

# PADSTOW TOWN COUNCIL

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22 November 2023

## TO ALL MEMBERS OF THE COUNCIL

Councillors: J O'Keefe (Chair), R Higman (Vice-Chair), Mrs J Colwill, P Curgenvan, Mrs J Dawe, K Freeman, A J Hoskin, A N Rees, M Rickard, Mrs T Walter, C WatsonSmyth 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 28 November 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

  
Kathy Pemberton  
Town Clerk

## AGENDA

### Public & Press are invited to attend

- To receive apologies for absence and announcements**
- To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- Dispensations:** To consider requests from Members for dispensations.
- Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
  - To receive the Cornwall Councillor's Report
  - To receive the Police Report
- To confirm the minutes** of the Full Council Meeting held on **Tuesday 31 October 2023** having been previously circulated and taken as read (p1-5)
- Presentation by Padstow & District Community Transport:** To receive an update on the organisation from the trustees for information only.
- Clerk's Report/Work Programme:** To receive an update for information only (p6)

- 8. Committees/Working Group Meetings:**
- a) To adopt the minutes and approve recommendations (if any) of the Leisure, Tourism and Open Spaces Committee meeting (7 November 2023) (p7-13)
  - b) To receive minutes of the Planning Committee meeting (14 November 2023) (p14-17)
- 9. Draft Budget 2024-25 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; (p18-35)
  - ii) Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 21 November 2023 (p36-39)
- 10. Finance:**
- Monthly Accounts and Payments: November 2023**
- a) To receive the monthly Finance Report (p40-41)
  - b) To approve the accounts for payment and ratify payments made since the last meeting (p42-43)
  - c) To note the car park takings (p44)
  - d) To note the insurance update (p45)
  - e) Bank Reconciliations: To note their availability for inspection each month
- 11. Correspondence:**
- a) To note correspondence for information (p46)
  - b) To give consideration to the following:-
    - i) Land Use Request: Churches Together Group – Bandstand (3 December 2023) (p47)
    - ii) Land Use Request: Marie Curie, Padstow to Rock Swim - South Quay Padstow & Parking (2 August 2024) (p47-48)
    - iii) Padstow Community Hub Request: Vaccination Team Enquiry (p48-49)
    - iv) Use of Council Logo: Request for use on Padstow Christmas Festival's sponsor page (p49-50)
- 12. Town Council Vacancy (Padstow Ward):** To receive an update and discuss and decide on way forward. (p51)
- 13. To discuss and decide on the following planning applications from Cornwall Council:** (p52-53)
- a) **PA23/06893 4-6 St Edmunds Lane, Padstow, PL28 8BZ:** Erection of an extension to form two additional letting rooms and addition of solar panels on the roof
  - b) **PA23/09329 5 Fentonluna Lane, Padstow, PL28 8BA:** Non-material amendment to decision PA19/07454 dated 13.11.2019 to reduce the depth of the approved three storey extension to the north elevation by 1.0m
- 14. Padstow Cemetery:** To give consideration to agreeing the following: (to follow)
- i) Draft Padstow Cemetery Regulations 2024; and
  - ii) Draft Procedure For Managing Regulation Infringements
- 15. Treceus Shared Ownership Housing Scheme:** To give consideration to this matter and discuss and decide on way forward. (to follow)
- 16. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
- 17. To Note i) Future Meeting Dates and ii) Date of Next Council Meeting:**  
 Tuesday 30 January 2024 at 7.30 pm (p54)

- 18. 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.
- 19. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 31 October 2023** having been previously circulated and taken as read.
- 20. Railway Car Park – Sand Operations:** To give consideration to this matter and discuss and decide on way forward.
- 21. 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.
- 22. Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.

## **PADSTOW TOWN COUNCIL**

### **Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 31 October 2023 at 7.30 pm in the Council Chamber, Council Offices, Station House, Padstow**

**Present:** Councillors J O'Keefe (Chairman), R Higman (Vice-Chairman), P Curgenvan, Mrs J Dawe, K Freeman, A J Hoskin, A N Rees, M Rickard and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant TC/Assistant RFO and minute taker) and 3 members of the public.

**2023/101 To receive apologies for absence and announcements:**

i) Apologies were received from Councillors Mrs J Colwill and C WatsonSmyth; and ii) There were no announcements.

**2023/102 Declarations of interest from Members:**

- Councillors Mrs J Dawe and A N Rees declared an interest in agenda item 10 bi) Land Use Request: Nadelik Lowen;
- Councillor A J Hoskin declared an interest in agenda item 14 Railway Car Park – Sand Operations; and
- Councillor Mrs T Walter declared an interest in agenda item 18 Lease and Tenant Matters (part).

**2023/103 Dispensations:** There were no dispensations.

**2023/104 Public Participation: Councillors Mrs J Dawe and A N Rees left the meeting.**

1 member of the public addressed the meeting in relation to agenda item 10 bi) Land Use Request: Nadelik Lowen. Comments included:

- Wished to clarify that the request does not include permission for a vintage rally or food trucks. Paragraph 4.1 of the agenda report for this item being incorrect.

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

Cornwall Councillor's Report: Councillor Rushworth attended the meeting and provided the following updates to Council:

- Cornwall Council (CC) are seeking an investment partner for Newquay airport, there is some interest and the deadline for expressions of interest has now passed. CC wants to retain a shareholding in the airport. There are ongoing issues regarding the planned storage of aerosols at the airport;
- CC budget preparation is underway, rates likely to be the same as last year.
- CC will be making available £1.7 million from government funding for leisure centres;
- CC Officer interest in a 4 day week is not receiving much political support. Councillor Rushworth is not in favour of this;

- Applications for the affordable housing development are now invited. Applicants need to have a connection to Padstow, either having worked or lived in Padstow for 3 years or more or have parents in Padstow. Councillor Rushworth noted that whilst residents moving from existing affordable housing in Padstow to the new affordable housing would need to meet the criteria, the criteria might not be the same for those taking over the existing affordable housing that then becomes vacant. He advised that some members of the public had expressed concern over their position on the list changing. This is due to it being a computerised list, the need for local connections remains and his advice for those concerned is to wait until the end of the process.
- It was noted that a date was still being arranged for a site meeting at the new estate with the new Housing Officer, the portfolio holder, Councillor Rushworth and Padstow Town Council.

Police Report: The report for the period 26/09/23 – 27/10/23 was noted for information having been tabled and read.

**2023/105 Correspondence: Land Use Request: Nadelik Lowen:** At the Chairman's discretion and the agreement of members, the agenda order was revised and consideration was given to a land use request from Nadelik Lowen for the purpose of a Carnival in 2024.

**Councillors Mrs J Dawe and A N Rees left the meeting for this item.**

There was discussion that the 2023 carnival organised by Nadelik Lowen in a short space of time had gone well. Members commented they considered it was nice for the town to have the carnival back. Generally, members were supportive of the request including that it be granted free of charge but noted the concern from one member that Council should be mindful of being consistent in its charging, or not charging, for land use.

**RESOLVED** to grant approval for Nadelik Lowen to use the Lawns Car Park on Saturday 3 August 2024 from 9.00am to 8.00pm for the purpose of a Carnival, at no charge, subject to i) Nadelik Lowen understanding the Council will try, but cannot guarantee, that the car park will be empty; ii) receiving relevant PLI and risk assessments to satisfy Council's H&S requirements and insurers; and iii) noting the Council will follow the process as outlined in 2.4 of the agenda report for the closing of the car park, including partially closing it the day before.

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

**2023/106 RESOLVED** that the minutes of the meeting held on **Tuesday 26 September 2023** be signed as a true record.

**2023/107 Clerk's Report/Work Programme:** The update report was noted. Further to the report the Town Clerk advised i) the CCTV system was now operational; and ii) the Council's Facilities Officer was looking into TPOs in relation to some planned trees works at various sites.

In response to a member query regarding the automatic lights at the Tesco crossing, the Town Clerk advised that CC had informed her these were now live. Further, that CC would be advertising for a School Crossing Patrol.

**2023/108 Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 10 October 2023.
- b) **RESOLVED** to adopt the minutes and approve recommendations of the Staffing Committee meeting held on 17 October 2023.
- c) **RESOLVED** to adopt the minutes and approve recommendations of the Highways, Roads and Transport Committee meeting held on 17 October 2023.

**2023/109 Councillor Resignation and Committee Memberships:**

Members noted the resignation of Padstow Ward Member Adam Flide which had been accepted by the Chairman and a written letter of thanks sent on behalf of the Council and the Community. Consideration was given to the resultant Committee vacancies. It was **RESOLVED** not to appoint members to any Committee vacancies at this time.

**2023/110 Finance: Monthly Accounts and Payments October 2023:**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made September (b) of £7,123.26, September gross wages, NIC ER's and LGPS ER's of £27,987.81 and direct debits of £2,407.40; ii) ratify payments made September (c) of £10,498.37 and direct debits of £1,915.19; iii) ratify payments made October (a) of £7,576.77, standing orders or direct debits (regular payments of the same amount) of £9,329.50 and direct debits of £3,919.60; and iv) ratify payments made October (b) of £5,482.47 and direct debits of £4,203.35
- c) Car park takings were noted.
- d) **RESOLVED** to note the clear External Audit Report from BDO LLP;
- e) **RESOLVED** to note the clear Internal Audit Report from Hudson Accounting Ltd. The Chair of Finance and the Council Chairman expressed thanks to the Responsible Financial Officer for her work in this matter.
- f) The availability of bank reconciliations for inspection was noted.

**2023/111 Correspondence:**

- a) Correspondence for information was noted.

- b) ii) Land Use Request: Purple Gecko Event – Camel Roadway: Consideration was given to the request from Purple Gecko to permit runners to gather on Council’s land by the bollard at the entrance to Camel Trail prior to commencing their race. Consideration was also given to extending the opening times of the Railway Car Park toilets to accommodate event runners.

**RESOLVED** i) to grant approval for use of the Camel Roadway land (location as per the agenda report), to Purple Gecko Events on Saturday 18 November, subject to receiving relevant PLI and risk assessments to satisfy the Council’s H&S requirements and insurers; and ii) to arrange for the Railway Toilets to be open from 7.30am on the day of the event on the understanding that the first clean will not take place until 8am.

iii) Request to site Defibrillator – Trevone/Windmill Wooden Shelter: There was discussion of this item and in response to a member query the Town Clerk confirmed that the shelter itself was on highways land. One member questioned the need for a third defibrillator in the Trevone area. Another member clarified that the requestor was not the fundraiser for all the Trevone defibrillators. Members noted the condition of the wooden shelter and that the decision to site the defibrillator was dependant on the future of the shelter which would be better referred to the Leisure, Tourism and Open Spaces Committee.

**RESOLVED** to request that the Leisure, Tourism and Open Spaces Committee give consideration to the merits of replacing or fixing the Trevone/Windmill wooden shelter as part of its budget setting and to defer a decision on the request to site a defibrillator in the same until this time.

