PADSTOW TOWN COUNCIL

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19 February 2025

TO ALL MEMBERS OF THE COUNCIL
Councillors: J O'Keefe (Chair), Mrs J Dawe (Vice-Chair), G Chapman, Mrs J Colwill, P Curgenven, K Freeman, R Higman, A J Hoskin, A N Rees, M Rickard, Mrs T Walter and C WatsonSmyth

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 25 February 2025 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

K E Pemberton
Kathy Pemberton
Town Clerk

AGENDA
Public & Press are invited to attend

1. **To receive apologies for absence and announcements**

2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct

3. **Dispensations:** To consider requests from Members for dispensations.

4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
   - To receive the Cornwall Councillor's Report
   - To receive the Police Report

5. **To confirm the minutes** of the Full Council Meeting held on **28 January 2025** having been previously circulated and taken as read. p1-6

6. **Clerk's Report/Work Programme:** To receive an update for information only. p 7

7. **Committees/Working Group Meetings:**
   a) To receive minutes of the Planning Committee meeting (11 February 2025) p 8-10
   b) To adopt the minutes and approve recommendations (if any) of the:
      i) Leisure, Tourism and Open Spaces Committee (4 February 2025); p 11-17

8. **Finance Polices and Financial Regulations:** To give consideration to: p18
i) Adopt the following a) to d) as recommended by the Finance and General Purposes Committee:
a) the updated Anti-Fraud and Corruption Policy
b) the updated Investment Strategy
c) the Risk Management Policy Statement and Risk Management Scheme; and
d) Financial Regulations 2025 thus revoking the July 2023 Financial Regulations
ii) Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 18 February 2025 p19-21

9. **Finance:**
Monthly Accounts and Payments: February 2025 p22
a) To receive the monthly Finance Report p23
b) To approve the accounts for payment and ratify payments made since the last meeting p24
c) To note the car park takings p25
d) Bank Reconciliations: To note their availability for inspection each month

10. **Correspondence:**
a) To note correspondence for information p26
b) To give consideration to the following:
i) Redruth Town Council – Apportionment of Second Home Council Tax p27-29

11. **Community Events:** To be updated and give consideration on the following matters and discuss and decide on the way forward:
a) Community Fun Day: 20 September 2025 p30-31
b) Proposed LJD Coaching Summer Holiday Programme: August 2025 p32-34

12. **Future Cornwall Local Plan – "Call For Sites":** To give consideration to this matter and discuss and decide on way forward. TO FOLLOW

13. **Legionella Management Plan**: To give consideration to draft Plan for adoption and discuss and decide on way forward. TO FOLLOW

14. **Historic Remains - Trevone:** To be updated on latest and discuss and decide on the way forward. VERBAL UPDATE

15. **Use of Council Land: Railway Car Park:** To receive an update in this regard 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, i) Date of Next Council Meeting: 25 March 2025 at 7.30 pm and iii) **To Consider:** dates for the Annual Council Meeting, Annual Parish Meeting and Full Council Meeting. p35-36

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 **28 January 2025** having been previously circulated and taken as read.

20. **To adopt the confidential minutes and approve recommendations (if any)** of the Finance and General Purposes Committee Meeting **(18 February 2025)**.

21. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.

22. **Padstow Sand:** To be updated concerning sand tonnage figures and discuss and decide on way forward.

23. **Lease and Tenant Matters:** To receive an update on the latest in respect of lease and Tenant matters and discuss and decide on way forward.

Agenda Item 5

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 28 January 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, J Colwill, K Freeman, R Higman, A J Hoskin, A N Rees, M Rickard and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/Assistant RFO and Minute Taker) and Liam Dart, representative of LJD Coaching.

2024/144 To receive apologies for absence and announcements:

i) Apologies were received from Councillors P Curgenven, C WatsonSmyth and Cornwall Councillor S Rushworth.

ii) There were no announcements.

2024/145 Declarations of interest from Members: There were no declarations of interest.

2024/146 Dispensations: There were no dispensations.

2024/147 Public Participation:

Cornwall Councillor's Report: There was no report. The Chairman updated that following a change in solicitors 5 tenants are expected to move into to the new Trecerus housing within the next 4 weeks.

