 Poltair Development has been in contact to consult the Council on the street names for the Trecerus Farm site. They are asking if the names they are proposing are acceptable to the Council.

2. Proposal – appendix 1

- 2.1 Appendix 1 shows a plan and the names. The details on why they are proposing these names are:
- Trecerus Way – main road through -based on the site being part of Trecerus Farm originally.
 - Roundhouse Crescent Housing- surrounding the open space area – a reference back to the archaeological dig that was undertaken before commencement and the roundhouses found on the site.
 - Farm Close or Diary Farm Close – Private road area – based on the previous use of the land.

3. Previous Consultation on Street Names

- 3.1 Poltair Development have previously consulted the Council on the street back in Oct 2021 and November 2017 and both times the Council decided “not to comment”.
- 3.2 Previous investigation into street names showed that Cornwall Council does suggest that developers liaise with their local Town and Parish Council to see if an agreement on the name can be reached. This would form part of the evidence to go along with the street name application. Cornwall Council has a Street Naming and Numbering Guidance Note, section below is for information.

5.2 Guidance for street naming

When choosing a name for a new street the Council advises the following:

In line with national guidelines there is a presumption in favour of:

- street names that refer to local historical heritage, natural or landscape features of the local area;
- street names in Kernewek, which are encouraged in line with the European Charter for Regional & Minority Languages (Section 2) which was ratified for Kernewek by the UK Government in 2002.

The appropriate Parish, Town or City council and the Cornish Language Office will be able to assist with both of these areas.

- Where a street name in English is proposed and a suffix is required, the following suffixes will be used:

Street	for any thoroughfare
Road	for any thoroughfare
Terrace	a group of attached properties not a thoroughfare
Way	for major roads
Avenue	for residential roads (usually lined with trees)
Drive	for residential roads
Grove	for residential roads (usually relating to an area of trees)
Lane	for residential roads
Vale	for residential roads (usually relating to low land or near a river/stream)
Rise	for residential roads (usually relates to upward rising thoroughfare)
Row	a group of attached properties not a thoroughfare
Place	for residential roads
Wharf	for residential roads which are near water
Gardens	for residential roads subject to there being no confusion with any local open space
Crescent	for a crescent shaped road
Court or Close	for a cul-de-sac only
Square	for a square only
Hill	for a hillside road only
Ope	for a pedestrian alley/lane

4. Response

- 4.1 Does Council wish to comment on the proposed street names? Or following their previous view on this as outlined in 3.1?



KEY:

- | | | | |
|--|-------------------------------------|--|-------------------------------|
| | Application Boundary | | 1200mm highways service zone |
| | Electricity substation | | Proposed grass bank |
| | Existing internal hedgerow retained | | Proposed levels |
| | Existing hedgerow removed | | Proposed retaining walls |
| | Hedgerow gaps in-filled / repaired | | Hard standing for bin storage |
| | Proposed hedge boundaries | | Datum: Existing levels |
| | Secure wall boundary with trellis | | |
| | Secure 1800mm fence boundary | | |

ALL LEVELS +100mm

REVISION:

- 19.11.19 - Q Footway to B3276 widened to 3m
- 06.12.19 - R: Guard railings added to footway
- 12.01.20 - S: Road and Cycle path extended to red line at Northern boundary
- 15.04.20 - T: Adjacent properties floor levels added
- 19.02.21 - U: Roads amended to Engineer's layout
Proposed FF Levels (PLOTS 30-33 & 54-55) amended to Engineer's layout.
- 12.05.21 - V: Rear access to plots 12 & 25 removed to Client request.
- 05.10.21 - W: Proposed FF Levels (PLOTS 30-33 & 54-55) amended.

studioarc

27 Larn Street
TR10 9ND
TR1 2PH
T: 01872 224200
www.studioarc.co.uk

project title
ARC 083 Padstow - Phase 4

client ref:	PROPOSED Site Layout	date:	July 2019
scale:	1:500 @ A2	revision:	BS
status:	PLANNING	drawing number:	ARC_083_SL01
		revision:	W

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PADSTOW TOWN COUNCIL: 29 NOVEMBER 2022

AGENDA ITEM 16: TOWN COUNCIL VACANCY (PADSTOW WARD) AND COMMITTEE VACANCIES

1. Town Council Vacancy
 - 1.1 Council will know it is currently carrying one vacancy (Padstow Ward). Cornwall Council was duly informed and formally gave notice of the same. Cornwall Council confirmed that if by 29 November a request for an election by TEN electors is not received, then it will be filled by co-option.
 - 1.2 By the time of the Council meeting Cornwall Council should have advised as to whether it will be filled by election or co-option. If the later, this will be undertaken by the Town Council.
 - 1.3 The Town Clerk suggestions as there are no meetings in December, that this be advertised beginning of January for consideration at Council January meeting. Council's views are welcomed.
2. Committee Vacancies
 - 2.1 Currently both the Highways, Roads and Transport Committee and Leisure, Tourism and Open Spaces Committee are carrying one vacancy.
 - 2.2 Would Council like to appoint a member to each of these Committees, or instead wait to consider once a new member is elected or co-opted?