**Councillor P Curgenvn voted against this decision and requested his name be recorded.**

iv) CC Consultation: Polling Districts and Polling Places Review: Members were referred to the agenda report and the Returning Officer’s proposal that there be no changes to the Polling District or Polling Station for Padstow and Trevone.

**RESOLVED** to respond in agreement with Cornwall Council that no changes be made to the Polling Stations for Padstow and Trevone save for amending the error in the address of the polling station at Padstow School.

**2023/112 Reports from Members/Outside Organisations:** The Chairman updated Council on some key events he had attended since the last meeting. These included:

- Sustrans events exploring ways to link Wadebridge to other towns and villages through new walking and cycling routes. The Wadebridge event had seen greater attendance than the

Padstow event. The Chairman noted that Sustrans need a plan before they can apply for funding and therefore a timescale for the project was 5-10 years.

- The Cornwall Association of Local Council's AGM at which a presentation had been delivered by the Prevent and Serious & Organised Crime lead for CC regarding the proposed new legislation on Terrorism (Protection of Premises) – referred to as Martyn's Law. The Chairman shared that under the bill, any event attended by over 100 people will need to have a designated co-ordinator and that this would include outside events.

**2023/113 Date of Next meeting:** Tuesday 28 November 2023 at 7.30pm and future meeting dates were noted.

**2023/114 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2023/115 Railway Car Park – Sand Operations: Councillor A J Hoskin left the meeting for this item.**

The Padstow Harbour Master attended the meeting to give a presentation to Council on this matter and remained in the confidential session for this purpose. Following the presentation, the Harbour Master left the meeting and did not return.

**Councillor A J Hoskin returned to the meeting.**

**2023/116 RESOLVED** that the confidential minutes of the Full Council meeting held on **Tuesday 26 September 2023** be signed as a true record.

**2023/117 RESOLVED** to adopt the confidential minutes and approve recommendations (if any) for the Staffing Committee meeting held on Tuesday 17 October 2023.

**2023/118 Bank Signatories: RESOLVED** to make changes to the Council's bank signatories.

**2023/119 Lease and Tenant Matters: Councillor Mrs T Walter left the meeting for this item (in part).** See confidential minutes.

**2023/120 Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.48 pm



**PADSTOW TOWN COUNCIL: 28 NOVEMBER 2023: CLERK'S REPORT / WORK PROGRAMME**

Agenda Item 7

PROJECT	NOTES/UPDATE
<b>FULL COUNCIL</b>	
Archaeological Bones	Following Council's decision, the Town Clerk went back to Ann Reynolds (Strategic Historic Environment Senior Officer). She has provided latest update, which was emailed to Councillors beginning of November outlining where they were with things and unfortunate delays. She will maintain contact with us and keep us updated.
Pipe – Railway Car Park	Exploratory CCTV undertaken this week, awaiting report and date contractor can undertake the main fix.
<b>LTOS</b>	
CCTV	Up and running.
Core Building	Town Clerk and Council Support Officer have scheduled to meet with DWP representatives on 30 November for them to look at the space and to hopefully come back with detail on what services they could provide to our community. Foodbank have settled in well and are keen to set up a book swap.
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	Item on the agenda concerning Regulations and Procedure to Management Infringements. Topple testing scheduled for beginning of March 2024 (ICCM) as per Padstow Cemetery Memorial Management Policy. Cttee working well to make improvements including signage and access path.
<b>HRT</b>	
Camel Roadway	Council's surveyor undertook site visit with Council's Facilities in respect of potential options for improvement. This was reported to HRT who have requested that the surveyor test the market, but noting the difficulty with a small budget and how busy contractors were.

**PADSTOW TOWN COUNCIL**

**Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 7 November 2023 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm**

**Present:** Councillors Mrs J Dawe (Chair), A N Rees (Vice-Chair), R Higman, A Hoskin and M Rickard

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

- LTOS2023/39      Apologies and Announcements:** Apologies were received from Councillor Mrs J Colwill.
- LTOS2023/40      Declarations of Interest:** There were no declarations of interest.
- LTOS2023/41      Public Participation:** There was no public participation.
- LTOS2023/42      RESOLVED** that the **minutes** of the meeting held on **Tuesday 19 September 2023** be signed as a true record of the meeting.
- LTOS2023/43      Committee Works i) Update:** The update was noted.  
**ii) Programme:** The programme was noted without change. In response to a member query the Town Clerk advised she would confirm the locations of the Pentreath Limited bench QR codes.
- LTOS2023/44      Padstow Cemetery Regulations Review:** Members were referred to the "to follow" report in respect of this item, giving consideration to the draft regulations which encapsulated the previous decisions of Committee in this matter. Specific consideration was given to the highlighted sections in the report and also to paragraph 7.8 in order to confirm Committees views on these items. Discussion included consideration of the fact that there are some desk vase tablets (18" x 18" x 4" sloping to 2") in the cemetery (with permission) which are longer than the agreed upon length of the new defined memorial area for earthen graves. Therefore, by default, these would no longer be permitted. To avoid this, it was agreed that the defined memorial area should be increased.
- The Assistant Town Clerk advised that the next steps would be to work up the appended documents referred to in the draft regulations, including a Memorial Management Procedure. To ensure that this procedure fits cohesively within the draft regulations, it was noted that in their drafting it may be necessary to make "tweaks" to the draft regulations, therefore Committee's agreement of the regulations was now sought "in principle".
- RESOLVED** i) Subject to making the following amendments: a) increasing the size of the Defined Memorial Area of a Lawn Grave to 18" long by a maximum of 2ft wide; and b) removing from paragraph 7.8 the line "Any size over these maximums to be considered by

Council”; the draft Padstow Cemetery Regulations be agreed “in principle” with final sign off delegated to the Town Clerk in consultation with the Chair of the LTOS Committee; and ii) to avoid delay, the Memorial Management Procedure also be delegated to the Town Clerk in consultation with the Chair of LTOS in order that these be recommended to the Full Council at its meeting in November.

#### **LTOS2023/45**

**Padstow Community Hub:** The Town Clerk provided a verbal update on this item. It was noted there had been a lot of positive feedback from the Community Fun Day from the community, sports coaches and others involved in the event. It was thought it would be proactive to feedback to the community the comments received during the day. The Support Officer had drafted a poster for this purpose to share on social media and the Council noticeboards. Generally, feedback regarding future use of the Hub was varied with some things raised being things which already take place in other venues in Padstow. It was thought that linking up and sharing information of this kind would be useful.

The Town Clerk confirmed that the Foodbank had now opened in the Hub, their first session having been 2 November. A meeting with the DWP (Department for Work and Pensions) had been arranged to see what provision they could offer with a view to this possibly linking up with the Foodbank. Unfortunately, the DWP had needed to postpone the meeting so this was still to take place. The Foodbank are looking to fund provision of CAB alongside the Foodbank but this is still to be finalised. Members noted that it was hoped to confirm some core items such as these before the Hub is made more widely available. It was suggested by a member that Parent and Carers Cornwall be approached. It was noted that Council’s Facilities Officer was currently looking into capacity and risk assessments for hire.

Members were pleased that Fowey Library wish to repurpose the old library shelving, this was being dismantled for their collection.

It was suggested that Committee may wish to give consideration in the budget setting to possible future plans for the Hub such as, acoustic panels, wifi and the potential creation of smaller meeting spaces within the old Library space to create a wider range of facilities for hire.

The Chair expressed thanks to the Support Officer and Facilities Officer for their time and effort in respect of the Community Hub.

#### **LTOS2023/46**

##### **2023/24 Update and Budget 2024/25 (including fees and charges):**

Expenditure 2023/24 Update: The update was noted as per the agenda report.

Major Capital Projects 2023/24: The update was noted as per the agenda report. Comment was made that it was good to see that some capital projects had come in under budget. It was noted that the Council had not previously worked with either of the contractors

undertaking the MUGA and the Play Area and that both had been good to work with.

In response to a member query, the RFO confirmed that if new CIL money was received, subject to confirming with CC, this could be used towards works to improve North Quay parades.

Fees and Charges 2024-25:

- a) Land Use: Members 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:** no change be made to the filming fees and charges for 2024-25.

- b) Allotments: In response to a member query the Town Clerk confirmed that allotment holders can seek the permission of the Council for another person to tend their allotment on a short term basis in accordance with the Council's Allotment Protocol. There was discussion as to how much the allotments cost the Council and it was agreed that this was not material. The largest cost related to pest control but how much this cost was dependant on a number of factors. The biggest issue in this regard being uncovered water butts attracting rodents. It was agreed that there was value in having the allotments as areas of well maintained open space.

**RESOLVED to recommend to the Finance and General Purposes Committee that:** no change be made to the Allotment rents for 2024-25.

- c) Padstow Community Hub: Consideration was given to what charges should be set for the hire of the Community Hub, having previously agreed that one should be set, and further what booking structure to adopt. It was felt that the structure of the Church Room sessions worked well and that by matching the Church Rooms, should these be fully booked, groups could come to the Community Hub as an alternative at no extra charge.

**RESOLVED to recommend to the Finance and General Purposes Committee to:** set a hire charge of £25.00 per session for the Padstow Community Hub, sessions being morning, afternoon and evening in line with Padstow Church Rooms.

- d) Memorial Bench Fees and Charges: Members noted the current memorial bench fees and charges which came into effect in June 2022. It was noted that most of the charges were direct recharges from the supplier and that these would be updated with current costings, continuing with the caveat that these may increase through the year dependent on the supplier. In response to a member query, the Town Clerk confirmed that the maintenance fee

for new/replacement benches was compulsory under the Memorial Bench Policy. Consideration was given to Padstow Town Council fees and charges.

**RESOLVED to recommend to the Finance and General Purposes Committee that:** no change be made to PTC memorial bench and memorial plaque fees and charges.

Budget 2024/25 and Business Plan (Capital Projects):

CCTV: Members gave consideration to including a provision in the budget to expand the CCTV provision should there become a need. There was discussion as to the benefit of installing CCTV in the Railway Car Park. The Town Clerk and Assistant Town Clerk advised that as a Council there are greater compliance requirements for CCTV and there would need to be a clearly identified need which there did not seem to be for the Railway Car Park. They confirmed however that they would look into the possibility of CCTV in the Railway Car Park again and report back.

Cemetery – investigate acquiring new land: It was noted that as this had not progressed and costs were unknown, this provision should remain the same.

Community Events: Committee were keen to see an adequate provision for this item and noted this would include assisting the Royal British Legion in taking forward the annual Remembrance Day Event.

Memorial Safety Programme – Health and Safety Headstones: Committee were satisfied that a provision be included for this item in the event that poor weather or other factors prevent this from taking place in March of the current year as scheduled.

Old Scout Hut: Committee expressed support for the suggestion from the Highways, Roads and Transport Committee that a provision be made to replace the Lawns garages, incorporating the Old Scout Hut Area for a Council maintenance compound. Committee were in general agreement that this would support the works already undertaken in the Lawns area and "finish it off".