Police report: The Police report for the period 21 November 2024 to the 24 January 2025 was tabled detailing a total of 75 reported logged incidents, generating 36 "occurrences".

2024/148 Presentation From LJD Coaching: The Chairman welcomed Mr Dart and thanked him for attending to present on a possible school holiday programme for Padstow in partnership with the Town Council. It was noted that the presentation was for information and that a report to Council for consideration would follow at a later meeting.

Mr Dart provided some background information about LJD Coaching including their recent successes at the Department for Education (DFE) Holiday Activities and Food (HAF) awards where they were the awarded Southwest Regional Award winner, and the National Award winner. They currently operate a successful holiday programme in partnership with Bude-Stratton Town Council which runs during the Easter, Summer and Christmas holidays with over 100 children a day taking part during the summer.

Key features of the programme included:

- Diverse activities – including multi-sports, music, dance, arts and crafts, and STEM-based learning activities;
- Healthy meals - Every child attending the programme receives breakfast and a hot lunch, not limited to children eligible for free school meals, promoting healthy eating and ensuring no child goes hungry, this is supported by the local supermarkets in Bude, would look to work similarly with shops in the Padstow area;
- Fully funded and discounted places:
    - Fully funded places for children eligible for benefits-related free school meals.
    - Discounted places through partnerships with organisations like Bude-Stratton Town Council making the programme affordable for local families. Current split is £10 paid by local families, £17 paid by Town Council per child.
    - Open to children outside of the Parish at full rate of £27.
- Inclusivity: Dedicated places provided for children and young people with Special Educational Needs and Disabilities (SEND). A team of 1:1 support workers available to assist the most vulnerable children, ensuring everyone can fully participate. Typically managed by utilising links with local schools e.g TAs who are on leave from school during the holidays;
- Collaborative Support: LJD Coaching collaborates with local parent support advisors, safeguarding leads in schools, and Cornwall Children and Family Services to identify children who would benefit most from the programme.
- Community Impact: The holiday programmes often lead to children engaging with local sports clubs and community activities, fostering long-term participation and skills development. For many parents in the tourism sector, having affordable childcare ensures they can work and helps boost local economy. Sessions are for ages 4-13 years but opportunities to explore work experience/coaching opportunities for older children 14+ when they age out of attendance.

In response to questions, Mr Dart confirmed:

- Bookings for holiday programmes are managed through LJD Coaching;
- Would suggest starting with a couple of days in Padstow, 30 children per session to start, this could then be built up;
- Found best fit for families in other areas is 9am -2pm but could be flexible;
- Families can pay using the Tax Free Childcare Account scheme.

On behalf of the Council, the Chair extended thanks for the informative presentation after which Mr Dart left the meeting.

2024/149 **RESOLVED** that the minutes of the Full Council Meeting held on **Tuesday 26 November 2024** be signed as a true record.

2024/150 **Clerk's Report/Work Programme:** The report was noted for information. The Town Clerk further advised regarding Port Quinn Seaweed Farm that as requested by Council, a letter was sent direct to the Applicant, no response had been received. It was noted that the telescope at Stile Field had been removed.

2024/151 **Committees/Working Group Meetings:**

a) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 10 December 2024; and ii) 14 January 2025.

b) **RESOLVED** to adopt the minutes and approve recommendations of the Staffing Committee meeting held on 21 January 2025 having been sent "to follow" and taken as read.

2024/152 **Finance: Monthly Accounts and Payments January 2025**

a) The monthly finance report was noted.

b) It was **RESOLVED** to ratify payments made of i) November (b) of £1,285.38, November gross wages, NIC ER's and LGPS ER's of £39,116.13, VAT of £58,363.07, standing orders and direct debits (regular payments of the same amount) of £10,321, and direct debits of £2,550.84; ii) December (a) of £10,023.34 and direct debits of £3,565.58; iii) December (b) of £52,924.35, December gross wages, NIC ER's and LGPS ER's of £34,387.56, standing orders and direct debits (regular payments of the same amount) of £10,321 and direct debits of £1,255.35; iv) January (a) of £3,433.33 and direct debits of £4,433.53; and v) January (b) of £20,370.13, January gross wages, NIC ER's and LGPS ER's of £30,395.15, standing orders (regular payments of the same amount) of £1,083.50 and direct debits of £43,603.60.

c) The car park takings were noted and comment was made that not having the Christmas Festival had seen an effect on takings.

d) The availability of bank reconciliations for inspection each month was noted.

