

PADSTOW TOWN COUNCIL

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20 September 2023

TO ALL MEMBERS OF THE COUNCIL

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

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 26 September 2023 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

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 (pg 1)
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 25 July 2023** having been previously circulated and taken as read. (p 2-6)
6. **Clerk's Report/Work Programme:** To receive an update for information only (p. 7)
7. **Committees/Working Group Meetings:**
 - a) To adopt the minutes and approve recommendations (if any) of the Leisure, Tourism and Open Spaces Committee meeting (19 September 2023); **TO FOLLOW**
 - b) To receive minutes of the Planning Committee meetings (i) 25 July 2023, ii) 8 August 2023 and iii) 12 September 2023). (p. 8-15)

8. **Land to the West of Treceus Farm, Padstow:** To receive presentation from Baker Estates Limited on development proposals.
9. **Finance:**
Monthly Accounts and Payments: September 2023 (p. 16 - 23)
 - a) To receive the monthly Finance Report
 - b) To approve the accounts for payment and ratify payments made since the last meeting
 - c) To note the car park takings
 - d) To approve Internal Auditor's Appointment (2023-2026) (p 24 - 25)
 - e) Bank Reconciliations: To note their availability for inspection each month
10. **Correspondence:**
 - a) To note correspondence for information (p 26 - 27)
 - b) To give consideration to the following:-
 - i) Land Use Request: Christmas Festival (Parking Spaces - Railway) (p 28)
11. **Memorial Plaque – Use of Council Crest:** To give consideration to this matter and discuss and decide on way forward. (p 29)
12. **Railway Car Park, Pipe Works:** To give consideration to this matter and discuss and decide on way forward. (p 30)
13. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
14. **To Note i) Future Meeting Dates and ii) Date of Next Council Meeting:** Tuesday 31 October 2023 at 7.30 pm (p 31)
15. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
16. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 25 July 2023** having been previously circulated and taken as read.
17. **Confidential Emergency Scheme of Delegation Decisions:** To note and ratify decision made between meetings via this mechanism.
18. **Correspondence – Community Contribution Scheme:** To give consideration to this matter and discuss and decide on way forward.
19. **Lease and Tenant Matters:** To receive an update on the latest in respect of lease and insurance matters and discuss and decide on way forward.
20. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.



Devon & Cornwall Police
Building safer communities together

Police Report

For Padstow Town Council for the period 22/07/23 – 16/09/23

Between the above dates there were 34 reported occurrences.

Assault's 11

Safeguarding 9

Fraud 1 Victim received a phone call that she believed was her bank unfortunately it was a scam.

Theft 2 1 theft of purse occurred on the Strand. 2 Theft of keys during a road rage altercation on the quay.

Licensing 3 Enquires at licenced premisses.

ASB 1 Neighbour dispute over junk mail.

Burglary 1 Items removed from property offender believed to be family member.

Dog Bite 1

Missing Person 1 Male suffering from dementia went missing from his home address found and returned home.

Road Traffic Collision 1 Vehicle v Pedestrian injury.

Criminal Damage 3 1 Damage to vehicle whilst parked in the lawns car park. 2 Glass door panel smashed licenced premisses. 3 Window smashed at a property in Rainyfields Close.

PCSO 30280 Wherry

PADSTOW TOWN COUNCIL

**Minutes of the Full Council Meeting of Padstow Town Council held on
Tuesday 25 July 2023 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 Curgenvan, Mrs J Dawe, K Freeman and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk), and Mrs S Daly (Assistant
TC/Assistant RFO and minute taker)

2023/59 To receive apologies for absence and announcements:
i) Apologies were received from Councillors A Flide, A Hoskin,
M Rickard, Mrs T Walter and C WatsonSmyth; and ii) there were no
announcements.

2023/60 Declarations of interest from Members: Councillors Mrs J Dawe
and A N Rees declared an interest in agenda item 9 b) i) Bandstand
Land Use Requests. Councillor K Freeman declared an interest in
agenda item 10 British Legion.

2023/61 Dispensations: There were no dispensations.

2023/62 Public Participation: Cornwall Councillor's Report: Apologies
were received from Cornwall Councillor Rushworth. There was no
report.

Police Report: The police report for the period 25/06/23 – 21/07/23
was noted for information having been tabled and read.

It was noted that no comment had been received from the Police
regarding the clarification sought as to how, and on what basis, the
police report was compiled - did it include crimes that the police
acted on or crimes that were reported.

2023/63 RESOLVED that the minutes of the meeting held on **Tuesday 27
June 2023** be signed as a true record.

2023/64 Clerk's Report/Work Programme: The report was noted as per
the agenda papers. The Town Clerk provided a verbal updated
advising that Cornwall Council (CC) has secured funding and
commissioned signs for the Padstow School crossing. It was hoped
these will be in place in time for the new September term.

One member shared a brief update on the Nadelik Lowen carnival,
noting that preparations were going well and the public response
had been positive. Good weather and a high turnout were hoped
for.

In response to a member query the Town Clerk advised that the location of the benches in the play area had been determined by the play equipment, in particular they were sited to avoid the swings due to health and safety. She also confirmed that the second gate and the surface patching by the slide were still to be completed.

2023/65 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations of the meetings of the:
 - i) Leisure, Tourism and Open Spaces Committee meeting held on 4 July 2023 having been sent "to follow" and taken as read; and
 - ii) Finance and General Purposes Committee meeting held on 18 July 2023
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 11 July 2023.

2023/66 Finance: Monthly Accounts and Payments July 2023:

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made June (d) of £3,829.81 and direct debits of £725.07; ii) ratify payments made July (a) of £14,483.63 and direct debits of £4,258.71; and iii) ratify payments made July (b) of £4,843.90, standing orders or directs (regular payments of the same amount) of £9,329.50 and direct debits of £3,682.44.
- c) Car park takings were noted.
- d) The availability of bank reconciliations for inspection was noted.

2023/67 Correspondence:

- a) Correspondence for information was noted.
- b) i) Bandstand: Land Use Requests: Councillors Mrs J Dawe and A Rees left the meeting.

Consideration was given to the request from Nadelik Lowen to place a Christmas Tree on the bandstand from 23 November 2023 to 5 January 2024 and to the request from the Padstow Christmas Festival to use the bandstand from 6 December to 11 December for the purpose of playing music.