Wooden Shelter at the top of Trevone (Windmill): There was discussion as to how well this shelter was used and the merits of repairing or replacing it. It was noted that when leaving the shelter, bus passengers often go down the grassy slope and not via the steps to better access the place where the bus stops. Members considered that as the shelter was situated on highways land, there was no known history about the shelter, and it no longer seemed to fit with the location at which the bus stops, it would be best to inform highways of the situation and of the request received in respect of the defibrillator. It was suggested that the steps could be utilised to access a defibrillator even if the shelter was removed. However, in the first

instance it was felt best to refer the matter to highways and to include a provision for repair/replacement in case.

**RESOLVED** to advise highways that the wooden shelter at the top of Trevone (Windmill) located on their land has come to the end of its life seeking their thoughts as to its future and raising concerns as to the safety and appropriateness of its location. Further that they be advised a request to site a defibrillator in the shelter has been received.

North Quay parade: Committee noted the nil spend on this item to date but wished to continue to hold a provision to investigate improvements.

Replacement Vehicles: There was discussion of this item with members noting that the gator was not fit for purpose and that the Peugeot van was in need of updating. As and when replacements are made members noted that they would like to see the vehicle signage improved.

Town Maintenance/Grass Cutting Equipment and Processes: Committee gave consideration to this item and members wished to see improvements to the grass cutting around the parish. It was noted that outsourcing larger areas would impact on the work of the team and it was felt that the changes to the Maintenance team works programme and further work on scheduling and practices being undertaken by the Foreperson would see improvements in this area. The Town Clerk was supporting the Foreperson in this. Committee identified in particular, issues with clumps of grass considering that improved practices were needed to avoid this. Either an extra higher cut when grass has become too long and/or alternative equipment. Committee did not feel it necessary to set a specific budget for this noting that there would be budget available in the LTOS equipment, furniture and materials cost centre should alternative or adaptive equipment be needed. The Town Clerk would take this forward with the Foreperson.

Cemetery: It was agreed that a provision be included in order to implement Committee's recent decisions regarding improvements to Padstow Cemetery.

Tree Management: It was noted this is a routine provision but that this year there would likely be works to undertake in the Churchyard.

Plantation Improvements: Members noted that despite efforts to progress this matter with the Environment Agency nothing had been forthcoming. It was therefore felt this work should taken forward by Committee.

Community Hub: Members felt it would be a good idea to investigate improving the larger community space (formally occupied by CC),

potentially undertaking internal building works to reconfigure the space and to set aside a provision for this purpose.

Public Toilets: There was much discussion on this item and concern expressed regarding the cleanliness of the public toilets and the ease of cleaning these. It was felt that better finishes such as stainless steel urinal troughs and potentially covering blockwork with washable surfaces would improve both cleanliness and the cleaning process. Committee felt a provision for improvements should be set. The Town Clerk confirmed that the Foreperson was arranging a deep clean of all public toilets.

Additional Projects: Consideration was given to including any additional Capital Projects in the Budget 2024-25 or Business Plan. There was discussion of potentially including in the 2025/26 budget a provision to increase the green spaces at Lodenek Avenue and Pellow Close. It was suggested that an outside water fountain in the Lawns area would be beneficial, however it was felt a good idea to investigate the possibility of obtaining a grant for this.

**RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be made in the 2024-25 Budget:**

- i. £4,000 to expand the CCTV system;
- ii. £50,000 in an Earmarked Reserve for investigating and acquiring new cemetery land;
- iii. £15,000 for Community Events;
- iv. £7,000 to implement the Memorial Safety Programme (topple testing);
- v. £200,000 to replace the Lawns garages, incorporating the old Scout Hut area for a Council maintenance compound (clean down and service machinery) and store, as proposed by the Highways, Roads and Transport Committee;
- vi. £5,000 for the possible repair or replacement of the Wooden Shelter at the top of Trevone (Windmill);
- vii. £10,000 for investigating options to improve North Quay parade;
- viii. £40,000 to update/improve Council works vehicles:
  - ix. £5,000 for cemetery improvements;
  - x. £10,000 for tree management;
  - xi. £10,000 for plantation improvements;
  - xii. £10,000 for to improve Padstow Community Hub; and
  - xiii. £10,000 to improve the public toilets.

**LTOS2023/47**

**Burial and Memorial Fees and Charges:** The Chair referred members to the agenda report in this regard, noting that the recommended fees for 2024 would bring the Council's fees and charges more in line with other towns and parishes in Cornwall. Members were supportive of the proposals for both Padstow Cemetery and St Petroc's Churchyard.

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

- i) The proposed fees and charges for Padstow Cemetery as set out in Appendix 2 of the agenda report be agreed, effective from 1 April 2024, continuing to treble all charges for non-residents as defined in the Padstow Cemetery Regulations with the exception of fees 11, 21 and 22 which relate to the sexton's direct recharge and administration fees; and
- ii) The proposed fees and charges for St Petroc's Churchyard as set out in Appendix 3 of the agenda report be agreed, effective from 1 April 2024.

**LTOS2023/48**

**Date of Next Meeting:** Tuesday 9 January 2024 7.00 pm was noted.

Meeting closed 8.50 pm

DRAFT



## PADSTOW TOWN COUNCIL

### Minutes of the Planning Committee meeting held on Tuesday 14 November 2023 at the Council Chamber, Station House, Station Road, Padstow at 7.00 pm

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

**In Attendance:** S Daly (Assistant TC/Assistant RFO), T Trestain (Council Facilities Officer, Minute Taker) and 2 members of the public

**P2023/49 Apologies and Announcements:** i) Apologies were received from Councillor Mrs J Colwill and ii) There were no announcements.

**P2023/50 Declarations of Interest:** Councillor R Higman declared an interest in Planning Application PA23/06499: The Annexe, Puffins, Trevone Road, Trevone. Councillor Mrs T Walter declared an interest in Planning Applications i) PA23/06870: Seafood Restaurant, Padstow and ii) PA23/06499: The Annexe, Puffins, Trevone Road, Trevone

**P2023/51 Public Participation:** 2 members of the public attended the meeting and addressed Committee in support of agenda item 5 iii) e) PA23/08341: Land South East of Treceurus Riding Stables, Treceurus, Padstow. Comments included:

- Application is for reserved matters application for 28 dwellings and associated appearance, landscaping and layout. A reserved matters application for the care home will be brought forward at a later date.
- 40% will be affordable housing which is 11 units. Split is 70% rent, 30% shared ownership with mix of 1,2 & 3 bedroom bungalow or chalet units.
- Although care home is not part of application PA23/08341, it was understood that there was concern about what impact a care home would have on the local GP services. Wanted to note that developer is currently in negotiations with possible provider who had advised in respect of this concern:
  - Would see GP surgery combining visits to one premises;
  - Care can continue onsite meaning less visits to/from GP;
  - Care packages for patients onsite will mean shorter hospital stays with patients returning to site sooner and less follow up care needed;
  - There will be 24 hr care provided onsite with CQC qualified staff available to undertake routine tasks which would take pressure off GP services.

In response to questions from Committee, the following further comments were made:

- Access will be from A389, but not from existing (further along from the already established Polpennic Drive area). One of the first phases will be to remove the hedge and install this entrance.

Footpath from Polpennic Drive area to be connected to new site and general connectivity improved.

- Care home provider looking to attend the meeting that will consider the future reserved matters application regarding the care home. Will be able to better address concerns relating to GP services. Reiterated, care home residents will have care packages subject to CQC scheme, with staff able to administer certain medications and having first aid knowledge.
- Timescale for residential element of project [application being discussed] is under 2 years, likely 18 months. Noted some aspects of work would be seasonal, first focus would be infrastructure – constructing access and services.

**P2023/52** **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 10 October 2023** be signed as a true record.

**P2023/53** **Planning**

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

a) **PA23/06383: 24 Rainyfields, Padstow, PL28 8EZ** Resubmission of PA21/01472 - 'Side extension, garage conversion and creation of annexe' - to add dormer to side elevation **APPROVED**

b) **PA23/06326: 4 Moyle Road, Padstow, PL28 8DG** Demolition of existing conservatory, to be replaced with new flat roof Ground Floor Extension plus works approved previously under PA23/00690 namely Demolition of existing garage to be replaced with new ground floor extension, internal alteration works & replacement roof covering with the proposed addition of photovoltaic panels on south elevation **APPROVED**

c) **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 **APPROVED**

d) **PA23/04600: Pink House, Trevone Road, Trevone, Padstow, PL28 8QY** Refurbishment and extension to include additional accommodation to the principal elevation of the ground floor along with a semi covered terrace over, benefiting from views towards Trevone beach. Also proposed is a new rear first floor walkway with steps accessing the rear garden to suit the new reverse living layout **APPROVED**

e) **PA23/06012: Treverbyn Guest House, Station Road, Padstow, PL28 8DA** Change of use of Treverbyn, Station Road, Padstow from a guest house to a single residential dwelling. **APPROVED**

f) **PA23/06652: 31 Treverbyn Road, Padstow, PL28 8DN** Single storey extension to the lower ground floor (incidental use) and replacement of existing decking area **APPROVED**

g) **PA23/08355: Harbour Hotel, Station Road, Padstow** Submission of details to discharge conditions 8, 9, 11, 12, 15, 16 and 17 in respect of application PA20/06585

**S52/S106 and discharge of condition apps**

**ii. The following Planning Inspectorate appeal decision was noted:**

- a) **[PA22/04255](#): Land at Dinas, Dinas, Padstow, PL28** Outline application for the erection of up to five dwellings including access with all other matters reserved **DISMISSED**

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

**Councillor Mrs T Walter left the meeting.**

- a) **[PA23/06870](#): Seafood Restaurant, Padstow:** Provision of an additional letting room above the Seafood Restaurant **NOT SUPPORTED i) Out of character with street scene in Conversation Area ii) Materials not in keeping with existing building iii) Will be visible from all angles iv) In agreement with Historic Planning Officer's comments**

**Councillor Mrs T Walter returned to the meeting.**

- b) **[PA23/06198](#): 1 Treverbyn Road, Padstow, PL28 8DW:** Proposed extension, front dormer, extension of rear dormer and addition of balcony, juliet balcony to south east and associated works. **SUPPORTED**
- c) **[PA23/05779](#): Rock View, Station Road, Padstow:** Proposed 9 unit residential development consisting of conversion of existing house into two apartments, plus rear two storey extension forming additional two units, 3No three storey terrace units fronting onto Dennis Road, 2No storey units partially buried. Proposal includes some demolition of existing outhouses and extension to existing house, plus earthworks and regrading throughout site. **NOT SUPPORTED i) Principal Residence requirement as per Padstow Parish NDP PAD11 ii) Overdevelopment of site iii) Out of keeping with street scene iv) Does not appear to be a mix of housing to reflect housing needs v) No confirmation that affordable housing will be included vi) Parking issues**
- d) **[PA23/08204](#): 2 Porthilly View, Padstow, Cornwall, PL28 8DH:** Proposed front and rear single storey extension with replacement doors and windows with new front entrance. **SUPPORTED**
- e) **[PA23/08341](#): Land South East of Treceus Riding Stables, Treceus, Padstow:** Reserved matters application for appearance, landscaping, layout and scale for 28 dwellings and discharge of conditions 8, 9, 10, 11 and 12 in respect of outline approval [PA22/03102](#) for mixed use development comprising of a C2 use class care/nursing home of up to 80 bedrooms (up to 4,500sqm), up to 28 dwellings, formation of access from the A389 and associated parking, drainage, open space and other infrastructure. **SUPPORTED**