2024/153 **Correspondence:** Correspondence for information was noted.

2024/154 **Election Update:** The update and timetable were noted as per the agenda report. The Town Clerk advised that Councillor nomination packs were being sent to Wadebridge Library as the closest collection point. She has made a request for these to be sent to the office and will update members accordingly.

2024/155 **Consultations:**

i) **CC Parking Places Consultation:** Due to timing, a response to this consultation was submitted by the Town Clerk in consultation with members. It was **RESOLVED** to ratify the response given to the Cornwall Council (Off Street)

Parking Places Order Consultation as detailed on agenda page 28.

ii) **Standards and Conduct Consultation:** The Town Clerk had attended an online briefing session regarding this and referred members to the agenda report which set out the purpose of the consultation and core questions. The Town Clerk advised that CALC wished to encourage responses from all local Councillors as well as the Council as a whole, to ensure the Parish and Town Council sector is appropriately and properly represented. There was a general discussion in this regard.

RESOLVED in response to the government consultation on strengthening the Standards and Conduct Framework for Local Authorities:

a) to submit the following corporate responses

i) In section 5a Mandatory minimum prescribed code of conduct, "yes" to Q2, Q3 and Q4

ii) section 5b Standards Committees, "yes" to Q5 and Q6, "no" to Q7, "yes" to Q8 and Q9. No answer to Q10 and;

b) to encourage all Councillors and officers to respond to the consultation individually.

2024/156 **Padstow Cemetery – Memorial Management Plan:** Members noted the agenda report and that the Leisure, Tourism and Open Spaces Committee Chair and Vice-Chair were seeking support for the cost of memorial repairs, expected to be more than the specific stability testing budget but available in relevant LTOS Committee cost centres. This matter having been brought to Full Council to avoid delay.

RESOLVED that further to the decision made by the Leisure, Tourism and Open Spaces Committee as per minute ref LTOS2024/31, any shortfall in the stability testing provision [repairs] to be taken from the available budget within the Environment – Cemetery cost centre.

2024/157 **Historic Remains – Trevone:** Consideration was given to the memorial application received in respect of the grave for the reinternment of the historic remains found in Trevone. It was noted that, other than the width of the memorial, the detail was compliant with Regulations.

RESOLVED to approve the memorial application for the historic remains in Trevone, grave space O67, subject to the overall width being reduced to 2ft 6in to comply with the Cemetery Regulations.

2024/158 **Updates: i) Community Events Update:** There was discussion of this item, the updates relating to High Street Safaris and the Remembrance Day Parade were noted. Consideration was given to the 2025 Community Fun Day. **RESOLVED** to i) note the community event updates as per the agenda report; and ii) to agree that Saturday 20 September be set as the date for the 2025 Community Fun Day in order to begin liaising with potential suppliers.

ii) Padstow Sea Cadets 65th Anniversary Event: Members gave consideration to the further information received regarding this event, an update being a requirement of the original permission granted in May. **RESOLVED** to agree to the Padstow Sea Cadets 65th Anniversary Event proceeding as outlined on pages 40-41 of the agenda papers, Council being satisfied with the details therein.

2024/159 **Use of Council Land: Railway Car Park:** A verbal update was provided at the meeting advising that a further site visit had been arranged with Cornwall Council and Go Cornwall in early February which was noted.

2024/160 **Reports from Members/Outside Organisations:** The Chairman advised he and the Vice-Chair had attended the latest CAP meeting. He also commented on a scheme involving Lanivet Community Transport and Cornwall Council that was looking to expand to their community bus provision to Wadebridge. The Chair felt this could be interesting to Padstow and would seek further information.

The Vice-Chair had attended the Sea Cadet Award Ceremony and commented on the incredible work of the volunteers involved.