Meetings & Events attended October/November 2022

26th October - Cornwall Landscape Character Assessment

This was a workshop meeting held at Launceston that I attended in which the AONB and the AGLV areas of Cornwall were being discussed and the areas updated, as it hasn't been updated since 2007. This subject has since been sent out to all councillors for you all to be able to add any comments that you wished to be taken into consideration in the new mapping of the areas. The main information that was wanted from this was the benefits and harm due to the effects of more building, increased tourism, changes in the way the land is farmed, pollution etc and what impact it is having on Cornwall's AONB and AGLV areas.

29th October - Rededication ceremony of the Garden of Remembrance.

A small service at the churchyard was held to rededicate the garden of remembrance after its makeover by members of the RBL. The vicar conducted the short service which was very well attended by members of the RBL, the public and a very good turnout by councillors. Refreshments in the church rooms were provided afterwards, kicking off the RBL Padstow branch's poppy appeal. They were very grateful for the grant that the council had awarded them through the grants scheme to enable the work to be carried out.

7th November - Meet the Leader event.

I attended the event at Wadebridge Town Hall to hear what the Leader of CC Linda Taylor had to say about how CC are addressing different topics in the county, second homes and planning applications were popular topics, and the leader did say that NDPs are a big plus in addressing problems that arise with these issues, and that CC do look at and use the NDPs when coming to decisions which was good to hear that all the work in getting Padstow's NDP passed will not be in vain. She also praised Wadebridge for being so hands-on when it came to taking over the running of the leisure centre. Refuse and recycling was another topic and it was stated that from April 2023 bins for food waste were going to be rolled out across the county, meaning black bag collections will be going to fortnightly.

10th November - CN Review

This was a online meeting with a presentation by Helen Fincham the Wadebridge and Padstow Community Network Panel Link Officer, she just outlined to the panel the ideas that had been put together through a series of workshops and meetings with chairs and vice chairs to present to town and parish councils before being put forward to CC to review and hopefully move forward with and aiming to start in May

2023 under the new name of CAPs(communty area panels). This has been another item that was sent out to all councillors to make comments on if they so wished.

13th November - Remembrance Service and Parade

This was a great honour for me to be able to represent the council as your chairman, being asked to participate in the service by doing a reading, and also laying the wreath on behalf of the town council at the war memorial. The parade ended with myself alongside members of the RBL, RAF and the church taking the salute as the parade came down Duke St. I was enormously proud and again thank you to the councillors and the clerk for attending.

I would also like to mention and thank Cllr Higman, Paula and Michael for attending the St Columb parade in the afternoon.

16th November - Camel Trail Partnership

I attended this meeting only as it was being held in the council chamber and we do not have representative on the council. Main things talked about were the works that had been done, and are due to be done on the camel trail mainly consisting of drainage works and cutting back where needed. There was a discussion on the continuing problem of people in campervans staying overnight at Old Town Cove and they did tell a cllr not to put himself at risk in trying to move them on. CC did say that they know that it is a priority to get something in place to try and stop it. Also mentioned by CC was that surveys on the bridge are being carried out and money is going to be needed to spend on the maintenance and repainting of the bridge.

17th November - Mayors of Cornwall

A lot of apologies for this meeting with mayors and deputies being busy so not much talked about. Budgets and precepts were mentioned but the main talking point was committees. I found it quite interesting to hear how some councils do not have any sub committees so everything is discussed in full council once a month. I think the general feeling amongst those present was that you do need sub committees, as it makes it very difficult and a very long meeting if everything is being brought before full council once a month. Be interesting to see what is said next month by the mayor concerned on how it went on bringing the idea of sub committees to the table.

3rd, 14th & 17th November - Online Training Sessions

Just to say that on the dates above I attended training sessions online on the subjects of How to be a good employer, and 2 training sessions to do with planning.

The only other event that I have attended was an invitation to attend the Padstow Senior Citizens club to present awards to five of their members. It was nice to be able to meet with the senior citizens, have a chat and a cup of tea in a relaxed atmosphere.

After such a busy few weeks I'm looking forward to a few quieter weeks leading up to Christmas.

James O'Keefe
(Chairman Padstow Town Council).



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

Date	Time	Meeting
2022 DATES		
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.