**Councillor P Curgenvin voted against this decision and requested it be recorded.**

- f) **PA23/08131: 39 Treverbyn Road, Padstow, PL28 8DN:** Non-material amendment in relation to decision notice [PA18/10921](#) dated 8.2.19 for minor revisions to the rear elevation just affecting the approved dormer to bedroom 3.  
**SUPPORTED**
- g) **PA23/07709: 36 Egerton Road, Padstow, PL28 8DL:** Building of a slightly elevated patio.  
**SUPPORTED**
- h) **PA23/07807: Creddis Farm, High Lanes, Wadebridge:** Proposed replacement of the existing farmhouse and farm buildings with a new zero carbon farmhouse, shepherds hut, bothy and PV array.  
**SUPPORTED**
- i) **PA23/07965: Padstow Holiday Park, Padstow, PL28 8LB:** Additional static pitch for caravan.  
**SUPPORTED**
- j) **PA23/07130: By Cottage, Parkenhead Lane, Trevone:** Dormer extensions to front and rear and porch extension.  
**SUPPORTED**

**Councillors R Higman and Mrs T Walter left the meeting.**

- k) **PA23/06499: The Annexe, Puffins, Trevone Road, Trevone:** Erection of first floor addition, including side and rear single storey flat roofed extensions, along with formation of new parking area.  
**SUPPORTED**

**Councillors R Higman and Mrs T Walter returned to the meeting.**

**P2023/54 Date of Next Meeting: Tuesday 12 December 2023 at 7.00 pm**

Meeting closed at 7.33 pm

## **PADSTOW TOWN COUNCIL: 28 NOVEMBER 2023**

### **AGENDA ITEM: 9: Draft Budget 2024-25 and Business Plan:**

#### **i) Draft Budget, precept, member allowance and Business Plan as recommend by the Finance and General Purposes Committee.**

##### **1. Overview**

- 1.1 At its meeting on 21 November, the Finance and General Purposes (FGP) Committee reviewed the Draft Budget 2024-25 and the updated Business Plan.
- 1.2 The review included consideration of the suggested provisions for revenue expenditure and capital projects arising from the budget meetings of the HRT, Staffing and LTOS Committees.
- 1.3 FGP concluded that the recommendation from the HRT Committee to increase the car park tariffs for 12 hrs, 24 hrs, coaches and season tickets only, would not have a material impact on the budget and would therefore not be worth the cost or time to implement the changes. They therefore resolved not to accept this recommendation.
- 1.4 FGP concluded that the likely timescales involved in the project to improve the Lawns garages and Scout area (as recommend by HRT and supported by LTOS) made it unlikely that the proposed budget of £200,000 would be spent in full in the year 2024-25. They considered that the project could be progressed just as quickly with a provision of £50,000 in the 2024-25 budget and a provision of £150,000 in the business plan for 2025-26 which they resolved to do.
- 1.5 A balanced Budget is proposed, so a precept does not need to be set. The Business Plan was updated to include current and new future projects.

##### **2. Recommendations**

- 2.1 Council is asked to agree, as recommend by the Finance and General Purposes Committee at its meeting held on Tuesday 21 November 2023:
  - i) the precept for 2024-25 be set at £nil;
  - ii) member allowances for 2024-25 be set at £nil;
  - iii) the Draft Budget 2024-25 be approved (Appendix 1);
  - iv) the updated Business Plan be approved (Appendix 2); and

#### **ii) To adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on 21 November 2023.**

**Padstow Town Council**  
**Budget 2023-24 and Draft Budget 2024-25**

<b>Income</b>	<u>Actuals</u> 31.3.22	<u>Actuals</u> to 31.3.23	<u>Actuals to</u> 31.10.23	<u>Budget</u> 2023-24	<u>Draft</u> <u>Budget</u> 2024-25
Central & Democratic Services	12556	10856	19240	50	100
Highways, Roads & Transport	763714	686727	571252	613000	622000
Environment	12722	14173	7822	5010	5010
Leisure	7770	9791	5565	4000	4700
Investment Properties	268187	269331	193096	255000	240000
Other Operating Income	98	3818	10698	50	500
	<u>1065047</u>	<u>994696</u>	<u>807673</u>	<u>877110</u>	<u>872310</u>
<b>Expenditure</b>					
Democratic Core	3190	791	518	4700	4300
Corporate Services	60717	42503	39741	65000	65000
Central Services	24800	24000	37044	60000	35000
HRT Railway Car Park	81489	85879	68028	99500	109000
HRT Lawns Car Park	24042	23073	15978	28100	34500
Environment Cemetery	17152	10894	12343	32700	36300
Environment Toilets	58166	65343	45483	79000	76000
Leisure - Open Spaces	115897	166022	85010	191525	189160
Administration	192886	211118	128036	257350	264050
Investment Properties	36828	36806	21787	51500	59000
Total expenditure	<u>615167</u>	<u>666429</u>	<u>453968</u>	<u>869375</u>	<u>872310</u>
<b>Net Revenue/(Expenditure)</b>	<u>449880</u>	<u>328267</u>	<u>353705</u>	<u>7735</u>	<u>0</u>
<b>Capital Expenditure</b>					
Capital expenditure from Revenue	<u>19101</u>	<u>81656</u>	<u>303334</u>	<u>454500</u>	<u>245100</u>
<b>Net Rev/(Exp) after capital expenditure</b>	<u>430779</u>	<u>246611</u>	<u>50371</u>	<u>-446765</u>	<u>-245100</u>
<b>Balance Sheet</b>	<u>£</u>				
Earmarked Reserves:			1.4.23	General Fund	1267461
Properties and Grounds Maintenance	160000			Revenue exp.	<u>872310</u>
Vehicle and machinery replacement	25000				395151
Investigate options for acquiring Cemetery land	50000			Capital exp.	<u>245100</u>
General Fund	<u>1267461</u>			Balance	<u>150051</u>
Total assets less liabilities	<u>1502461</u>		agrees Balance Sheet 1.4.23		

Padstow Town Council's General Reserve Policy is to hold a minimum of one year's revenue expenditure in free reserves (the General Fund), as part of the Budget-setting process.

<b>Padstow Town Council</b>							
<b>Central &amp; Democratic</b>							
							<u>Draft</u>
<b>Income</b>	<i>nominal codes:</i>	<u>Actuals</u> <u>31.3.22</u>	<u>Actuals</u> <u>to 31.3.23</u>	<u>Actuals to</u> <u>31.10.23</u>	<u>Budget</u> <u>2023-24</u>		<u>Budget</u> <u>2024-25</u>
Misc income incl insurance claims	4300	12556	10856	19240	50		100
		12556	10856	19240	50		100
<b>Expenditure</b>							
<b>Democratic Core</b>							
Councillors' expenses	5008	0	126	90	200		200
Training	5049	1190	270	80	1500		1000
Contingency	5050	0	192	0	0		500
Mayor's Allowance	5060	135	203	348	500		600
Election expenses	5064	1865	0	0	2500		2000
		3190	791	518	4700		4300
<b>Corporate Services</b>							
Subscriptions - CALC, ICCM	5110	920	970	975	1000		1000
Bank charges incl RingGo & IPS fees	5111	40002	28759	22901	38000		38000
Legal services	5124	10255	5174	8294	12000		12000
Internal Audit	5125	1500	1500	750	1500		1500
External Audit	5127	1600	2000	-320	2500		2500
Other professional services	5129	6440	4100	7141	10000		10000
		60717	42503	39741	65000		65000
<b>Central Services</b>							
Grants	5242	16800	22300	35544	50000		33000
S137 Grants	5243	8000	1700	1500	10000		2000
		24800	24000	37044	60000		35000

<b>Padstow Town Council</b>							
<b>Highways, Roads &amp; Transport</b>							<b>Draft</b>
<b>Income</b>	<i>nominal codes:</i>	<u>Actuals</u> <u>31.3.22</u>	<u>Actuals</u> <u>to 31.3.23</u>	<u>Actuals to</u> <u>31.10.23</u>	<u>Budget</u> <u>2023-24</u>	<u>Budget</u> <u>2024-25</u>	
Railway car park	4404	539317	490500	407021	425000	435000	
Lawn car park	4406	199676	175376	152788	168000	175000	
Car Park Season Tickets	4408	0	4433	2438	2000	2000	
Misc income incl RingGo	4448	24721	16418	9005	18000	10000	
		<b>763714</b>	<b>686727</b>	<b>571252</b>	<b>613000</b>	<b>622000</b>	
<b>Expenditure</b>							
<b>Railway Car Park</b>							
Staff costs	5301	7131	12426	6080	13000	13000	
Electricity	5315	227	353	869	1000	1200	
Non-Domestic Rates (NDR)	5317	56320	56320	45518	68000	74000	
Equipment & materials	5332	774	115	15	500	1000	
Equip service & repair - pump station	5333	3121	3401	7669	5000	5000	
CC CEO - off street (PTC car parks)	5333	5073	5314	4164	5000	10000	
Car park machines	5351	3984	2389	0	3500	1500	
Car park tickets	5353	0	468	1883	500	1000	
Car park machines cash collections	5354	4859	5093	1830	3000	2300	
		<b>81489</b>	<b>85879</b>	<b>68028</b>	<b>99500</b>	<b>109000</b>	
<b>Lawns Car Park</b>							
Staff costs	5401	2867	3888	1666	4900	4500	
Electricity	5415	1263	106	559	1500	1000	
Non-Domestic Rates (NDR)	5417	14970	14970	12050	19000	19500	
Equipment service & repair	5432	774	391	79	500	1000	
Car park machines	5451	1099	774	773	1000	1000	
Car park tickets	5453	0	312	269	200	500	
Car park machines cash collections	5454	3069	2632	582	1000	7000	
		<b>24042</b>	<b>23073</b>	<b>15978</b>	<b>28100</b>	<b>34500</b>	