2024/161 **i) Future Meeting Dates** and **ii) Date of Next Meeting:** Tuesday 25 February 2025 at 7.30pm was noted.

2024/162 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2024/163 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 26 November 2024** be signed as a true record.

2024/164 **RESOLVED** to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on Tuesday 21 January 2025, having been sent "to follow" and taken as read.

2024/165 **Council IT Infrastructure:** Consideration was given to the proposal in this regard and members were supportive of taking this forward, noting the available IT provisions in the 2025/26 budget.

RESOLVED to accept the proposal in respect of the Council IT infrastructure as set out in paragraph 3 and to delegate to the Town Clerk completion of the project including, as the project develops, any adjustments to the proposal as recommend by Council's IT provider provided there is sufficient budget available.

2024/166 **North Quay Rental Space:** See confidential minutes.

2024/167 **Lease and Tenant Matters:** The Town Clerk provided a verbal update which was noted in addition to the update in the agenda report.

2024/168 **Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.52 pm

PADSTOW TOWN COUNCIL: 25 FEBRUARY 2025: CLERK'S REPORT/ WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Telescope Stile Field	This was removed by the Council Maintenance Team.
Port Quin Seaweed Farm	Update expected from the MMO in February but nothing advised as at 19 February 2025. Support Officer will continue to check the MMO website for further updates.
LTOS	
Community Hub	Refurbishment works ongoing – Hub closed to hirers. Project Manager attended 24/1/25 and undertook 1st valuation. Council Support Officer and Facilities Officer looking a furniture for the new spaces.
Padstow Cemetery	Outcomes of the memorial stability testing continues to be progressed. Advertising for the next stability test (w/c 19 May) will be advertised in the next week. Agreement from LTOS on direction of travel for welcome signage, this is being taken forward with Chair.
Trevone Green and Steps Leading to Beach	Council surveyor liaising with contractor regarding costing of potentially loosening the cliff ledge and making good the steps and hand railing. Office waiting on further information.
Tree works	Cornwall Council has granted permission for the Plantation Tree works and were notified about the Churchyard Tree works. Works still to be scheduled unfortunately the high winds end of January has impacted on tree surgeons availability.
HRT	
Car Park Tariff	Preparatory works for the amendment to the car park tariffs are underway. CC have now responded outlining that a full consultation is not required. A Notice of Variation is required to be published (not less than 21 days before any change is made). In light of this, there should be no issues with the change of tariff coming into effect from 1 April 2025.
Camel Roadway	These works are now complete. The Town Clerk and Council Facilities Officer now need to review signage in this area.
Street Lights	All works now completed, including change to middle streetlight in Railway Car Park to a double headed unit.
FGP	
Grants 25/26	Grant applications for 25/26 are now invited. Closing date 2 April 2025. Grants meeting date 8 April.

Agenda Item 6.

Agenda Item 7a.

PADSTOW TOWN COUNCIL

Minutes of the Planning Committee meeting held on Tuesday 11 February 2025 at the Council Chamber, Station House, Station Road, Padstow at 7.15pm

Present: Councillors J O'Keefe (Chairman), Mrs J Dawe (Vice Chair), G Chapman, P Curgenven, R Higman.

In Attendance: S Daly (Assistant Town Clerk / Assistant RFO) and S Ford (Support Officer and minute taker)

P2024/64 **Apologies and Announcements:** i) Apologies were received from Councillors Mrs J Colwill and Mrs T Walter; and ii) The Chair reminded members of the online Local Council planning briefing taking place on 26 February 2025. The Support Officer emailed details of this briefing to committee members on 7 February 2025.

P2024/65 **Declarations of interest**: None

P2024/66 **Public Participation:** None

P2024/67 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 14 January 2025** be signed as a true record.

