

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting of Padstow Town Council held on Tuesday 29 November 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, Mrs J Dawe, A P Flide, K Freeman, M Rickard and C WatsonSmyth

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and minute taker) and 6 members of the public.

2022/119 To receive apologies for absence and announcements:

Apologies were received from Councillors P Curgenvin, A N Rees, Mrs T Walter and from Cornwall Councillor S Rushworth. There were no announcements.

2022/120 Declarations of interest from Members: Councillor Mrs J Colwill declared an interest in agenda item 13 b) PA22/09479 Tregella Place Caravan and Camping Tregella Lane Padstow.

2022/121 Dispensations: There were no dispensations.

2022/122 Public Participation: 6 members of the public attended the meeting in support of agenda item 13 b) PA22/09479 Tregella Place Caravan and Camping Tregella Lane Padstow.

Councillor Mrs J Colwill left the meeting.

1 member of the public addressed the meeting regarding agenda item 13 b), points included:

- Application sought to remove conditions 3 and 4 of planning application No PA21/09406. Consent granted in 2022 for retrospective planning for improvements to, and extension of, caravan park, improvements to access and siting of a mobile home unit to accommodate the warden and office - subject to planning conditions;
- Conditions relating to current application are the restrictions on use, being between April and October and the restriction on using the site for the storage of caravans, including the warden's mobile accommodation during September to March. Would like to remove these conditions to allow for year round use;
- Consider their application is supported by Visit Britain and the Cornwall Local Plan as Cornwall has a longer tourist season. Other sites across the county have year-round use and would like to bring Tregella in line with these. To do so would need to operate from the warden's caravan which would also be applicants' family home and their children attend a local school;

- The site is located in an area of Cornwall where there are lots of attractions. Original approval was in 1980's when there was a shorter season with attractions closed outside of the season. This has now changed, and the site needs to keep up to date;
- Consider will not have a significant impact on the environment. Consider if acceptable part of the year, should be acceptable all year as arguably the winter occupancy will be less than summer occupancy and therefore less impactful than the already approved period;
- Concern for security if need to leave.

Councillor Mrs J Colwill returned to the meeting.

Cornwall Councillor's Report: There was no report.

Police Report: There was no report.

2022/123 RESOLVED that the minutes of the meeting held on **Tuesday 25 October 2022** be signed as a true record.

2022/124 Clerk's Report/Working Programme: The report was noted for information. The Chairman updated that subsequent to the sending of the report, the Deputy Grand Bard for the Gorsedh Kernow had been in touch with a draft press release for the Town Clerk and Chairman to review. It was noted the next step, convening a meeting to form the local organising committee, would take place as soon as possible.

2022/125 Committees/Working Group Meetings:

- a) i) **RESOLVED** to adopt the minutes and approve recommendations of the Staffing Committee meeting held on 1 November 2022;
- ii) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 1 November 2022;
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 8 November 2022.

2022/126 Emergency Scheme of Delegation Decisions: The Chairman referred members to the Emergency Scheme of Delegation (ESD) register. The Support Officer advised that subsequent to the decision made in respect of the King's Coronation [decision ref - Nov:22:04] the mobile outdoor cinema screen was no longer available. It was noted that an update on a possible King's Coronation event would be brought to a future meeting of the Full Council for consideration.

RESOLVED to note and ratify the decisions made via the Emergency Scheme of Delegation, as detailed in the Emergency Scheme of Delegation Decisions report having been sent in the "to follow" papers and taken as read.

2022/127 Draft Budget 2023-24 and Business Plan:

- i)a) **RESOLVED** the precept for 2023-24 be set at £nil;
 - b) **RESOLVED** the member allowance for 2023-24 be set for £nil;
 - c) **RESOLVED** the Budget 2022-23 and Draft Budget 2023-24 be approved, as set out in appendix 1 to the agenda papers;
 - d) **RESOLVED** that the updated Business Plan be approved, as set out in appendix 2 of the agenda papers.
- ii) **RESOLVED** to adopt the minutes and approve the recommendations for the meeting of the Finance and General Purposes Committee held on Tuesday 15 November 2022.

2022/128 Finance: Monthly Accounts and Payments November 2022

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made November (a) of £12,261.18, standing orders or direct debits (regular payments of the same amount) of £8,239.50 and direct debits of £6,568.59; ii) ratify payments made November (b) of £36,875.74, November gross wages of £33,496.05 and direct debits of £402.15; and iii) to ratify payments made November (c) of £5,550.55 and direct debits of £390.18.
- c) Car park takings were noted.
- d) The insurance update was noted.
- e) **RESOLVED** to approve the opening of a Lloyds Bank 32-day Notice Interest Bearing Account.
- f) The availability of bank reconciliations for inspection was noted.

2022/129 Correspondence:

- a) Correspondence for information was noted.
- b) i) Land Use Request – Lawns Car Park: The Chairman advised that the Town Clerk had spoken with the requestor and it now looked as though the request would be for November next year and members were happy for the Town Clerk to gather further information for a future meeting.