<b>Padstow Town Council</b>							
<b>Environment</b>							
	<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals to</u>	<u>Budget</u>	<u>Draft</u>	
<b>Income</b>	<i>codes:</i>	<u>31.3.22</u>	<u>to 31.3.23</u>	<u>31.10.23</u>	<u>2023-24</u>	<u>Budget</u>	
						<u>2024-25</u>	
Cemetery fees	4511	12683	14155	7818	5000	5000	
Seagull-proof sacks	4513	39	18	4	10	10	
		<b>12722</b>	<b>14173</b>	<b>7822</b>	<b>5010</b>	<b>5010</b>	
<b>Expenditure</b>							
<b>Cemetery</b>							
Staff costs	5701	11700	6061	6990	17600	17500	
Non-Domestic Rates (NDR)	5717	1783	1622	1136	1800	1700	
Water	5718	0	0	22	100	100	
Grounds maintenance	5720	3544	3211	4140	5000	5000	
Topple testing	5720	0	0	0	8000	7000	
Equipment, materials & repairs	5732-3	125	0	55	200	5000	
		<b>17152</b>	<b>10894</b>	<b>12343</b>	<b>32700</b>	<b>36300</b>	
<b>Toilets</b>							
Staff costs	5801	17728	25320	13865	26000	26000	
Electricity	5815	3326	4598	788	5000	4000	
Non-Domestic Rates (NDR)	5817	-1160	0	0	0	0	
Water	5818	22227	16067	17429	29500	26000	
Cleaning & domestic supplies	5819	9547	10309	8911	13000	13000	
Equipment & materials	5832	591	277	271	1000	500	
Equipment service & repair	5833	5907	8772	4219	4500	6500	
		<b>58166</b>	<b>65343</b>	<b>45483</b>	<b>79000</b>	<b>76000</b>	

<b>Padstow Town Council</b>								
<b>Leisure, Tourism &amp; Open Spaces</b>								
		<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals to</u>	<u>Budget</u>	<u>Draft</u>	
<u>Income</u>		<i>codes:</i>	<u>31.3.22</u>	<u>to 31.3.23</u>	<u>31.10.23</u>	<u>2023-24</u>	<u>Budget</u>	<u>2024-25</u>
Seat and tree donations	4600		1027	1082	85	0		0
Footpaths & grass cutting for CC	4630		5839	7928	5250	4000		4000
Misc income - allotments	4648		904	781	230	0		700
			<b>7770</b>	<b>9791</b>	<b>5565</b>	<b>4000</b>		<b>4700</b>
<b>Expenditure</b>								
Events	6044		0	0	630	1000		500
Staff costs (outside spaces)	6201		70611	92393	43489	108700		110000
Staff travel	6207		0	0	0	50		50
Electricity	6215		2029	6472	2637	3600		4360
NDR - MUGA & Community Hub	6217		790	599	374	900		2200
Grounds maintenance costs	6220		15398	31817	7496	25000		22000
Treeworks	6220		0	0	4060	8000		10000
Rent	6221		175	175	175	175		200
Vehicle insurance	6222		2213	2067	0	2500		2500
Equipment & materials	6232		11202	16121	8450	14000		15000
Core building maintenance	6232		0	2960	3841	5000		3000
Tommy at Stile field	6232		0	768	0	0		0
CCTV	6232		0	0	6332	7000		4000
Telephones - mobiles	6239		25	0	0	50		50
Training	6249		1995	2605	397	5000		4000
Fuel	6265		3389	4726	3236	3900		5000
Machinery repairs	6266		2141	2048	1962	2200		2500
Vehicle service & repair	6267		5209	2511	1411	3700		3000
Vehicle tax	6268		720	760	520	750		800
			<b>115897</b>	<b>166022</b>	<b>85010</b>	<b>191525</b>		<b>189160</b>

<b>Padstow Town Council</b>							
<b>Administration</b>							
		<u>Actuals</u>	<u>Actuals</u>	<u>Actuals to</u>	<u>Budget</u>	<u>Draft</u>	
<b>Income</b>	<i>nominal</i>	<u>31.3.22</u>	<u>to 31.3.23</u>	<u>31.10.23</u>	<u>2023-24</u>	<u>Budget</u>	<u>2024-25</u>
	<i>codes:</i>						
Interest income	4949	98	3818	10698	50	500	
Precept	4950	0	0	0	0	0	
		98	3818	10698	50	500	
<b>Expenditure</b>							
Staff costs - gross pay	7001	161622	180634	107734	215000	226500	
Staff travel	7007	0	0	0	50	50	
Subscriptions - SW Councils, Nat Allotments	7010	500	555	540	600	600	
Building maintenance	7014	374	1243	1771	600	1000	
Electricity	7015	4622	4145	4166	6500	6500	
NDR - Station House	7017	10109	10429	6099	11000	9700	
Water	7018	117	53	20	200	100	
Cleaning and consumables	7019	577	599	786	5000	4800	
Equipment & materials	7032	3261	2186	720	2800	2000	
Equipment, services & repairs	7033	2260	1863	1004	2300	1800	
Printing	7034	1372	1312	775	1400	1400	
Stationery	7035	1665	1068	1387	1500	1500	
Postage	7036	335	434	545	900	800	
Telephone	7039	636	798	167	1200	1000	
Computer	7040	5244	5484	2270	3000	3000	
Advertising	7047	0	0	0	300	300	
Training	7049	192	315	52	5000	3000	
		192886	211118	128036	257350	264050	

**Padstow Town Council**

**Investment Properties**

	<i>nominal codes:</i>	<u>Actuals</u> <u>31.3.22</u>	<u>Actuals</u> <u>to 31.3.23</u>	<u>Actuals to</u> <u>31.10.23</u>	<u>Budget</u> <u>2023-24</u>	<u>Draft</u> <u>Budget</u> <u>2024-25</u>
<b><u>Income</u></b>						
Rental income		4702 229271	232556	171849	225000	225000
Miscellaneous rents - leeway charges	4703	38916	36775	21247	30000	15000
		<u>268187</u>	<u>269331</u>	<u>193096</u>	<u>255000</u>	<u>240000</u>

**Expenditure**

Buildings maintenance	6914	291	1305	0	500	1000
Premises insurance	6923	25680	30744	21392	36000	43000
Legal services	6924	7857	4757	0	9000	9000
Surveyors	6926	3000	0	395	6000	6000
		<u>36828</u>	<u>36806</u>	<u>21787</u>	<u>51500</u>	<u>59000</u>

**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		1056				
North Quay and Cory toilets refurbishment		14424	2643			
Misc repairs etc		3621		5064	5000	5000
Community events			8307	4506	15000	15000
Computers - hardware & software			480		5000	5000
Multi Use Games Area (MUGA)			750	197214	201500	5100
Contingency			21642	9941	60000	40000
Core Building/Padstow Community Hub improvements				5066	10000	10000
Lawn play equipment			37484	81113	93000	
Ride on mowers			10350			
Camel roadway improvements					20000	30000
Replace Railway car park railings				430	35000	
Investigate options to improve White Shelter area					10000	10000
Dock wall - pressure washing						5000
Lawn garages and Scout Hut area improvements						50000
Investigate electric vehicle charging points						5000
Trevone/Windmill shelter						5000
Update vehicles						40000
Plantation improvements						10000
Public toilet improvements						10000
		<u>19101</u>	<u>81656</u>	<u>303334</u>	<u>0</u>	<u>454500</u>
					<u>0</u>	<u>245100</u>

## Padstow Town Council - Draft Budget Notes 2024-25

<u>Nominal code</u>	<u>Expenditure heading</u>	<u>Details</u>
	<b>Central &amp; Democratic</b>	
5060	Mayor's allowance	The Mayor's allowance is used for bouquets for local residents for significant birthdays and anniversaries and the Mayor's travel expenses to events outside of the parish.
5064	Election expenses	A Town Council election is not due but a provision has been included in case there is a by-election.
5111	Bank charges & RingGo fees	RingGo & IPS debit/credit card fees (some RingGo fees are also received as income for RingGo VAT purposes)
5124	Legal Services	Work Nest employment services cost and provision for further legal advice as required.
5129	Other Professional Services	James Hallam Health & Safety review, Kestrel Guards check-call service & keyholding and provision for extra advice.
5242-3	Grants	A provision for grants is included.
	<b>Highways, Roads &amp; Transport</b>	
4404 & 6	Parking fees - Railway & Lawn	Some car park tariffs are being recommended by HRT to increase from 1.4.24.
4408	Car park season tickets	Only available to tenants that do not have a parking space and people who work in the town.
4448	Misc income	RingGo income and miscellaneous HRT income.
5301 & 5401	Staff costs	Provision for part time car park duties by the outside team.
5317	Rates - Non Domestic Rates	Railway car park - Non Domestic Rates (NDR) - a provision for an increase has been included on all NDRs.
5332	Equipment & materials	Car park lining, bollards, signs etc.
5333	Equipment Service & Repairs	Emptying pump station (some recharged to tenant), CC enforcement officers for PTC car parks etc.
5351 & 5451	Car Park Machines	Car park machines annual maintenance contract at £390 per machine plus provision for repairs.
5354 & 5454	Car park cash collection Railway	G4S - cash collections (which have reduced following the new machines taking debit/credit cards).
5417	Rates - NDR	Lawn car park Non Domestic Rates (NDR).
	<b>Environment</b>	
	<b>Cemetery</b>	
5717	Rates - NDR	Cemetery - Non Domestic Rates.
5720	Grounds maintenance	Grave excavation and backfilling fees (recharged to funeral directors) etc.
5720	Grounds maintenance	Provision for topple testing (scheduled for March 2024 but there could be delays) and Cemetery maintenance.
	<b>Toilets</b>	
5801	Staff costs	Provision for part-time toilet cleaning by the outside team.
5815	Energy costs	Electricity for hand dryers, lights and pump.
5818	Water	North Quay, Railway and Cory toilets water.
5819	Cleaning & supplies	Toilet rolls, cleaning materials, sanitiser etc and nappy & sanitary collections.
5833	Equipment service & repairs	Wallgate handwashers contract c£2600pa, legionella control support checks c£2100 pa etc.

### Leisure, Tourism & Open Spaces

6201	Staff costs	Provision for 4 full time staff.
6217	Rates - NDR	MUGA & Padstow Community Hub NDR
6220	Grounds maintenance	Bulk waste bin emptying and general maintenance.
6222	Vehicle insurance	per James Hallam Insurance Brokers.
6232	Equipment, furniture & materials	Provision for paint, materials, small items of equipment etc.
6249	Training	To update training required for the outside team.
6265	Petrol & oil	Fuel costs for PTC vehicles and mowers.

### Administration

4949	Interest income	A levelling off or reduction in interest rates is assumed.
4950	Precept	A balanced budget is proposed so a precept does not need to be set.
7001	Staff costs	2 full time at 37 hours, 2 at 32 hours weekly & 1 at 16-24 hours weekly.
7014	Building maintenance	Provision for maintenance work at Station House.
7017	Rates NDR	Station House - Non Domestic Rates.
7018	Water	Station House water bills.
7019	Cleaning & consumables	contract office cleaner and consumables
7032	Equipment Furniture & Materials	Office costs.
7040	Computer costs	FTTP, IT support contract, website support and updates.