RESOLVED to approve the land use requests for the bandstand from both Nadelik Lowen and the Padstow Christmas Festival subject to i) receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisor; ii) that they share the space; and iii) that the Council Facilities Officer liaise with the organisations to make sure they both can occupy the space safely and fairly and that both organisations work together to manage the electrical supply matter for the benefit of both their events.

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

ii) Padstow Rowing Club: Use of Logo as Sponsor: It was **RESOLVED** that permission be granted for the Padstow Rowing Club to have use of the Council's logo to place on the cover of the rowing gig, alongside other sponsors.

2023/68 British Legion (Padstow Branch): New Order of Service Books: Councillor K Freeman left the meeting.

Members noted the agenda report in this regard and the cost of the replacement books. It was **RESOLVED** that the Council fund the replacement Order of Service Books for Remembrance paying £240 direct to the British Legion.

Councillor K Freeman returned to the meeting.

2023/69 Standing Orders and Financial Regulations: The Chairman expressed thanks to the Town Clerk for her work on this matter which had taken time to review. The review and recommended changes to the Standing Orders took account of the NALC model version, CALCs recommendations and the Town Council's own practices.

It was noted that in order to avoid having the Financial Regulations in separate places, best advice was that the Financial Regulations form part II of the Standing Orders. The avoidance of duplication would then reduce the opportunity for error later on. It was further noted that there were no recommended changes to the Financial Regulations other than updating the financial thresholds based on advice from the internal auditor.

RESOLVED to agree and adopt the Standing Orders Part I and Financial Regulations Part II.

2023/70 CCTV Policy: The Chairman referred members to the agenda report expressing thanks to the Assistant TC/Assistant RFO which was echoed by Members acknowledging the level of work involved in the preparation of the same. Members gave consideration to the updated Data Protection Impact assessment, the proposed CCTV policy and proposed data handling procedure.

RESOLVED to agree the Data Protection Impact Assessment for the Lawns Area and to agree and adopt i) the Padstow Town Council CCTV Policy; and ii) the Padstow Town Council Procedure for Accessing, Disclosing and Handling Data Retrieved from the CCTV System.

2023/71 Community Fun Day: There was a general discussion of this item. Members were supportive of the proposed date and advertising it as soon as possible to allow time for organisations to give consideration to participating. Mention was made as to whether 1pm to 4pm would be long enough to make it worthwhile for local

groups to set up stalls and whether there would be too much to fit in a 3hr window. One member suggested looking into setting up 5 aside football matches in the morning between local organisations such as the Coast Guard and the Fire brigade. It was suggested that the timings remain flexible, to be determined by the availability of outside organisations, but that a core time of 1pm to 4pm be set. Members were satisfied that the finalising of the event detail be delegated to the Town Clerk in consultation with the Chairman to avoid delay due to the lack of an August meeting.

Those members present who were able to offer support on the day were noted. The availability of other members would be sought.

RESOLVED i) to accept the proposal for the Community Fun Day; ii) date to be Saturday 23 September 2023; iii) core timings to be 1 pm to 4 pm however, look to extend timings to accommodate all activities and organisations involvement, if required; iv) Councillors to advise if available to assist on the day, at the meeting Councillors J O’Keefe, R Higman, Mrs J Dawe and A Rees confirmed; and v) finalising of event detail to be delegated to the Town Clerk in consultation with the Chairman.

2023/72 Gorsedh Kernow: The Town Clerk provided a verbal update on this item following the meeting with the Deputy Bard Jenefer Lowe, Chairman, Town Clerk and Facilities Officer on 21 July. It was noted that:

- Jenefer would arrange leaflets for distribution to advertise the event;
- The Chairman and the Town Clerk would pull together a VIP list for the event as requested by the Gorsedh;
- 2 flag bearers were still needed to participate in the Saturday parade from 2pm -2.30pm;
- Cornish themed musicians were still needed. Any member suggestions to be sent to the office to pass on;
- Tesco had been thanked for offer to provide some refreshments but these were now not needed;

It was further noted that the event would be advertised on the Council website which members were supportive of. In response to a member query the Town Clerk confirmed that the route for the parade would be from the Church to Prideaux Place and back.

2023/73 Reports from Members/Outside Organisations: The Chairman advised he had recently attended the High Sheriff’s Garden Party and also the Civic Service in Wadebridge.

It was noted that the Chairman had attended the Sustran events in both Padstow and Wadebridge with Wadebridge seeing a much greater turn out than Padstow with around 40 people attending.

2023/74 Date of Next meeting: Tuesday 26 September 2023 at 7.30pm was noted.

- 2023/75** It was **RESOLVED** to come out of the confidential session and return to the public agenda business including the press and public.
- 2023/76** **RESOLVED** that the confidential minutes of the Full Council meeting held on **Tuesday 27 June 2023** be signed as a true record.
- 2023/77** **Lease and Insurance Matters:** See confidential minutes.
- 2023/78** **Sailing Club – Pontoon:** See confidential minutes.
- 2023/79** **Use of Council Land: Railway Car Park:** See confidential minutes.
- 2023/80** **New Business Units – Rent Reviews/Lease Renewals Update:** See confidential minutes.

Meeting closed at 8.47 pm

PADSTOW TOWN COUNCIL: 26 SEPTEMBER 2023: CLERK'S REPORT / WORK PROGRAMME

Agenda Item 6

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Archaeological Bones	Following Council's decision, the Town Clerk went back to Ann Reynolds (Strategic Historic Environment Senior Officer). She thanked the Council and advised she would be in touch to arrange an initial meeting likely October to be held at our offices.
LTOS	
Skate Park fencing / play area	Contractors confirmed this will take place w/c 25 September , as well as fixing play bench. Lifted areas of flooring also to be sorted.
CCTV	Policy/procedure and DPIA agreed and approved by Council (July). Final IT install awaited, delays with third party contractor.
Core Building	Deep clean taken place w/c 18 September. Area ready for Community Fun Day. Foodbank have put up their own signage and storage. LTOS agreed to booking terms and conditions. Whilst getting up and running no room charges however, LTOS will look at charging options at the budget meeting
Signage WJP and Trevone and dog waste dispensers	Signage in place. Dog waste bag dispensers installed.
White Shelter and Surrounding Area Improvements	Discussed at recent LTOS meeting, exploratory works taking place and further discussion by LTOS at future meeting.
Padstow Cemetery	Amendments to cemetery regulations and general cemetery improvements being worked up/progressed by LTOS. Topple testing scheduled for beginning of March 2024 (ICCM) as per Padstow Cemetery Memorial Management Policy.
HRT	
Camel Roadway	Council's surveyor undertook site visit with Council's Facilities in respect of potential options for improvement. Report awaited to take HRT meeting.