P2024/68 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) **PA24/07267: North Pier, Padstow, PL28 8AF:** Listed building consent for installation of pontoon system, linkspan and safety railings. **APPROVED**

b) **PA24/07631: Land adjacent 18 Polpennic Drive, Padstow, PL28 8FL**: Full planning application for a single dwelling on a plot off Polpennic Drive: **APPROVED**

c) **PA24/04755: Land South East of Trecerus Riding Stables, Trecerus, Padstow**: Reserved Matters application for appearance, landscaping, layout and scale for class C2 use class extra care development and discharge of Conditions 8, 9, 10, 11 and 12 in respect of Outline Approval PA22/03102 dated 14 December 2022. **APPROVED**

d) **PA24/08644: 39 Treverbyn Road, Padstow, PL28 8DN**: Parking and dropped kerb to the front of property. **APPROVED**

e) **PA24/08392: The Annexe, Porthmissen Farm, Padstow, PL28 8HN**: Installation of a wood burner and associated flue. **APPROVED**

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f) **PA24/08393: The Annexe, Porthmissen Farm, Padstow, PL28 8HN**: Listed building consent for the installation of a wood burner and associated flue.
APPROVED

g) **PA24/09241: The Plantation, North of Hill Street, Padstow**: Works to trees subject to a Tree Preservation Order form Elm (Elm) – fell due to Elm disease. 2 x Ash Trees (25) – remove. Trees are showing early signs of Ash dieback. Proposed to replant with Beech, Downy Birch or Small Lime. Lime (18) – removal of lower branches growing towards boundary.
APPROVED

h) **PA24/08335: Meriton, Dobbin Road, Trevone, Padstow**: Proposed extension to the existing annex.
APPROVED

i) **PA24/09041: Trevoseen, Dobbin Road, Trevone, Padstow**: Construction of a single storey extension the garage attached to the existing dwelling 'Trevoseen' and associated works.
APPROVED

j) **PA24/08283: 38 Dennis Road, Padstow**: Proposed rear extension, associated works and internal alterations.
APPROVED

k) **PA24/09184: 22 Church Lane, Padstow:** Replacement of windows and door to existing Listed dwelling (part retrospective).
APPROVED

l) **PA24/09185: 22 Church Lane, Padstow**: Listed building consent for replacement of windows and door to existing dwelling (part retrospective).
APPROVED

m) **PA24/09147: Prideaux Place, Tregirls Lane, Padstow**: Works to trees subject to a Tree Preservation Order (TPO), works include to fell 9No Lleylandii as marked by sketch plan. Once works have been completed 2No Magnolia campelli and 1No Liquidamber styraciflua will be planted within the area in suitable areas around existing tree cover and lower shrubs.
APPROVED

n) **PA24/08820: Land Opposite 12 Cross Street, Cross Street, Padstow:** Removal of wall and creation of car parking area.
WITHDRAWN

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

a) **PA24/08398: Seal Cottage, St Edmunds Lane, Padstow**: Roof replacement to rear single storey extensions, including partial rebuilding of external stone wall and associated internal alterations, reconfiguration of external steps including provision of handrails.
SUPPORTED

b) **PA24/09676: Green Gates: Upper Dobbin Lane, Trevone, Padstow**: Ground and first floor extension and

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renovation works without compliance with Condition 3 of decision notice PA24/08143 dated 17 December 2024.
NOT SUPPORTED:
i) Do not consider applicant's reasoning for withdrawing Condition 3 is a planning consideration;
ii) Removal of Condition 3 would set a precedent for planning applications for annexes;
iii) Insufficient parking for house and separate annexe for letting; iv) Refer to Planning Officer's reasoning for setting Condition 3 "Reason: The Local Planning Authority consider that the proposed annexe would be inappropriate for accommodation independent of the main dwelling by virtue of the physical relationship between the annexe and the main house which would create inadequate levels of residential amenity for the occupiers of both contrary to policies 12 and 13 of the Cornwall Local Plan Strategic Policies 2010-2030".

c) **PA24/09570: 2 Mourton Hall, Homer Park Road, Trevone, Padstow**: Construction of porch and associated works.
SUPPORTED

d) **PA25/00707: 39 Treverbyn Road, Padstow, Cornwall**: Non-material amendment in relation to Decision Notice PA18/10921 dated 8 February 2019 – Repositioning of garden room along with revised landscaping design.
SUPPORTED

e) **PA25/00801: Menethdowr, Sarahs Lane, Padstow**: Extensions, alterations and external improvements of existing property.
SUPPORTED

P2024/69 **iv) 5-day protocol received for: PA24/08820: Land opposite 12 Cross Street, Padstow, PL28 8AT**: Details of the 5-day protocol received and the Chair and Clerk's response was noted. It was further noted that this application has now been withdrawn.