### Investment Properties

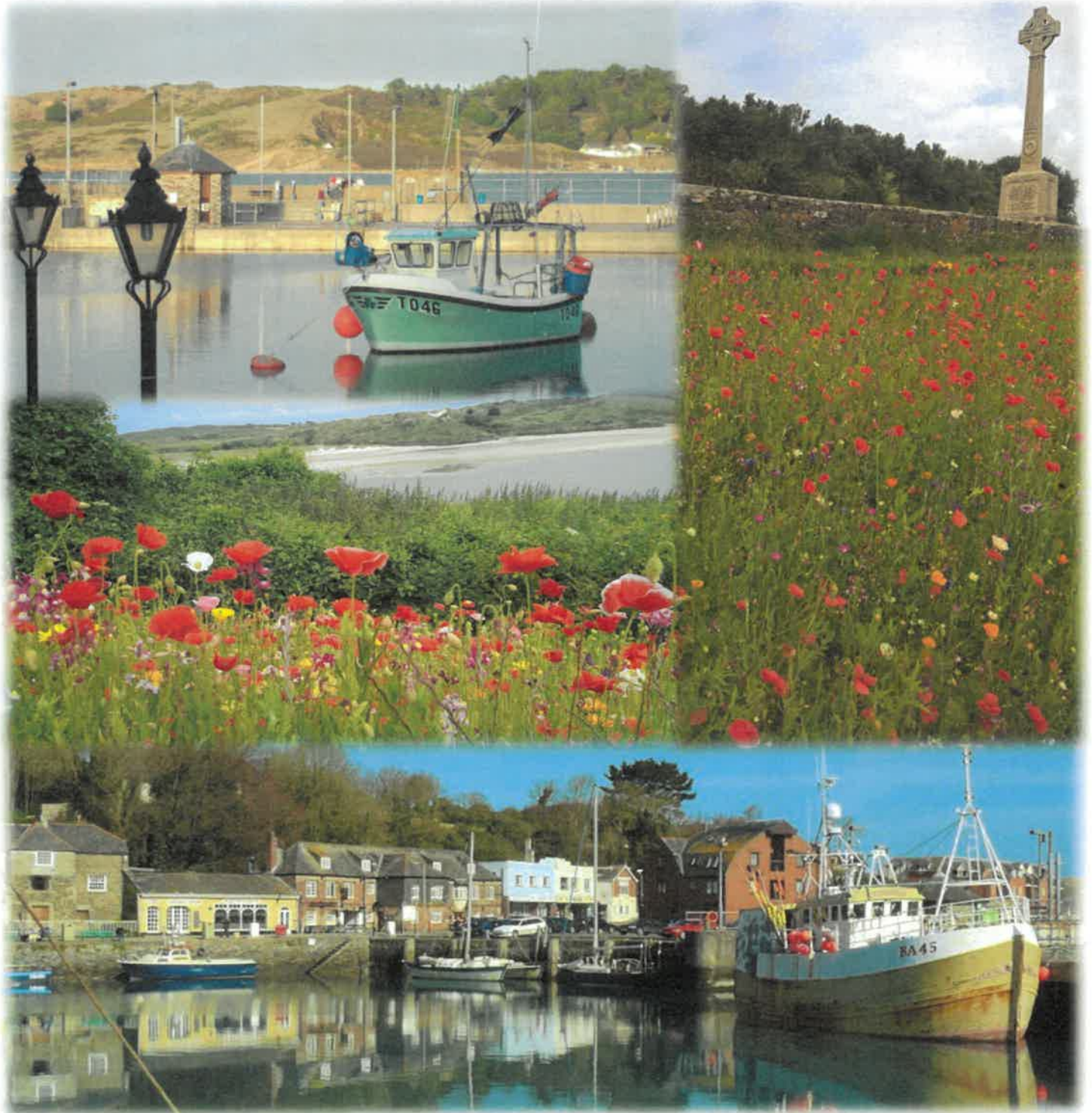
4702	Inv Rental income	Total rental income.
4703	Inv Misc rents	Sand lorry leeway charges and miscellaneous rents.
6914	Buildings maintenance	Provision for property maintenance on PTC properties.
6923	Premises insurance	per James Hallam Insurance Brokers. Insurance costs have risen substantially over the last few years.
6926	Surveyors	Rent reviews are in progress, so a provision for PTC's surveyor's fees is required and general surveyor fees.

9096/7	Projects/Capital expenditure	Various capital items and projects are included from the Committee's requests, together with a contingency.
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# PADSTOW TOWN COUNCIL BUSINESS PLAN



Station House  
Station Road  
Padstow  
Cornwall  
PL28 8DA

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Town Clerk  
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# **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 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. The Council has close working relationships with the Police and many other local organisations. 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 and 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](http://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. The Council employs a total of nine staff, these staff cover the following positions: Town Clerk, RFO, Assistant Town Clerk and Assistant RFO, Facilities Officer, Council Support Officer, Foreperson and three Outside Operatives.

### **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 etc  
Environment Toilets – water, cleaning toilets wages, materials etc  
Leisure Open Spaces – wages, grass cutting, bulk bin emptying etc  
Investment Properties – insurance, surveyor, 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 from any grant budget agreed annually.

### **Budget**

The Finance and General Purposes Committee considers an annual Budget for the following 1<sup>st</sup> April – 31<sup>st</sup> 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 audited by an External Auditor.

### **Accounts**

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

### **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 MUGA 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.
- 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 Lawn 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. It has been rebranded as the Padstow Community Hub.
- North Quay and Cory toilets were refurbished.
- Multi Use Games Area (MUGA) on the Lawn tennis court area.
- Lawn play area redeveloped.

### **Future projects**

- Camel roadway improvements.
- Lawn garages area improvements.
- White shelter area improvements.

### **Community Involvement**

As well as delivering projects and providing grant support to local organisations/groups, the Town Council has also undertaken other community involvement, this has included:

- May 2023 saw the celebration of the King's Coronation. Financial assistance was provided to support a Trevone residents' event. For Padstow town, the Town Council funded and arranged a free of charge interactive trail around Padstow, youth art competition and free community event with circus skills and face painters.
- Supported Nadelik Lowen in providing a venue free of charge to host the Padstow Carnival in 2023, and again offering this space for 2024.
- September 2023 saw the hosting of a free of charge Community Fun Day, which coincided with the opening of the Padstow Community Hub, children's play area and MUGA.
- Partnered with the Wadebridge Food Bank to provide a free space to create and deliver Padstow Food Bank.
- Assisting the Local British Legion with the Remembrance Parade and funded the replacement Order of Service Books.

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 13.11.23*

## Padstow Town Council - Business Plan

### Major Capital Projects

*items over £20,000 in value*

	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
Camel roadway improvements	20,000		
Lawn garages area improvements		50000	150000
Dock Wall repairs			65000
	<u>20,000</u>	<u>50,000</u>	<u>215,000</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 21 November 2023 at 7.00 pm in the Council Chamber, Council Offices, Station House, Padstow

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

**In Attendance:** Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant Town Clerk/Assistant RFO and Minute Taker)

- FGP2023/21      **Apologies for absence and announcements:**** Apologies were received from Councillor Mrs T Walter. There were no announcements.
- FGP2023/22      **Declarations of Interest:**** There were no declarations of interest.
- FGP2023/23      **Public Participation:**** There was no public participation.
- FGP2023/24      **Minutes Tuesday 18 July 2023: RESOLVED**** that the minutes of the meeting held on Tuesday 18 July 2023 were a true record of the meeting and they were signed by the chair.
- FGP2023/25      **Committee Works i) Update:**** was noted for information.  
**ii) Programme:** was noted for information without amendment.
- FGP2023/26      **Budget To Actual Variance Report 1.4.23-31.10.23:**** The budget report, providing an overview of the total income and revenue expenditure from 1.4.23 – 31.10.23 and explanations for any significant variances, was noted.
- FGP2023/27      **Budget Report 2023-24:**** The report was noted for information. Comment was made that car parking income had held up, though generally income was slightly down in real terms and expenditure was up across the board. It was noted that this was a trend experienced by many businesses and organisations in the current economic climate.
- FGP2023/28      **Budget Report 2024-25:****
- Members' Allowances: Consideration was given to setting a member's allowance. It was noted that one had not previously been set.
- RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** no members' allowances be set for 2024-25.

Grants: Members gave consideration to setting a provision of £35,000 for the Council's community grant scheme. It was noted that this was a decrease on the current year's

provision of £60,000 due to levelling off of income and increased costs, to provide a balanced budget. Members further noted that only £45,744 of this provision had been awarded and considered that many of this year's grant applications had been awarded for larger "one off" items which were unlikely to be applied for again. It was also noted that grants were discretionary and not to be relied upon. Comment was made that the Council's community event spending had increased and members were satisfied with reducing the grant allocation for 2024-25.

**RESOLVED** to agree the inclusion of £35,000 for grants within the draft Budget 2024-25.

Ear Marked Reserves (EMR): The Chairman outlined the Council's current earmarked reserves and noted that there were no recommendations from the HRT, Staffing or LTOS Committees to amend the Council's EMRs for 2024-25.

**RESOLVED** that Council's current earmarked reserves remain unchanged in the draft Budget 2024-25 being:

- i) Properties and Grounds Maintenance - £160,000
- ii) Vehicle and Machinery Replacement - £25,000
- iii) Investigating Options for Acquiring Cemetery Land  
£50,000

Revenue Income and Expenditure: The Chairman referred members to the agenda report on this item and the appended draft Budget 2024-25 which members gave careful consideration to.

In considering the specific recommendations from the HRT, Staffing and LTOS Committees, members debated the merits of increasing only the 12hr, 24hr, coach, and season ticket parking tariffs. It was considered that the income generated would not be material and therefore not worth the cost and time to make these changes alone. Consideration was given to increasing other tariffs but it was generally felt that in the current economic climate, all tariffs should remain unchanged so as to avoid deterring visitors to Padstow. It was felt this would also show support to local businesses.

There was some discussion regarding car park enforcement and the need to set a provision for this should CC be able to increase their offering. Members were satisfied with the suggestion from the HRT committee.

Members were supportive of all recommendations from the Staffing and LTOS committees in relation to revenue income and expenditure.

**RESOLVED** to accept the recommendations of the HRT, Staffing and LTOS Committees in respect of revenue income and expenditure for inclusion within the draft Budget 2024-



25 with the exception of Car Park tariffs, recommending instead that these remain the same as for 2023-24.

Additional Provisions: Consideration was given to setting any additional provisions within the draft budget 2024-25, however members were satisfied with the provisions included.

**RESOLVED** to agree the revenue and expenditure provisions included in the draft Budget 2024-25, as detailed in the agenda pages.

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.

