

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 25 March 2025 at 7.30 pm in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors J O'Keefe (Chair), Mrs J Dawe (Vice-Chair), G Chapman, P Curgenvan, J Colwill, K Freeman, R Higman, A J Hoskin, A N Rees, M Rickard and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Assistant Town Clerk/Assistant RFO and Minute Taker)

2024/192 To receive apologies for absence and announcements:

i) Apologies were received from Councillor Mrs T Walter; and ii) there were no announcements.

2024/193 Declarations of interest from Members: Councillor Mrs J Dawe declared an interest in agenda item 16 St Petroc's Churchyard: Management of Area For Cremated Remains. Councillors P Curgenvan and C WatsonSmyth declared an interest in agenda item 25 Lease and Tenant Matters (part).

2024/194 Dispensations: There were no dispensations.

2024/195 Public Participation:

Cornwall Councillor's Report: There was no report.

Police report: The Police report for the period 23 February to 22 March 2025 was tabled detailing a total of 20 logged incidents, generating 15 occurrences.

2024/196 RESOLVED that the minutes of the Full Council Meeting held on **Tuesday 25 February 2025** be signed as a true record.

2024/197 Clerk's Report/Work Programme: The report was noted for information.

2024/198 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations of the Highways, Roads and Transport Committee meeting held on 4 March 2025
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 11 March 2025.
- c) **RESOLVED** to adopt the minutes and approve recommendations of the Staffing Committee meeting held on 18 March 2025.

2024/199 Finance: Monthly Accounts and Payments March 2025

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to ratify payments made of i) February (b) of £47,455.91, February gross wages, NIC ER's and LGPS ER's of

£30,395.15, standing orders and direct debits (regular payments of the same amount) of £1,083.50, and direct debits of £1,658.73; ii) March (a) of £7,190.95 and direct debits of £6,210.77; and iii) to note the availability of invoices for inspection.

- c) The car park takings were noted.
- d) **RESOLVED** to receive the Member Review of the effectiveness of internal control dated 10 March 2025 and to note no issues arising.
- e) **RESOLVED** to agree with renaming "Lawn garages area improvements" in the Capital/projects cost centre (2025/26 budget) to "contingency".
- f) The availability of bank reconciliations for inspection each month was noted.

2024/200 Correspondence:

a) Correspondence for information was noted.

b) Land Use Request – Fisherman's Mission: Subsequent to the agenda report, members noted the following additional information provided by the charity:

- The trailer is the width of a car and will fit in one parking space;
- No firm dates from other locations as yet;
- Happy to ensure that 'hook' up is made safe;
- Would be happy to arrange a banner instead if preferred.

RESOLVED to offer the Fisherman's Mission a space for their advertising trailer at the end of the Staff Parking area from 7 – 21 April subject to receiving a suitable risk assessment and insurance documents to the satisfaction of Council Officers and provided that the "hook-up" is safe to passersby. Further, that should the space offered not be suitable, permission be given to display a banner on the car park railings as an alternative.

2024/201 Port Quin Seaweed Farm Consultation: Members noted the consultation update as per the agenda report and the lack of response to Council's letter sent on 7 January 2025.

RESOLVED not to comment further on the Port Quin Seaweed Farm consultation nor to send a further letter to the applicant.

2024/202 Cornwall Council Link Road Toilets: Consideration was given to taking over the operation of the Link Road Toilets as per the letter received from Cornwall Council. Members were referred to 1.2 of the agenda report, with CC previously confirming that there were no levies applied to the car parks. The Town Clerk advising that previously a parking levy on the Link Road Car Park had subsidised the toilets.

Comment was made that the Council already operates 3 sets of public conveniences and does not have the staff resources to take on another. Concern was also expressed regarding the condition of the Link Road facility and level of associated anti-social behaviour.

RESOLVED to decline the offer to operate the Link Road Toilets and to note that Cornwall Council, having resolved not to fund this provision, intend to close the toilets on 1 April 2025.

2024/203 Health & Safety Review: The Chairman referred members to the Padstow Town Council Health and Safety Review, sent by separate cover, and thanks were expressed to the Council Facilities Officer and Council Foreperson for their work in achieving the positive review.

RESOLVED to i) note the Padstow Town Council Health and Safety Review (7 February 2025); and ii) to agree the Health and Safety Action Plan as appended to the agenda report.

2024/204 Council Standing Orders: Consideration was given to agreeing an updated version of the Council's Standing Orders based on the updated NALC model version, amended to incorporate practices specific to Padstow Town Council. The Town Clerk drew attention to section 4, Committees and Sub-Committees in particular at the Annual meeting following appointments to Committees Council would appoint the chair for each. This was considered a much better approach and avoided any delay in appointing the Finance and General Purposes Committee, which could be made at the same time.

RESOLVED to agree the updated Standing Orders as sent by separate cover subject to:

- i) Inclusion of red text highlighted throughout the document;
- ii) Section 1. m reading: "The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 2 minutes;
- iii) Section 3. i using the second option being: "A person shall raise his hand when requesting to speak...."; and
- iv) Subject to the Town Clerk placing the document in the Town Council template and correcting typos, the Standing Orders as amended above to be brought to a future meeting of the Full Council for adoption.