PADSTOW TOWN COUNCIL

Minutes of the Extra-Ordinary Planning Committee meeting held on Tuesday 25 July 2023 in the Council Chamber, Station House, Station Road, Padstow at 6.45 pm

Present: Councillors J O'Keefe (Chairman), R Higman (Vice-Chairman), Mrs J Colwill, P Curgenven and Mrs J Dawe

In Attendance: K Pemberton (Town Clerk), S Daly (Assistant Town Clerk/RFO and Minute Taker) and 7 members of the public

P2023/22 Apologies and Announcements: Apologies were received from Councillor Mrs T Walter. There were no announcements.

P2023/23 Declarations of Interest: There were no declarations of interest.

P2023/24 Public Participation: 7 members of the public attended the meeting in opposition to the appeal relating to planning application PA22/04255: Land at Dinas, Dinas, Padstow. 3 members of the public addressed committee in this regard, comments included:

- Speaking on behalf of group of 7 residents adjacent to proposed site. Object to proposal and put in objections when application first made. Following appeal, have submitted response, copy to Town Council, refuting comments in appeal on a point by point basis but key concern is land is wildlife habitat and outside of the Padstow settlement area in the Padstow Parish NDP;
- Key response from applicant to objection is development can be considered "rounding off". Consider "rounding off" is not applicable as development would come into open countryside, land forms part of continuous nature corridor and "rounding off" should be stopped to prevent further creepage and land grab;
- Concern expressed regarding proposed access, feeling was this would be dangerous and cause blind spots especially to number 62. Noted that highways supported original application but do not think they visited site in person. Highways decisions based on lack of fatalities and does not take account of consequential increase in journeys in area and danger posed. Noted children play outside;
- Consider appeal doesn't conform to NDP which should not be dismissed. Concern that if proposal accepted on appeal, will set expectation to all developers that appeals will be successful and NDP can be ignored;
- Space between 64 and 62 is currently privately maintained, as are hedges. Proposed access will impinge on 64's driveway.
- Environmental surveys not accurate as developers "bulldozed" through hedges and levelled before these were undertaken.

P2023/25 RESOLVED that the **Minutes** of the meeting held on **Tuesday 11 July 2023** be signed as a true record.

P2023/26 Planning: RESOLVED to make the following planning application response to the Planning Authority (Cornwall Council):

- a) **PA23/05354: Ilkek, Homer Park Road, Trevone, Padstow:**
Non material amendment to decision PA21/12187 (23.06.2022) for the addition of a new small high level window within the ground floor bathroom located on the north elevation.

SUPPORTED

P2023/27 **Appeal: RESOLVED to make the following planning appeal response to the Planning Authority (Cornwall Council):**

- a) **PA22/04255: Land at Dinas, Dinas, Padstow:** Appeal received for the erection of up to five dwellings including access with all other matters reserved. Cornwall Council request if the Planning Committee would like to make no comment, make any further comments or modify/withdraw their previous representation.

MAINTAIN DECISION TO 'NOT SUPPORT', but to add i) Two planning applications where the Padstow Parish Neighbourhood Development Plan was referred to - PA22/00797 (32 Treverbyn Road, Padstow) and PA21/12795 (Land ESE of Tarkas Rest, Sandy Lane, Trevone); ii) Fully agree with Planning Officer's comments; iii) Field cleared prior to planning appeal taking place – photos provided which highlight wildlife corridor; and iv) Still no proof of need as per Cornwall Council's Homechoice Register.

P2023/28 **Date of Next Meeting:** Tuesday 8 August 2023 at 7.00 pm was noted.

Meeting closed at 7.16 pm

PADSTOW TOWN COUNCIL

**Minutes of the Planning Committee meeting held on Tuesday 8 August 2023
at 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 Curgenvin, Mrs J Dawe and Mrs T Walter

In Attendance: S Daly (Assistant TC/Assistant RFO and Minute Taker)

- P2023/29 Apologies and Announcements:** There were no apologies or announcements.
- P2023/30 Declarations of Interest:** There were no declarations of interest.
- P2023/31 Public Participation:** There was no public participation.
- P2023/32 RESOLVED** that the **Minutes** of the extra-ordinary meeting held on **Tuesday 25 July 2023** be signed as a true record.
- P2023/33 Planning**
- i. The following Cornwall Council planning decisions were noted:**
- a) **PA23/02812: Memorial Hall, Trevone Road, Trevone, Padstow:** Variation of Condition 2 (approved plans) – demolition of existing extension to Memorial Hall and erection of a detached hall with kitchen and disabled facilities. **APPROVED.**
- b) **PA23/03399: Trearne Farm, St Merryn Padstow:** Construction of stone walls and installation of timber gates. **NOT SUPPORTED** BY Padstow Town Council, **APPROVED** by Cornwall Council, **5 day protocol invoked**, Padstow Town Council **AGREED** with the Planning Officers decision (See attached report)
- c) **PA23/03555: Black Shed, Upper Dobbin Lane, Trevone:** Construction of replacement dwelling. **NOT SUPPORTED** by Padstow Town Council, **APPROVED** by Cornwall Council, 5 day protocol invoked, Padstow Town Council **AGREED** with the Planning Officers decision (see attached report).
- d) **PA23/05354: Ilkek, Homer Park Road, Trevone:** Non-material amendment to decision PA21/12187 dated 23.6.22 for the addition of a new small high level window within the ground floor bathroom located on the north elevation. **SUPPORTED** by Padstow Town Council, **APPROVED** by Cornwall Council.
- e) **PA23/00626: 10 Egerton Road, Padstow, PL28 8DJ:** Demolition of dwelling, associated car parking, bin storage, amenity space and associated works. **SUPPORTED** by Padstow Town Council (with comments), **CONDITIONAL APPROVAL** by Cornwall Council.

ii. The following tree works applications were noted:

a) **PA23/05456: 1 St Saviours Lane, Padstow.** Works to three trees in conservation area. Reduce and prune in Autumn months to reduce shading. No requirement to provide a comment to Cornwall Council.