Capital Expenditure (Other operating and reserves): Members were support of the HRT and LTOS Committee recommendations for capital expenditure, noting that there were no recommendations of this kind from the Staffing Committee.

Further consideration was given to the proposed project to improve the Lawns garages and Scout Hut area and Committee concluded that the likely timescales involved in the project made it unlikely that the proposed budget of £200,000 would be spent in full in the year 2024-25. It was considered the the project could be progressed just as quickly with a provision of £50,000 in the 2024-25 budget and a provision of £150,000 in the business plan for 2025-26.

**RESOLVED** to accept the recommendations of the HRT and LTOS Committees in respect of capital expenditure for inclusion within the draft Budget 2024-25, subject to reducing the provision for the Lawns garages and Scout Hut area to £50,000 and setting a provision of £150,000 for this project in the Business Plan for 2025-26.

**RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** the Draft Budget 2024-25, as detailed in the agenda pages but subject to the amendments in the previous resolutions, be approved.

Precept 2024-25: As a balanced budget had been set, it was not considered necessary to set a Precept for 2024-25.

**RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** no Precept be set for 2024-25.

Business Plan: The Chairman referred Committee to the updated Business Plan for consideration which included £65,000 for Dock Wall Repairs in 2025/26 recommend by the

HRT Committee. Members were supported of the updated Plan.

**RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** the updated Business Plan, as detailed in the agenda pages and subject to the amendment in the previous resolution in relation to the Lawns garages and Scout Hut area, be approved.

**FGP2023/29**

**Future meetings:** The date of the next meeting was noted, being Tuesday 20 February 2024 at 7pm.

Meeting closed at 7.25 pm.

DRAFT

**Full Council - Agenda item 10**  
**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 note the insurance update.
- e) Bank reconciliations - to note their availability for inspection each month.  
The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

**Finance Report - Agenda item: 10 a)**

**Budget Report for the period 1.4.23 - 31.10.23**

	<b>Actual</b>	<b>Budget</b>	<b>Budget 1.4.23-31.3.24</b>
Revenue Income	807,672	706,731	877,110
Revenue Expenditure	459,405	537,213	865,275
Capital/project expenditure	306,150	415,000	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

*To ratify payments made:*

**ACCOUNTS OUTSTANDING  
November 'a' 2023**

Date	Cost centre	Supplier	Details	Net	VAI	Total
1.11.23	Capital /projects	Outdoor Play People	Fencing for Lawn play area & skate park	9144	1828.8	10972.80
27.10.23	Capital /projects	Ian Dawe	Hub building - 5yr electrical remedial works	2757.79	551.56	3309.35
31.10.23	Corporate Services	IPS	credit/debit card transaction fees & secure gateway data fee - 1 month	1015.6	203.12	1218.72
30.10.23	Central Services		Grant 2023/24 - Wednesday Watering Hole			1000
20.10.23	HRT	Cornwall Council	September - CC CEO			610.13
31.10.23	LTOS	Padstow Petrol Station	fuel - 1 month	353.82	111.23	424.58
23.10.23	LTOS	Masons Kings	Service & repair of mower X948 - WK22 ABU	345.26	69.05	414.31
20.10.23	HRT	Clear-flow	Clearing of NBU pump chamber	318.78	63.76	382.54
23.10.23	LTOS	Masons Kings	Service & repair of mower X590	283.11	56.61	339.72
23.10.23	LTOS	Travis Perkins	Topsoil & hammerite metal paint	170.04	34.01	204.05
1.11.23	Env - toilets	Churchill Group	monthly legionella control support - PTC toilets & Station House	169.58	33.92	203.5
30.10.23	Central Services		Grant 2023/24 -Padstow & District Flower Club [re-issue of cheque]	200		200
20.10.23	HRT	Clear-flow	Clear debris in Railway chamber	153.19	30.64	183.83
27.10.23	LTOS	Masons Kings	Replace broken gator mirror arm - WA17 GVO	139.65	27.93	167.58
1.11.23	LTOS	Total Pest Control	Quarterly charge for pest control services - Rope Walk allotments	135	27	162
31.10.23	Capital /projects	Ian Dawe	Hub building - PAT testing	57.95	11.59	69.54
23.10.23	Administration	Viking	Blue tac, notepads, USBs and stamps	60.42	4.58	65
1.11.23	LTOS	Tudor Environmental	Isuzu waterproof seat covers, blind safety items, fixings, labels etc (reimburse staff)	38.24	7.65	45.89
27.10.23	LTOS		Anti-vibration rubbers & Remembrance Day wire			25
01.11.23	Democratic Core	RBL Poppy Appeal	Staff eye test - H & S (staff reimbursement)			25
25.10.23	LTOS	The Quay Garage	Puncture repair - Isuzu	19	3.8	22.8
31.10.23	Administration		toilet seat (reimburse staff)			21.98
24.10.23	Administration	SeaDog IT	Website support			20
26.10.23			October - gross wages, NIC ER's and LGPS ER's			20142.21
						26843.56
24.10.23	Env - toilets	AUK Hygiene	Direct Debits	241.2	48.24	289.44
23.10.23	LTOS	EDF Energy	Jumbo toilet rolls	94.44	4.72	99.16
23.10.23	LTOS	EDF Energy	electricity - PTC Sites - 1 month	376.02	75.2	451.22
23.10.23	LTOS	EDF Energy	electricity - PTC Sites - 1 month	119	5.95	124.95
23.10.23	LTOS	Biffa	Excess weight charges - 1 month	38.64	7.73	46.37
10.10.23	LTOS	OPUS Energy	electricity - PTC Sites - 1 month	36.55	1.83	38.38
10.10.23	LTOS	OPUS Energy	electricity - PTC Sites - 1 month	133.56	6.68	140.24
31.10.23	Env - toilets	AUK Hygiene	Toilet rolls & toilet cleaning products	282.08	56.41	338.49
31.10.23	LTOS	Biffa	bulk bin rubbish collection - 1 month	509.7	101.94	611.64
1.11.23	Administration	Sage	Sage Payroll & Pensions	46	9.20	55.20
31.10.23	LTOS	SW Hygiene	sanitary bin service - Padstow Community Hub building 1 month	5	1.00	6.00
						2201.09

**Approved by 2 Councillors who are bank signatories:**

Date	Name	Signature
	1	
	1	

Agenda Item 10 b)



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	<b>45608</b>	42,000		6503	16638	<b>14672</b>	15000
May	54029	49618	<b>51836</b>	42,000		19405	17377	<b>18095</b>	16000
Jun	70341	56070	<b>59007</b>	50,000		30490	22085	<b>23241</b>	22000
Jul	76531	65553	<b>68377</b>	60,000		32816	28477	<b>28727</b>	28000
Aug	86647	81610	<b>78606</b>	75,000		35878	31448	<b>31866</b>	30000
Sep	63818	55672	<b>58955</b>	49,000		27711	23266	<b>22270</b>	23000
Oct	57127	45185	<b>44632</b>	40,000		21703	13067	<b>13917</b>	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
	<b>539323</b>	<b>490502</b>		<b>425000</b>		<b>199678</b>	<b>175375</b>		<b>168000</b>
<b>Railway</b>	<b>435273</b>	<b>402823</b>	<b>407021</b>	<b>358000</b>	<b>Lawn</b>	<b>174506</b>	<b>152358</b>	<b>152788</b>	<b>147000</b>
sub totals					sub totals				
Apr-Oct' 23					Apr-Oct' 23				
Apr-Oct' 23	<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<u>Budget</u>					
				<u>2023-24</u>					
<b>Railway</b>	435273	402823	<b>407021</b>	358000					
<b>Lawn</b>	174506	152358	<b>152788</b>	147000					
<b>Total</b>	609779	555181	<b>559809</b>	505000					
<b>Car park takings</b>									
April - October 2023 car park takings are £559,809 this year, which is £54,809 more than the Budget and £4628 more than the same period last year.									

**PADSTOW TOWN COUNCIL  
FULL COUNCIL: 28 NOVEMBER 2023**

**AGENDA ITEM : Insurance**

**1. Insurance overview**

- 1.1 As the Council will be aware insurance costs have increased considerably over the last few years. The Council owns many assets that require insuring and potential risks that require cover through a comprehensive Council insurance policy.
- 1.2 PTC uses the service of James Hallam Insurance Brokers, who will look at a wide range of insurance companies and review which one provides the best cover and price. James Hallam specialises in Council insurance.
- 1.3 The Town Clerk and RFO met with Steve Harvey, a director of James Hallam, and reviewed all the areas that are insured. These updates are then included in the various documents by the insurer and sent to us to review.

**2. Insurance costs**

- 2.1 Padstow Town Council has a specialist insurance policy that covers: Commercial Combined, a Cyber package, GPA/Sickness/ Business travel and Fleet Rated Commercial Combined. The standard policy covers Public Liability of £10 million and PTC agreed last year to have another £5 million of insurance cover.
- 2.2 The costs for the insurance are:

Cyber package	£575.59
Commercial Combined	£39,348.47
GPA/Sickness/Business Travel	£437.69
Excess Public Liability	£3071.06
Fleet Rated Commercial Motor	£2322.12
Total	£45,754.93



**PADSTOW TOWN COUNCIL – TUESDAY 28 NOVEMBER 2023**

**AGENDA ITEM 11): CORRESPONDENCE**

**Councillors Correspondence for Information – November 2023**

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
<u>A</u>	CPRE, The Countryside Charity, Cornwall	Invitation for PTC to join as a member	
<u>B</u>	Devon & Cornwall Police – Bodmin & Wadebridge Team	Neighbourhood Police Newsletter – November 2023	
<u>C</u>	Wadebridge Foodbank	Newsletter – October 2023	
<u>D</u>	Cornwall Council Affordable Housing Team	Newsletter – November 2023	
<u>E</u>	Poltair Homes	Update on latest phase of Treceus/handover (incl YouTube video of latest houses to be released)	Forwarded to all members 3.11.23
<u>F</u>	Cornwall Council	Town and Parish Newsletter – November 2023	
<u>G</u>	Nadelik Lowen	Community grant thank you email	
<u>H</u>	Clean Cornwall	Clean Cornwall Newsletter – November 2023	
<u>I</u>	Transport Strategy & Policy, Cornwall Council	Electric Vehicle Infrastructure Strategy	Invite to view strategy and complete survey and invitation to online stakeholder event on 5 December
<u>J</u>	Hayle Town Council	Invitation to attend extraordinary meeting with South West Water to discuss questions raised by Hayle Town Council and other coastal parishes relating to the discharge of sewage in the sea and other infrastructure issues	Meeting on 30.11.23 at 7pm at Hayle Day Care Centre. Attendees to contact Hayle Town Council to register a place. Agenda and a list of proposed questions available if required.