P2024/70 **To give consideration to Cornwall Council Consultation: Draft Cornwall Interim Policy Position Statement** (closing date 21 February 2025). Committee **RESOLVED** not to submit a response to this consultation.

P2024/71 **Date of Next Meeting**: Tuesday 11 March 2025, 7.00pm.

Meeting closed at 7.30pm

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Agenda Item 7 b i)

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 4 February 2025 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors Mrs J Dawe (Chair), A N Rees (Vice-Chair), Mrs J Colwill and A Hoskin

In Attendance: Mrs S Daly (Assistant Town Clerk/RFO), Mrs T Trestain (Council Facilities Officer and minute taker) and two members of public (part).

LTOS2024/53 **Apologies and Announcements:** i) Apologies were received from Councillors G Chapman, R Higman & M Rickard; ii) There were no announcements.

LTOS2024/54 **Declarations of Interest:** There were no declarations of interest.

LTOS2024/55 **Public Participation:** Two members of public attend the meeting and spoke in support of agenda item 9 ii) Multi-Use Games Areas: Request - Padstow United Football Club

Comments included:

- Padstow United Football Club has grown substantially, they now have 100 children and 50 adults.
- They save their main grass pitch for weekend football games. Have a smaller grass section for training, however due to number of teams and poor weather the ground doesn't cope.
- They have been using St Evals tarmac play area but this is approx. half the size of the Padstow MUGA and does not have full size goals and there is no safe parking.
- When it rains the tarmac surface becomes slippery and training has to be cancelled.
- The club has portable rechargeable floodlights which although raised up on tripods have movable heads so light is directed down to the surface with minimal light leakage up to other areas. The lights are powered by rechargeable batteries meaning there is no noise impact.
- St Eval residents have commented that it is nice to see their area being used.
- To give perspective on numbers, the under 9s group has approximately 24 children.
- They feel the Padstow MUGA is a prefect facility with safer parking, better flooring and is more conveniently located for players, the majority of whom live in the parish.
- Requesting 3 evenings a week between October – March, only when their grass area isn't safe to play on. Do not need whole MUGA, would be able to work with one pitch.
- Suggest a trial period may be a good way forward.

LTOS2024/56 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 12 November 2024** be signed as a true record of the meeting.

LTOS2024/57 **Law Commission's Burial and Cremation Consultation:** Thanks were expressed to the Assistant Town Clerk/RFO for her support with

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this consultation. **RESOLVED** to ratify the response submitted to the consultation as detailed in the agenda report (pages 7 to 16).

LTOS2024/58 **Latest Issues – Council Property:**

Updates: Members noted the updates as detailed in the agenda report concerning the following Council property issues:

i) Simpler Recycling;
ii) South Quay old pipe on the foreshore;
iii) Skate park maintenance;
iv) South Quay crack;
v) South Quay slipway crack; and
vi) Station House woodwork painting;

There was discussion regarding the new government regulation for simpler recycling and concern was expressed that this could lead to more commercial waste fly-tipping in Council bins. The Council Facilities Officer advised that a financial impact was anticipated when the scheme moves forward as new bins will need to be purchased and collections of the same arranged. Members noted that as a smaller employer, Council's deadline for compliance is not until March 2027. Members were supportive of officers liaising with larger Councils (required to comply this year) to ascertain how they find the scheme works in practice.

Stile Field top path: There was discussion regarding the degradation and patching of the top path in Stile Filed. Members commented that they had found site visits helpful when discussing other projects such as cemetery improvement works and Trevone Green and felt this would be beneficial in this instance.

RESOLVED to arrange a site meeting with Committee members to better understand the condition of the top path in Stile Field in order to consider next steps.

Wheal Jubilee Parc amphitheatre: There was discussion regarding the issue of waterlogging on one side of the amphitheatre which members had also noticed and were supportive of the maintenance team resolving as per the suggestion of Council's surveyor.