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

a) **PA23/05516: 16 Cross Street, Padstow, PL28 8AT:** Non-material amendment for renovation, extensions including demolition or rear garage and stone outbuilding and associated works, namely, the lowering of a portion of the roof line to create a flat roof at the proposed eaves levels to the rear of the property where it adjoins 18 Cross Street. A change in material to dark grey coloured brick is also proposed for a localised part of the elevation.

SUPPORTED

b) **PA23/04435: Waters Edge, North Quay, Padstow, PL28 8AF:** Replacement of existing steel frame balcony balustrades. Replacement of flat and sloping roof coverings, including rainwater goods and fascias. Repairs to quay wall.

SUPPORTED - as long as the conditions that Historic Environment Planning recommend imposing are adhered to.

c) **PA23/04928: Meriton, Dobbin Road, Trevone, PL28 8QW:** Demolition of existing dwelling and replacement with new dwelling. **SUPPORTED subject to i) no new vehicular access on to the footpath; and ii) as long as the recommendations of the Countryside Access Officer and the Ramblers Association are followed and the public right of way remains open and clear at all times.**

e) **PA23/05492: 29A Grenville Road, Padstow, PL28 8EX:** Proposed partial conversion of garage, including side extension and raising of roof with rear balcony, forming annexe for family use. **SUPPORTED provided i) use is for primary residence only as per NDP PAD11; and ii) provided it is not used as a rental unit.**

f) **PA23/05761: 4 Barrys Lane, Padstow, PL28 8AU:** Listed Building Consent: Removal of chimney breast located in existing kitchen extension.

SUPPORTED

P2023/34

Date of Next Meeting: Tuesday 12 September 2023 at 7.00 pm.

Meeting closed at 7.14 pm

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 12 September 2023 at the Council Chamber, Station House, Station Road, Padstow at 7.00pm

Present: Councillors J O'Keefe (Chairman), R Higman (Vice-Chairman), P Curgenvan and Mrs J Dawe

In attendance: Mrs K Pemberton (Town Clerk), Mrs S Ford (Council Support Officer and Minute Taker) and 3 members of the public

P2023/35 Apologies and Announcements: i) Apologies were received from Councillors Mrs T Walter and Mrs J Colwill; ii) Announcements: The Chairman encouraged Councillors to attend the training sessions offered. Mention was made how useful and informative the Planning Enforcement Training had been.

P2023/36 Declarations of Interest: There were no declarations of interest.

P2023/37 Public Participation:

Two members of the public attended in support of PA23/06012: Treverbyn Guest House, Station Road, Padstow, PL28 8DA outlining the rationale for submitting an application for change of use from a business back to a residential dwelling:

- Reported that Cornwall Council Planning had advised that an application would be required under Policy 5 Business and Tourism of the Cornwall Plan (reduction of 'business space').
- Further information to support the application would be submitted to Cornwall Council in due course. The applicant had requested a deferral in order to provide this further information. He had yet to hear from Cornwall Council, hence their attendance at this meeting and also being unable to attend in October.
- The reason for a request of change of use was due to the retirement of the owner.

A member of the public attended in support of PA23/06865: 4-6 St Edmunds Lane, Padstow, PL28 8BA outlining the rationale for the formation of a garden store for bins, laundry and general stores:

- Better storage and laundry provision is required for St Edmunds and the Seafood Restaurant
- It will tidy away the bins that are currently in the alley
- The block wall would be removed, an underground room constructed. The garden would be replaced and louvre doors placed in the wall for pedestrian access.
- In response to a query, it was confirmed that smells and odours would be vented out into the garden. Ventilation and air conditioning would be provided for the laundry, they would work with Cornwall Council on any report/noise impact.

P2023/38 RESOLVED that the **Minutes** of the meeting held on **8 August 2023** be signed as a true record.

P2023/39 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA23/05516: 16 Cross Street, Padstow, PL28 8AT:** Non material amendment for application PA22/03099 (1 June 2022) for renovation, extensions including demolition of rear garage and stone outbuilding and associated works, namely the lowering of a portion of the roof line to create a flat roof at the proposed eaves level to the rear of the property where it adjoins 18 Cross Street. A change of material to dark grey coloured brick is also proposed for a localised part of the elevation. **APPROVED** by Cornwall Council.
- b) **PA23/03124: 2 Ruthy's Lane, Padstow, PL28 8AZ:** Erect bi-folding metal gates in a traditional style to the driveway of the property. **SUPPORTED** by Padstow Town Council, provided compliance with Historic Environment's recommendations. **APPROVED** by Cornwall Council, with conditions (as detailed in agenda report).
- c) **PA23/04134: 2 Ruthy's Lane, Padstow, PL28 8AZ:** Listed building consent to effect bi-folding metal gates in a traditional style to the driveway of the property. **SUPPORTED** by Padstow Town Council, provided compliance with Historic Environment's recommendations. **APPROVED** by Cornwall Council, with conditions (as detailed in agenda report).
- d) **PA23/05456: 1 St Saviours Lane, Padstow, PL28 88D:** Works to trees in a Conservation Area for Oak (T1) – reduce. Pruning of branches over the garden of 1 St Saviours by 2-3m due to shading of the house. Oak (T2) – reduce. Pruning of branches over the garden of 1 St Saviours by 2-3m due to shading of the house. Oak (T3) – reduce. Pruning of branches over the garden of 1 St Saviours by 2-3m due to shading of the house. All works proposed to be carried out in winter months for optimal result. **Cornwall Council decided not to make a Tree Preservation Order on the trees in the application and approved works to go ahead.**
- e) **PA23/00303: Granta, Trevone Road, Trevone, PL28 8QX:** Demolition of dwellinghouse and construction of new dwellinghouse with landscaping and parking. **APPLICATION WITHDRAWN.**
- f) **PA23/06354: San Marcos, Upper Dobbin Lane, Padstow, PL28 8QR:** Non material amendment to application number PA22/01229 (14 June 2022) for first floor extension with some ground floor amendments, namely, changes to roof covering (slate instead of concrete tiles), first floor walls to be slate hung instead of horizontal boarding, and solar panel array to roof. **APPROVED** by Cornwall Council.
- g) **PA23/04435: Waters Edge, North Quay, Padstow, PL28 8AF:** Replacement of existing steel frame balcony balustrades. Replacement of flat and sloping roof coverings, including rainwater goods and fascias. Repairs to quay walls. **APPROVED** by Cornwall Council with conditions (as detailed in agenda report).

P2023/40

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

The Town Clerk left the meeting for this item.