2024/205 Committee Restructure: There was a general discussion on this item with members agreeing that a review in readiness for the new Council was ideal.

RESOLVED to i) agree the proposed new Committee Structure, Committee Terms of Reference and Committee and Staffing

Scheme of Delegations as appended to the agenda report, subject to the Town Clerk amending any typos and placing the document in the Town Council template; and ii) the new structure to be operational from May 2025 in readiness for the new Council, with the current structure remaining in place until then.

2024/206 Legionella Management Plan: Consideration was given to the draft Legionella Management Plan and in particular section 7. Emergency Procedure.

RESOLVED to i) agree that the Councillors called to an emergency meeting under Section 7 of the drafted Legionella Management Plan always be the Chair and Vice-Chair of the Town Council and the Chair of Finance; and ii) subject to updating the drafted plan to include i) above, the Legionella Management Plan as appended to the agenda papers be approved.

2024/207 St Petroc's Churchyard: Management of the Area for Cremated Remains:

Councillor Mrs J Dawe left the meeting for this item.

The Chairman referred members to the "to follow" paper outlining the positive meeting between Council Officers, Councillor Mrs Dawe, and the new incumbent Rev Paul Bynon and Ordinand Oli Myles. At the meeting the current agreement with the Church and procedures for managing the area for cremated remains were discussed. Members noted that the Church may take a more active role in the process going forward. Any changes will be progressed through the relevant committee with any recommendations for a new or updated agreement coming back to Council in due course.

Council noted the meeting had arisen following charges, not usually applied by the Church, to 3 recent interments. Consideration was given to whether or not the usual Town Council fees should still be collected from these families in line with the current agreement, effectively seeing these families charged twice.

RESOLVED i) that for the last three interments in the area for cremated remains in St Petroc's Churchyard, only the Town Council excavation fee (£90.00) be applied to each family to avoid them being charged by both organisations; and ii) to avoid this situation again, Officers to clarify with the Church whether continuing to work to the current agreement means the Church will not charge any fees until a new agreement is worked up.

Councillor Mrs Dawe returned to the meeting.

2024/208 Use of Council Land: Railway Car Park: The Chairman provided an update on the latest site meeting with PTC, Go Cornwall and

Cornwall Council during which tests were undertaken to explore the possibility of a bus stop being placed on the left hand side of the car park in the current staff parking area. Go Cornwall were supportive of this location provided it also worked for the Town Council. During the testing, Go Cornwall's Managing Director also drove the bus, commenting on the difficulty of manoeuvring the bus around the bottom of the car park due to the angle and gradient.

There was discussion as to the possibility of PTC funding the bus stop works with Cornwall Council funding any design/planning fees.

The Town Clerk provided an update on discussions with Council's Surveyor, Shaun Watts regarding alterations to the car park to accommodate the new bus stop location. He considered it was not necessary to remove the last bay on the exit to the car park as previously suggested by Council. This would be dead space and would not be of any real benefit. Removal of 4 bays beside the Crib Box to accommodate 4-5 staff parking areas could be achieved. The Town Clerk advised this would be at a loss of £9,072 per annum to the Council based on the current car park tariffs.

There was discussion regarding the need for a formal agreement with Go Cornwall for use of a bus stop and the exploration of possible departure fees as incurred at other locations.

RESOLVED Agreed i) in principle, to fund bus stop works for the service buses 11 and 56 from the Contingency budget, subject to receiving further detail on costings for consideration at a future meeting once plans have been finalised following input from PTC, CC and Go; ii) To request that CC fund any professional/design/legal/planning permission fees; iii) noted Council's Financial Regulations are to be followed and once further detail is forthcoming the RFO to review the same and make recommendation on appropriate way forward; and iv) noted income loss of £9,072.00 in this regard and that the Town Clerk look at agreement between PTC and bus operator of services buses 11 and 56 (Go) including any fee for use.

2024/209 Reports from Members/Outside Organisations: Members noted the attendance of the Chairman at the latest CAP meeting held in Bodmin. He provided a brief update on projects aimed at encouraging engagement and responsibility amongst young persons.

The Chairman had also attended a presentation by the Food Bank which had reported a 62% increase in demand impacted by seasonal work and the cost of living crisis.

- 2024/210 Future Meeting Dates:** Future Meeting Dates, and the date of the next meeting being Tuesday 29 April 2025 at 7.30pm were noted.
- 2024/211 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2024/212 RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 25 February 2025** be signed as a true record.
- 2024/213 RESOLVED** to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on Tuesday 18 March 2025.
- 2024/214 Use of Council Land: Railway Car Park:** There was no confidential discussion.
- 2024/215 Padstow Sand:** See confidential minutes.
- 2024/216 Lease and Tenant Matters:** See confidential minutes.
Councillors P Curgenvin and C WatsonSmyth left the meeting (part).

Meeting closed at 8.25 pm