## **PADSTOW TOWN COUNCIL: 28 NOVEMBER 2023**

### **AGENDA ITEM: 11bi) Land Use Request: Churches Together Group – Bandstand (3 December 2023)**

#### **1. Overview**

- 1.1 The Council has received a Land Use Request Form from Churches Together Group, requesting use of the Bandstand on Sunday 3 December 2023, from 5.30pm to 6.40pm to hold the annual Advent Sunday carol service on the Quay.

#### **2. Event details and further information**

- 2.1 The Council has previously approved the Churches Together Group's use of the Bandstand for this annual event, subject to receipt of insurance and risk assessment to the satisfaction of the Council's Health and Safety Advisor and Insurers.
- 2.2 The Churches Together Group (Anglicans, Catholics and Methodists) arrange a short service and carols. St Minver Silver Band and those leading the service will be on the bandstand, those attending will be around the bandstand pavement or on the opposite pavement. The event organiser has advised numbers are usually around 30-50 people. They advise that the road is not closed but that they have a marshal to talk to drivers and have not experienced any difficulties in the past.
- 2.3 The Council Facilities Officer has advised that the Nadelik Lowen Christmas tree will be on the bandstand and they confirm this will not cause any problems. They have also advised that they will have their own portable amplifier system and will not require the Council's PA system. The Council Facilities Officer has also made them aware that any requests for the bandstand from February 2024 will need to be directed to Padstow Harbour Commissioners.

#### **3. Decision**

- 3.1 Does Council wish to grant approval for the Churches Together Group to use the Bandstand on Sunday 3 December 2023 from 5.30pm to 6.40pm for the Advent Sunday carol service - subject to receiving the relevant PLI and risk assessments to satisfy the Council's H&S requirements and insurers?

### **AGENDA ITEM: 11bii) Land Use Request: Marie Curie, Padstow to Rock Swim - South Quay Padstow & Parking (2 August 2024)**

#### **1. Overview**

- 1.1 Marie Cuire have submitted a Land Use Request Form for the annual Padstow to Rock swim. They are asking for use of land and the slipway on South Quay, Padstow, for use of the Council's PA System, and are requesting some car parking spaces for volunteers on Friday 2 August 2024.

## **2. Event details and further information**

- 2.1 The annual Padstow to Rock swim raises funds for Marie Cuire - 400 swimmers take part in two waves, Elites - 150 and Non-Elites - 250. They have advised that the actual swim will take place on the late afternoon tide on the 2 August 2024.
- 2.2 From the information provided they have stated 1 first aid vehicle will be situated at Padstow Sea Cadet Unit from 2.30pm to 5pm, the remainder of first aiders will be based at the finish area in Rock. Registration area will be within the Padstow Sea Cadet unit. As in previous years they would like to borrow the Councils PA System.
- 2.3 Councillors may recall that in previous years they have also asked for permission to use the bandstand for a band performance, the Council Facilities Officer has informed them that from the 1st February 2024 the bandstand will revert back to the landowner, Padstow Harbour Commissioners.
- 2.4 They have also asked for 10 – 15 car parking spaces for volunteers from 8am to 8pm on the day. For the 2023 event the Council agreed 18 parking permits which stated areas of use as the 2 reserved coach bays and the Council staff parking area, with any parking outside of these areas needing to pay in the normal way.

## **3. Decision**

- 3.1 Subject to receiving a risk assessment and public liability insurance to satisfy the Council's insurance, is Council happy to give permission for the following on Friday 2 August 2024:
  - i) use of land and the slipway on South Quay, Padstow;
  - ii) use of the Councils PA System; and
  - iii) 15 car parking permits for volunteers to use on the same basis at 2023.

## **AGENDA ITEM: 11biii) Padstow Community Hub Request: Vaccination Team Enquiry**

### **1. Overview**

- 1.1 The day of the agenda despatch, the office received any enquiry from the Wadebridge Vaccination Team for use of the Community Hub for a pop up Covid and Flu space, in the next few weeks. This report is to give an update on the hub and seek Councils general approval to offer the space for this purpose.

### **2. Further information on Hub and the enquiry**

- 2.1 As Council will know it was agreed that the Leisure, Tourism and Open Spaces Committee's Term of Reference be amended to include the monitoring and management of the Padstow Community Hub. Committee are aware that currently the Town Clerk is awaiting a meeting with the Department for Work and Pensions (DWP) to hopefully see what they can offer our community. It's hoped the DWP

meeting will lead to additional services being offered in the Hub, which in turn can be feed into the feedback poster on the hubs open day to then share with the Community. At the time of writing this report the DWP meeting is arranged for end of November, it has been re-arranged on a couple of occasions due their other commitments.

- 2.2 Once actions from 2.1 have been taken forward it is thought that we could start opening the hub up and offering the space to more organisations. It was hoped that we could have a few core items/events already in place before opening wider.
- 2.3 The initial enquiry from the vaccination team in Wadebridge suggests Thursday 30th November or Thursday 7th December but notes they are flexible on dates and times. As these dates are soon and the DWP meeting has not yet taken place the office thought it best to seek Councils general approval for the vaccination team to use the space.
- 2.4 Currently we are seeking more details from the vaccination team on their requirements, along with their health and safety paperwork to work in line with the terms and conditions for hirers which the Leisure, Tourism and Open Space Committee agreed, and which Councils insurance require. We have also advised that there is currently no WIFI available in the space.
- 2.5 Council has previously agreed that the Hub will be free to use for hirers until April, therefore it is assumed this would be the case for the Vaccination team on this occasion, but that they would need to pay for parking. The Town Clerk considers that this would be great booking opportunity to provide this service to our community.
- 2.6 The Council Support Officer is clarifying detail and is also sending over booking form and Terms and Conditions.

### **3. Decision**

- 3.1 Would Council like to permit the Wadebridge Vaccination team to use the Community Hub as a pop up Covid and Flu vaccination space and to delegate the final arrangements to the Town Clerk, should the vaccination team think the space will work for them. Furthermore, would they be happy for them to be provided 5 parking permits to be used for their vehicles and people using the facility – to be handed back to them at the end of their appointment?

### **AGENDA ITEM: 11iv) Use of Council logo: Request for use on Padstow Christmas Festival's sponsor page**

Councillors will know that approval for use of the Council's crest is delegated to the Finance and General Purposes Committee, however owing to the timing of the request it is being taken to Full Council in order to avoid delay.

The Council has provided use of Railway Coach Bays for the Christmas Festival, agreed use of the bandstand and on occasion helps provide some

barriers and signage. The Council has been asked if it would like to provide its logo and have a weblink to the Council's website on the Padstow Christmas Festival Sponsor webpage.

Padstow Christmas Festival's sponsor webpage is updated annually and the Council would be included until they ask otherwise, or the organiser thinks the Council is no longer eligible. Councillors can view the page and other sponsors at: [www.padstowchristmasfestival.co.uk/festival-introductions/festival-sponsors/](http://www.padstowchristmasfestival.co.uk/festival-introductions/festival-sponsors/)

This offer is in acknowledgment of the Council's support and does not suggest any monetary support. It is thought the Council's logo has been used previously and that the request has come following the festival's updating of the website.

*Does Council wish to supply the Council's logo and weblink for this use?*

## **PADSTOW TOWN COUNCIL: 29 NOVEMBER 2022**

### **AGENDA ITEM 12: TOWN COUNCIL VACANCY (PADSTOW WARD)**

- 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 on 10 November that it did not receive the necessary 10 requests by electors to hold an election and that the vacancy now needs to be filled by co-option.
  
- 1.2 The Town Clerk, in consultation with the Chairman, suggests as there are no meetings in December the vacancy be advertised in January for consideration at Council's February meeting.

Council's view is welcomed.

## PADSTOW TOWN COUNCIL: 28 NOVEMBER 2023

### AGENDA ITEM 13. To discuss and decide on the following planning applications from Cornwall Council:

The Town Council are consulted on planning applications in their parish. The Council is asked to consider the applications and agree a response to the Planning Authority (Cornwall Council). The applications and their plans can be viewed on the Online Planning Register at [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

On this occasion, Cornwall Council was unable to extend the deadline for consultee comments for the below applications until the next Planning Committee meeting. Therefore, the Chairman has agreed these can be placed on the Full Council agenda.

The Council Support Officer will gather any comments received from the Planning Officer, comments received to the Town Council from the public, and comments submitted to the County Planning Portal (including any Consultee responses) and provide these to Full Council members via email the day prior to the Full Council meeting (being 27 November 2023) for their consideration at the meeting.

- a) **PA23/06893 4-6 St Edmunds Lane, Padstow, PL28 8BZ:** Erection of an extension to form two additional letting rooms and addition of solar panels on the roof.
- i) The County Planning Officer has advised that they will also be consulting the Conservation Officer with regard to this application.
  - ii) A previous application for this address was received as follows; PA23/06865 Planning and Conservation Area Consent for the formation of an under-garden store for bins, laundry and general storage. This application was **SUPPORTED** by Padstow Town Council on 13 September 2023, **subject to i) acceptable results of noise and odour reports ii) acceptable comments from the Historic Environment Team.** This application is currently awaiting a decision from Cornwall Council.

**Council's comments are sought on this application.**

- b) **PA23/09329 5 Fentonluna Lane, Padstow, PL28 8BA:** Non-material amendment to decision PA19/07454 dated 13.11.2019 to reduce the depth of the approved three storey extension to the north elevation by 1.0m.
- i) It is understood this application was submitted to reduce the cost of the build.
  - ii) The previous applications for this address were received as follows; PA19/07454 dated 13 November 2019: for extensions and associated alterations. This application was **SUPPORTED** by Padstow Town Council on 9 October 2019 and **APPROVED** by Cornwall Council on 13 November 2019.

PA21/11340: Variation of Condition 2 (approved plans) – Extensions and associated alterations as new owner had different needs. This application was **SUPPORTED by Padstow Town Council provided i) No overlooking issues; ii) Conservation Officer satisfied. APPROVED** by Cornwall Council on 21 November 2022.

- iii) The Planning Officer advises that agent has confirmed works have commenced and that the agenda will confirm which permission the PA19/07454 or PA21/11340 is being built. The side window serves a bathroom and the agent was happy for this to be obscured glazed – it is proposed to enable the valley gutter being created to be maintained more easily. There are a number of other amendments, to ground floor doors and windows and to roof lights which the Planning Officer will add to the description when the application reference has been confirmed. The Planning Officer is happy that these amendments are non-material in their nature.

**Council's comments are sought on this application.**



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



Date	Time	Meeting
<b>2023 DATES</b>		
<b>Tues 28 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 5 December	7.00 pm	Highways, Roads and Transport Committee
Tues 12 December	7.00 pm	Planning Committee
<b>2024 DATES</b>		
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 23 January	6.30 pm	Staffing Committee
<b>Tues 30 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
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
<b>Tues 27 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
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
<b>Tues 26 March</b>	<b>7.30 pm</b>	<b>Full Council</b>
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
<b>Tues 23 April</b>	<b>7.30 pm</b>	<b>Full Council</b>

Meetings may be 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 Council's 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.**