- a) **PA23/06383: 24 Rainyfields, Padstow, PL28 8EZ**: Side extension, garage conversion and creation of annexe – to add dormer to side elevation. **SUPPORTED**

The Town Clerk returned to the meeting.

- b) **PA23/06326: 4 Moyle Road, Padstow, Cornwall, PL28 8DG**: Demolition of existing conservatory, to be replaced with new flat roof ground floor extension. **SUPPORTED**
- c) **PA23/06216: Aston Scott Ltd, 20 Middle Street, Padstow, PL28 8EP**: Advertisement consent for 1 halo illuminated fascia sign and 1 low level wall sign. No earlier application has been submitted for this address. **SUPPORTED**
- d) **PA23/05616: 31 High Street, Padstow, PL28 8BB**: Extension to rear of cottage. **SUPPORTED subject to i) Historic Environment planning conditions, and ii) neighbours comment regarding structural engineers report on boundary wall.**
- e) **PA23/05617: 31 High Street, Padstow, PL28 8BB**: Listed Building Consent for extension to rear of cottage. **SUPPORTED subject to i) Historic Environment planning conditions, and ii) neighbours comment regarding structural engineers report on boundary wall.**
- f) **PA23/06741: The Clipper Restaurant, 4-6 Mill Square, Padstow, PL28 8AE**: Replacement of existing restaurant glazed frontage with new glazed frontage with parapet planter above to receive new signage. **SUPPORTED**
- g) **PA23/06012: Treverbyn Guest House, Station Road, Padstow, PL28 8DA**: Change of use from a guest house to a single residential dwelling. **SUPPORTED**
- h) **PA23/06865: 4-6 St Edmunds Lane Padstow Cornwall PL28 8BZ**: Planning and Conservation Area Consent for the formation of an undergarden store – for bins, laundry and general stores. **SUPPORTED subject to i) acceptable results of noise and odour report; and ii) acceptable comments from the Historic Environment Team.**
- i) **PA23/06912: 2 Sarahs Lane Padstow Cornwall PL28 8EN** – Single storey extension. **SUPPORTED**

P2023/41

iii. 5-day protocol:

PA23/05074: 4 Lodenek Avenue, Padstow: Two storey side extension incorporating a new utility, dining room and within the roof space over a repositioned larger ensuite bathroom for the master bedroom.

The agenda report outlined response given to the 5-day protocol, requesting that the application be determined by Cornwall Council's Planning Committee. A response to this request was currently awaited from Cornwall Council. However, should this take place, it was **RESOLVED** that Councillor R Higman be nominated as representative to attend and speak at the Cornwall Council Planning Committee.

P2023/42

Date of Next Meeting: Tuesday 10 October 2023 at 7.00pm.

Meeting closed at 7.23pm

DRAFT

Full Council - Agenda item 9
Finance Report

- a) to receive the monthly Finance Report.
- b) to approve the accounts outstanding and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) to approve the Internal Auditor's Appointment (2023-2026).
The Council must appoint an independent Internal Auditor to evaluate the the effectiveness of its risk management, control and governance processes. Steve Hudson of Hudson Accounting Ltd has provided an excellent service to the Council and the RFO and Town Clerk recommend the acceptance of a new contract (attached as Appendix 1).
- d) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 8a

Budget Report for the period 1.4.23 - 31.8.23

	Actual	Budget	Budget 1.4.23-31.3.24
Revenue Income	576,525	516,629	877,110
Revenue Expenditure	337,674	403,496	865,275
Capital/project expenditure	295,783	385,000	454,500

Debtors outstanding for more than 3 months:

One tenant totalling £5899 net of VAT.

One tenant totalling £90.

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
July 'c' 2023

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
21.7.23	HRT	Paragon ID	car park tickets	1479.24	295.85	1775.09
24.7.23	HRT	Cornwall Council	CEO - PTC car parks 1 month			482.13
24.7.23	LTOS	Masons Kings	replace blades on 2 mowers, replace bolts & fit new gearbox cover	361.12	72.22	433.34
24.7.23	Env - toilets & Admin	Viking Office UK Ltd	Tork soap, stamps & stationery	264.05	41.81	305.86
24.7.23	Env - toilets	Wallgate	Walcare soap	187.6	37.52	225.12
18.7.23	LTOS	Seion	CCTV signage	111.4	22.28	133.68
24.7.23	Administration	Bridge Locks	Core Building - rekey 2 sash locks and supply new lock			120.00
19.7.23			donation in lieu of flowers for 4Louis and Cornwall Air Ambulance			50.00
19.7.23			reimburse member of staff for a CC parking ticket for PTC car park received while working			35.00
25.7.23	Democratic Core		CALC training - Councillor's travel expenses			32.40
19.7.23			plastic stoppers MUGA (reimburse staff)			12.98
						<u>3605.60</u>
27.7.23			July - gross wages, NIC ER's and LGPS ER's			26486.84
1.7.23	Env - toilets	South West Hygiene	Direct Debits	203.19	40.64	243.83
12.7.23	LTOS	Mole Valley Farmers	nappy bin & sanitary bin disposal - 1 month	123.09	9.97	133.06
10.7.23	LTOS & Env - toilets	Opus Energy	safety boots, ear defender, screwdriver set, lawn seed & wire netting	205.75	10.29	216.04
25.7.23	Env - toilets	AUK Supplies	Cory toilets & bandstand electricity - 1 month	747.64	149.53	897.17
25.7.23		EDF Energy	toilet rolls, toilet cleaner, bin liners, disposable gloves etc	1375.79	239.31	1615.10
			electricity - PTC sites 1-3 months			<u>3105.20</u>

To ratify payments made:

ACCOUNTS OUTSTANDING
August a' 2023

Date	Cost centre	Supplier	Details	Net	VAT	Total
31.7.23	Corporate Services	IPS Group	credit/debit card transaction fee & secure Gateway/wireless data fee - 1 month	1662.5	332.5	1995
31.7.23	LTOS	Masons Kings	WK22 ABN ride on mower repairs after lost power & WA17 GVO Gator service	961.89	192.39	1154.28
1.8.23	LTOS	Padstow Petrol Station	fuel - 1 month	428.55	85.71	514.26
31.7.23	Central Services	G4S	Grant 2023-24 - Padstow Rowing Club	348.48	69.7	500.00
31.7.23	HRT		car park machine collections 1 month			418.18
26.7.23	HRT	Pellows Waste Disposal Services Ltd	empty Railway car park NBU pump station prior to pump repair			398.00
31.7.23	Administration	Acronyms (previously Tanist)	FTTP 2 months & IT support 1 month	315.5	63.1	378.60
26.7.23	Corporate Services	Kestrel Guards	check call service - 1 month	300	60	360.00
26.7.23	Capital/projects		Royal British Legion Padstow Branch - Order of Service Books			240.00
10.7.23	LTOS	Derrys Garage	WL18 ENX Peugeot MOT & service	209.1	30.1	239.20
31.7.23	Administration	Complete	stationery	186.4	37.28	223.68
18.5.23	LTOS	The Quay Garage Padstow	Isuzu - new battery	185.35	37.07	222.42
1.8.23	Env - toilets	Churchill	legionella control support - 1 month	140	28	168.00
1.8.23	LTOS	Total Pest Control	pest control - Rope Walk allotments, quarterly visit	135	27	162.00
31.7.23	Administration	SeaDog IT	Petty cash imprest			69.74
28.7.23	Administration	SeaDog IT	website support			30.00
						<u>7073.36</u>

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

7th	Corporate	Barclays Bank	bank charges			18.50
1st		Cornwall Council	Non Domestic Rates - PTC sites			9311.00
						<u>9329.50</u>

31.7.23	LTOS	Biffa	Direct Debits	968.43	193.69	1162.12
1.8.23	Administration	Sage	bulk waste bin emptying	46	9.20	55.20
2.8.23	LTOS	EDF	Sage Payroll - 1 month	116.23	5.81	122.04
			electricity - Blockhouse, Lawn car park 1 month			
						<u>1339.36</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1	2
	Signature	1	2

To ratify payments made:

ACCOUNTS OUTSTANDING
August 'c' 2023

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
14.8.23	Env - cemetery	SAMM Software Services	SAMM safety inspection software - Year 1 (years 2-5 £195 pa)	995	199	1194
14.8.23	Administration	Ian Dawe	Station House - remedial electrical works	743.63	148.73	892.36
15.8.23	LTOS	The Quay Garage Padstow	WK15 OBF Isuzu - replace starter motor and repair brake light	628.98	60.19	689.17
16.8.23	HRT	Cornwall Council	CEO - 1 month PTC car parks			683.28
16.8.23	HRT	Pellows Waste Disposal Services Ltd	Empty & wash out pump chamber (recharge to tenant)			398
23.8.23	Corporate Services	Kestrel Guards	check call service - 1 month	300	60	360
17.8.23	LTOS - Core building maintenance	County Signs	Padstow Community Hub window graphics & door signs	293	58.6	351.6
15.8.23	Env - toilets	Wallgate	Waicare soap	220.3	44.06	264.36
18.8.23	LTOS - equip & materials	JRB Enterprise Ltd	Dog waste bag dispenser & 2 plus refill waste bags	191.1	38.22	229.32
29.9.23	LTOS	Savills acting for Prideaux-Brune	Spritty meadow rent 29.9.23 - 28.9.24			175
17.8.23	LTOS	tudor environmental	Husqvarna strimmer heads & safety glasses	65.91	13.18	79.09
16.8.23	Administration	The National Allotment Society	Annual subscription	55	11	66
16.8.23	LTOS - equip & materials	Safety Signs & Notices	Sign channels, banding & clamps	50.47	10.09	60.56
14.8.23	Administration	Sea Spray	Station House - window cleaner			24.00
17.8.23	Administration	Member of staff reimbursement	Hoover charger			23.98
23.8.23	HRT	IPS	collection cards	15	3	18
						<u>5508.72</u>
24.8.23			August - gross wages, NIC ER's and LGPS ER's			27374.54

<u>Date</u>	<u>Name</u>	<u>Signature</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
10.8.23	Env - toilets		Direct Debits	27.88	1.39	29.27
10.8.23	LTOS		Cory toilets - electricity	138.39	6.92	145.31
18.8.23	Env - toilets		Bandstand - electricity			1878.02
1.8.23	Env - toilets		water - 1 month	203.19	40.64	243.83
15.8.23	Env - toilets		nappy & sanitary bin collectins- 1 month	364.7	72.94	437.64
22.8.23	Env - toilets		toilet rolls, compactor sacks & wheelle bin liners	466.2	93.24	559.44
			toilet rolls & wheelle bin liners			<u>3293.51</u>

Approved by 2 Councillors who are bank signatories:

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

To ratify payments made:

ACCOUNTS OUTSTANDING
September 'a' 2023

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
31.8.23	Corporate Services	IPS	credit/debit card fees - 1 month	1784.3	356.86	2141.16
31.8.23	Corporate Services	Wombie Bond Dickinson	legal fees re Wheal Jubilee Parc - Deed of Adherence	1250	250	1500
31.8.23	LTOS	Padstow Petrol Station	fuel - 1 month	656.85	131.38	788.23
31.8.23	Invest Properties	Crossley Hill Chartered Surveyors	Lease/Tenant matter	395	79	474
31.8.23	HRT	G4S	car park machine coin collections - 1 month	377.52	75.5	453.02
4.9.23	Capital/projects	Omega Medical	medical cover - Gorsedh Kernow, Padstow 2.9.23	300	60	360
31.8.23	Administration	Acronyms	FTTP & IT support - 1 month	274.5	54.9	329.4
11.9.23	LTOS	Post Office/DVLA	WL18 ENX road tax			
5.9.23	Env - toilets	Wallgate	Walcare soap	220.3	44.06	264.36
1.9.23	Env - toilets	Churchill	legionella control support package - 1 month	169.58	33.92	203.5
11.9.23	LTOS	Post Office/DVLA	WA17 GVO road tax			
5.9.23	LTOS	Viking	Tork Soap	159	31.8	190.80
5.9.23	LTOS	Gutterly Clean	Core building - vacuum clean guttering			
1.9.23	LTOS	Total Pest Control	Quarterly charge - Stile field visits	135	27	162
4.9.23	LTOS	Tudor Environmental	Strimmer tank cap and Husqvarna mowing heads	90.21	18.04	108.25
5.9.23	LTOS	Baker Ross	Children's activities for Community Fun Day	77.91	14.79	92.70
8.9.23	Administration	SeaDog IT	website hosting - 1 month			
11.9.23	Administration	Sea Spray	window cleaning			
						24.00
						<u>7810.37</u>
7th	Corporate Services	Barclays Bank	Standing orders or Direct Debits (regular payments of the same amount):			
1st		Cornwall Council	bank charges			18.50
			Non Domestic Rates - PTC sites			9311.00
						<u>9329.50</u>
25.8.23		EDF	Direct Debits	2926.47	219.31	3145.78
5.9.23	LTOS	AUK Supplies	electricity - estimated readings (emailed to update/refund)	683.9	136.78	820.68
24.8.23	Env - Toilets	EDF	Jumbo toilet rolls, cloths, toilet cleaner, washroom cleaner	156.09	7.80	163.89
4.9.23	LTOS	EDF	electricity - North Quay Toilets	166.9	8.35	175.25
1.9.23	Corporate Services	RingGo	RingGo fees - 1 month (partly received as income)	3007.73	601.55	3609.28
31.8.23	LTOS	Biffa	bulk waste bin emptying - 1 month	1172.31	234.46	1406.77
1.9.23	Administration	Sage	Sage Payroll & pensions - 1 month	46	9.20	55.20
						<u>9376.85</u>