RESOLVED that the Town Clerk take forward investigations into the details of the land use request for the Lawn's car park to bring back to a future meeting of the full Council.

ii) Padstow Museum – Erection of External Notice Board: Members gave consideration to the request from Padstow Museum as outlined in the "to follow" agenda papers and were supportive of the request provided that it did not exceed the size of the Town Council's existing external notice board.

RESOLVED to approve the request from Padstow Museum to place a small display unit on Station House, similar in style to the Council's own display board on the basis that: i) ongoing maintenance and care of the display board is the Museum's responsibility; ii) the Council reserves the right to remove the

display board if there are any concerns of health and safety or damage to the Council building; iii) it be fitted securely and appropriately respecting the Council building; and iv) that the display unit does not exceed the size of the Council's own external notice board on Station House.

iii) Christmas Festival – Park and Ride Request: Further to the agenda report, the Chairman confirmed that the request had been withdrawn by the Festival Organiser, as the requester had not fully understood the change to the park and ride operation.

2022/130 Multi-Use Games Area (MUGA) Project Update: The Support Officer provided a verbal update at the meeting and members noted the following:

- Works are expected to start in January however, awaiting confirmation on this. The contractor may start in January but then need to come back to do the surfacing as this requires warmer weather – this would likely be April;
- The surfacing may need to be sprayed on, if so they will tape off the site however, concern around possible overspray. To avoid any damage whilst this is done, Council may need to close off some or all areas of the car park;
- The screening curtains requested will no longer be possible, the size of the site has impacted on this. For H&S reasons it can't be inside the play area and as the site is so constricted on size it will not be possible to place outside the space either;
- A compound area will need to be incorporated for the storage of equipment when not in use e.g tennis nets, football goals. This will be accessed via the MUGA but placed out of the court into the grassed area behind the guide hut. The Town Clerk will seek clarification on how this will be secured/locked.
- Two access gates are to be included – one in the current location (grassed side/Social Club) the other on the path coming up the steps. In due course, consideration will be needed as to whether this will be accessible via coded lock.

The Chairman of the Leisure, Tourism and Open Spaces Committee further updated that the issue with the screening curtains was the size of the poles and that space was restricted. He noted that it may be possible for any saving in this area to be used for the storage element.

A member suggested that it would be worth looking at improving the steps by the guide hut for better access to the intended second gate which members were supportive of.

2022/131 Planning: RESOLVED to make the following planning

application responses to the Planning Authority (Cornwall Council):

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.

SUPPORTED

Councillor Mrs J Colwill left the meeting.

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)

SUPPORTED provided accommodation remains a mobile unit and not a permanent structure.

Councillor Mrs J Colwill returned to the meeting.

2022/132 Health and Safety Review: Members were referred to the report in the "to follow papers" noting the overall health and safety review score of 95% and the action plan in place.

RESOLVED to note the Health and Safety Review and endorse the Health and Safety Action Plan.

2022/133 Street Name – Treceus Farm Development: The Chairman referred members to the agenda report and following consideration it was **RESOLVED** not to comment on the names for the development at the Treceus Farm site proposed by Poltair.

2022/134 Town Council Vacancy (Padstow Ward) and Committee Vacancies: Members noted the deadline for requests from electors for an election was 29 November and that the results would be available shortly. Should the outcome be appointment by co-option members discussed delaying the advertising of this until January due to the lack of a meeting in December. It was also thought appointment to the committee vacancies should be delayed until a new member was appointed.

RESOLVED that i) should the result of the Padstow Ward Vacancy be co-option that this be advertised at the beginning of January; and ii) that the filling of the current vacancies on the Highways, Roads and Transport Committee and the Leisure, Tourism and Open Spaces Committee be deferred until a member is either elected or co-opted.

2022/135 Reports from members/Outside Organisations: The report was noted for information.

2022/136 Dates of Council Meetings: RESOLVED to defer the next meeting of the Highways Roads and Transport Committee to 17 January 2023 at 7.15pm or on the rising of the Leisure, Tourism and Open Spaces Committee, and ii) to bring forward the start time of the Leisure, Tourism and Open Spaces Committee on 17 January 2023 to 6.30pm.

Date of next meeting, Tuesday 31 January 2023 at 7.30pm and future meeting dates were noted.

2022/137 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2022/138 RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 25 October 2022 be signed as a true record.

2022/139 RESOLVED to adopt the confidential minutes and approve recommendations of the Staffing Committee meeting held on 1 November 2022.

2022/140 Ben's Crib Box Request: See confidential minutes.

2022/141 Padstow Social Club Request: See confidential minutes.

2022/142 Padstow Cemetery – Cemetery Regulations Enforcement: See confidential minutes.

2022/143 Tenant/Lease Matters Update: See confidential minutes.

2022/144 Use of Council Land: Railway Car Park: The update was noted as per the agenda report in the "to follow" papers.

Meeting closed at 8.47 pm