Approved by 2 Councillors who are bank signatories:

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

Padstow Town Council									
Railway & Lawn car park takings 2023-24									
Railway car park					Lawn car park				
	2021-22	2022-23	2023-24	Budget		2021-22	2022-23	2023-24	Budget
				2023-24					2023-24
Apr	26780	49115	45608	42,000		6503	16638	14672	15000
May	54029	49618	51836	42,000		19405	17377	18095	16000
Jun	70341	56070	59007	50,000		30490	22085	23241	22000
Jul	76531	65553	68377	60,000		32816	28477	28727	28000
Aug	86647	81610	78606	75,000		35878	31448	31866	30000
Sep	63818	55672		49,000		27711	23266		23000
Oct	57127	45185		40,000		21703	13067		13000
Nov	27011	17353		12,000		5390	3798		3000
Dec	17716	21403		18,000		4673	7471		7000
Jan	13736	10046		8,000		3390	2553		2000
Feb	20283	18722		14,000		5503	4064		4000
Mar	25304	20155		15,000		6216	5131		5000
	539323	490502		425000		199678	175375		168000
Railway	314328	301966	303434	269000	Lawn	125092	116025	116601	111000
sub totals					sub totals				
Apr-Aug'23					Apr-Aug'23				
Apr-Aug'23	<u>2021-22</u>	<u>2022-23</u>	2023-24	<u>Budget</u>					
				<u>2023-24</u>					
Railway	314328	301966	303434	269000					
Lawn	125092	116025	116601	111000					
Total	439420	417991	420035	380000					
Car park takings									
April- August 2023 car park takings are £420,035 this year, which is £40,035 more than the Budget and £2044 more than the same period last year.									



INTERNAL AUDIT PROPOSAL

PADSTOW TOWN COUNCIL

SEPTEMBER 2023

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Governance & Accountability Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Councils of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit are that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

Experience:

I am a fully qualified local government accountant with twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and I was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £1,500 per annum; we are happy to fix this price for the three financial years 2023/24 to 2025/26

S. P Hudson

S P Hudson
Director

E Mail: HUDSONACCOUNTING@BTINTERNET.COM

Phone: 01736 799637

Mobile: 07751 206296

AGENDA ITEM 10a: CORRESPONDENCE**Councillors Correspondence for Information – September 2023**

Item	From	Referring To	Notes
a	SWPM (South West Project Management)	Provision of services for future civic building projects	
b	Bodmin/Wadebridge Police	August 2023 Neighbourhood Police Team Newsletter	
c	CALC	Information for Councils re D-Day 80 th Anniversary: June 2024	
d	Cornwall Council Highways	Adoption of roads within the Treceus Farm development	Emailed to Full Council for information, 3.8.23
e	CALC	CALC Executive Board vacancies – deadline for applications 6 October 2023	Emailed to Councillors 8.8.23
f	Station Commander's Office, RAF St Mawgan	Details of new Station Commander of RAF St Mawgan	Wing Commander H Simpson, taken over from Wing Commander Marshall Kinnear
g	Corporate & Information Governance, Cornwall Council	Vacancy on Cornwall Council's Standards Committee	The Standards Committee are recruiting and there is a vacancy for one Town and Parish Council representative to sit on the committee and for one Independent Person who, as part of the ethical standards regime, will provide their views on complaints. As a result it would be appreciated if the attached Notice could be distributed amongst your members and a copy placed on your notice boards. If there are any questions please contact, simon.mansell@cornwall.gov.uk
H	Royal Cornwall Hospitals Trust	Annual Public Meeting: Reflecting on year 2022/2023	Annual Public Meeting on 21.9.23. Email also contains Annual Report
i	Sustrans	Invite to network event on 24 October 2023 at Wadebridge Town Hall	To share Sustrans' draft Local Cycling and Walking Infrastructure Plan covering Wadebridge, Padstow and surrounding areas
j	Cornwall Council	Have your say on Cornwall Council's draft budget https://letstalk.cornwall.gov.uk/budget-24-25	Cornwall Council's Cabinet has approved a balanced draft budget plan for 2024/25 with the Council's four key priorities at heart. A consultation on the

			<p>draft budget is now underway until 12 November.</p> <p>To help fund services, the draft budget proposes a rise in Council Tax of 4.99% including a 2% Adult Social Care precept for 2024/25. This means an increase of £1.73 per week on a Band D property.</p>
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PADSTOW TOWN COUNCIL – 26 SEPTEMBER 2023

AGENDA ITEM: 10bi) Land Use Request: Christmas Festival (Parking Spaces – Railway)

1. Overview

- 1.1 Padstow Christmas Festival contacted the Council regarding using the coach bays in Railway Car Park around the festival dates for the following: i) for the marquee company ii) Newquay land train as part of the lantern parade evening.
- 1.2 As per our policy the festival was directed to our land use policy and application form, which they completed, further clarification has been sought by the Council Facilities Officer to include details in this report.

2. Coach Spaces for Marquee Request

- 2.1 Request is to use 3 coach parking spaces on the following:
 - From and including Saturday 2nd December until Wednesday 6th December *Leaving the coach spaces available on Thursday, Friday & Saturday.*
 - Returning on Sunday 10th December until Monday 11th December
- 2.2 Council may recall that this permission was granted last year for use of 3 coach bay for the marquee on the similar lines as above and was subject to receiving appropriate risk assessment, public liability insurance, that the spaces were paid for and a banks person used when moving in the car park.

3. Coach space for Newquay land train

- 3.1 This request is for 2 coach spaces on Friday 8th December. One space for the low loaders and second space for the land Train once off the loader.
- 3.2 The Newquay land train is for the Father Christmas to ride on during the lantern parade on Friday evening. Currently the festival organisers are not sure what time they require the space from and until, the parade is at 7.30pm. For Council information previously in 2019 we reserve a coach space from 4pm until 8.30pm.
- 3.3 Previous years the land train parking has not been charged for.

4. Other information and consideration

- 4.1 Last year the festival also invited local town bands to perform on the bandstand and asked permission for parking and the Council provided a space and permits, however the organiser has confirmed they do not require the parking for the bands this year.
- 4.2 Are Council happy to give permission for coach parking for the reasons outlined in 2 and 3 above over the festival dates provided that all risk assessments and PLI are provided to the satisfaction of Council's insurers and H&S? Furthermore, if so, does it consider any charge should be made for one or both uses?

PADSTOW TOWN COUNCIL – 26 SEPTEMBER 2023

AGENDA ITEM: 11. MEMORIAL PLAQUE – USE OF COUNCIL CREST:

As members will know, the Finance and General Purposes Committee has delegated authority for “approving the use of the Town Crest by any other organisation” however, to avoid delay this request has been brought to the Full Council for consideration.

The request is to use the Town Council Crest on a memorial plaque (figure 1. below) in the churchyard cremation extension area. The request has been received by email from the stonemason as follows:

'Spoken to family – their/my points below

"As you know Dad was born in Padstow, on May Day, and has painted the Blue Oss club since he was 18 yrs old...."

He made a "teaser" that had the logo on it, obviously at the church it can't be coloured the same... and to fit/work on the plaque, I've had to take out a lot of the detail'

Does Council wish to approve the use of the altered Town Council Crest on the memorial plaque of the late Michael Constance as depicted in figure 1, subject to approval of the full memorial application form via the usual process?

Figure 1.



PADSTOW TOWN COUNCIL – 26 SEPTEMBER 2023
AGENDA ITEM: 12: RAILWAY CAR PARK, PIPE WORKS

1. Pipe Failure

- 1.1 During August the office became aware via a tenant which services the Business Units of an issue affecting the toilets/sink. Subsequently, it was confirmed that a section of the pipe had unfortunately collapsed.
- 1.2 The works were classed as urgent due to several factors, one being the pipes kept blocking, which meant the tenants sinks/toilets were not draining as they should and the liquids waste disposal service would not jet the line again due to the collapse. Another factor was that clay pipe and surrounding material would have been washing down and entering into the inspection chamber and this could lead to further and more costly mechanical issues.

2. Temporary fix

- 2.1 These works were classed as urgent, in the absence of the Town Clerk the Responsible Financial Officer liaised with the Chairman and agreed as per appropriate delegation under the scheme of delegation that a fix be undertaken. The Council Facilities Officer contacted a number of contractors, Vanstones being the only contractor who was able to re-work their schedule and attend before the August bank holiday.
- 2.2 The tenants were kept updated on the works and the contractor worked in such a way that they could keep the businesses opened.
- 2.3 The contractor undertook temporary fix however, it was acknowledged at the time that further investigation of the line be undertaken, and further works be taken forward during the quieter months.

3. Moving forward

- 3.1 Council Facilities Officer would like to approach a liquids waste disposal service to investigate the line in order to ascertain works that will be required.
- 3.2 It is considered that as Vanstones undertook the temporary repair and already knows about the location/businesses that would be the preferred contractor to help take these works forward. Dependant on contractors schedule the Council Facilities Officer would look to take this works forward beginning part of 2024, earlier if possible, however, did not wish to impact over the Christmas period and would depend on contractors workload. The RFO has confirmed that as this is specialised service then three quotations would not be required.

4. Recommendations

- 4.1 i) To endorse the actions of the RFO in consultation with the Chairman to address the urgent repair and; that ii) the Council Facilities Officer book appropriate company to undertake investigation of the pipe in order to best undertaken work required to be undertaken; iii) the Council Facilities Officer book Vanstones to undertake works as soon as practicable during the quieter months; and iv) final sign off for the works to be undertaken be delegated to the Town Clerk in consultation with the Chairman and funded via the Capital/Projects Contingency budget.



**PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2023-24**

Date	Time	Meeting
2023 DATES		
Tues 25 July	7.30 pm	Full Council
Tues 25 July	6.45pm	Planning Committee (Extra-Ordinary)
Tues 8 August	7.00 pm	Planning Committee
Tues 12 September	7.00 pm	Planning Committee
Tues 19 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 26 September	7.30 pm	Full Council
Tues 10 October	7.00 pm	Planning Committee
Tues 17 October	6.30 pm	Staffing Committee (budget)
Tues 17 October	7.15pm (or on the rising of the Staffing Committee)	Highways, Roads and Transport Committee (budget)
Tues 31 October	7.30 pm	Full Council
Tues 7 November	7.00 pm	Leisure, Tourism and Open Spaces Committee (budget)
Tues 14 November	7.00 pm	Planning Committee
Tues 21 November	7.00 pm	Finance and General Purposes Committee (budget)
Tues 28 November	7.30 pm	Full Council
Tues 5 December	7.00 pm	Highways, Roads and Transport Committee
Tues 12 December	7.00 pm	Planning Committee
Tues 19 December	6.30 pm	Staffing Committee
2024 DATES		
Tues 2 January	No meeting due to Christmas break	
Tues 9 January	7.00 pm	Planning Committee
Tues 9 January	7.30 pm [or on the rising of the Planning Committee]	Leisure, Tourism and Open Spaces Committee
Tues 30 January	7.30 pm	Full Council
Tues 6 February	7.00 pm	Highways, Roads and Transport Committee
Tues 13 February	7.00 pm	Planning Committee
Tues 20 February	7.00 pm	Finance and General Purposes Committee
Tues 27 February	7.30 pm	Full Council
Tues 5 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 12 March	7.00 pm	Planning Committee
Tues 19 March	6.30 pm	Staffing Committee
Tues 26 March	7.30 pm	Full Council
Tues 2 April	Defined under LGA 1972 s270 as last day of Easter break – no meetings	
Tues 9 April	7.00 pm	Planning Committee
Tues 9 April	7.30 pm [or on the rising of the Planning Committee]	Highways, Roads and Transport Committee
Tues 23 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.