RESOLVED to install a soakaway as detailed in 8.1 of the agenda report at a cost of not more than £1,000 to be taken from the LTOS grounds maintenance budget.

Spritty Meadow: Members gave consideration to issues with the terrain in Spritty Meadow during the winter commenting that the weather has been particularly bad over the last few years but also noting how well used the field is. Generally, there was support for improving the condition, however it was noted that the land is not owned by the Council but occupied on a long-term lease, therefore any works would require the landowner's permission.

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Committee considered the Surveyor's suggestions as outlined in the agenda report. Land drainage installed at the entrance by the Maintenance team was considered a good first step. In respect of a longer-term solution, Committee felt the guide costings provided by the Surveyor for the pathway were very high and would need further investigation, especially in light of the Council not being the landowner, confirmation of the outstanding lease period also being a key factor.

RESOLVED that i) subject to the landowner's permission, the Maintenance team instal a new drainage soakaway in the gateway to Spritty Meadow adjoining Wheal Jubilee Parc, costs to be taken from the LTOS grounds maintenance budget; and ii) to keep the area under review and give consideration to a longer-term solution at a future meeting.

Lawns Under 12's Play Area Gate: Committee felt that further investigation was required before a decision could be made on the play area gate, given the cost of the replacement. Comment was made as to whether two gates are required and whether they needed to be self-closing. There was also discussion as to whether there was a way to repair the gate without impacting the ground works/wetpour.

RESOLVED not to proceed with purchasing the replacement gate at this stage, instead to investigate any possible health and safety/insurance reasons for either not reinstalling the gate or installing a gate which is not self-closing and report back to a future meeting.

Trevone Cliff & Trevone Steps from Empty purse: The Trevone Cliff and Trevone Steps were discussed together, looking at the area as a whole. There was a lot to consider and much discussion took place.

It was noted that Council's Surveyor considers the Council has to date taken all reasonable steps regarding the crack in the cliff, having recently reinstated the Cornish wall to discourage people from entering the area above and signage highlighting the danger, together with signage directed towards beach users highlighting the unstable rock face. Committee still felt it worth exploring the cost of loosening the section of cliff, understanding that it was unknown when the section may naturally fail but that Officers Could expedite investigations should Committee so wish.

Committee discussed combining the works to loosen the ground of the cliff with works to improve the Empty Purse steps and railing section which is starting to fail and appointing one contractor for both. However, Committee wished to better understand the cost implications for both making good the steps and railing already in position and the cost to extend the steps further to the beach and replace the whole railings.

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Overall, it was felt all reasonable steps had been taken to date and that more detailed costings were required before deciding on next steps.

RESOLVED i) to note the reasonable steps taken in respect of the cliff crack but to investigate the cost of loosening the ground; ii) to investigate the cost of a) making good the steps and railings already in place at Empty Purse; and b) the cost of extending the steps and replacing all railings; and iii) findings be brought back to a future meeting.

LTOS2024/59 **Committee Works i) Update:** The update was noted as per the agenda report. The Assistant Town Clerk/RFO also advised that the Ladywell tender process was open, deadline being 12 noon on 18 March 2025. **ii) Programme:** The programme, including the recommendation of the Staffing Committee relating to work priorities (agreed at the January meeting of Full Council) was noted without change.

LTOS2024/60 **Outside Works/Maintenance Progress Report:** The update was noted for information.

LTOS2024/61 **Multi Use Games Area (MUGA)**

i) **Soundproofing and fence extension:** Further to the agenda report, the Assistant Town Clerk/RFO updated that the Council Support Officer had received positive feedback from an Academy that had successfully installed neoprene strips and plastic washers following complaints from neighbours over noise. They advised that following the installation noise had been reduced considerably and they had not received any further complaints. They also advised that as part of their maintenance schedule they tighten the fencing bolts on a termly basis which ensures the strips and washers stay in place.

Members noted the information relating to the fence extension. It was thought the height increase would make the area safer and hopefully negate users having to retrieve balls from the surrounding area.

Mention was made to previous complaints and considering all points, members felt taking forward both improvements would "finish" the project and ensure the Council has resolved all issues, as best it can.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL that i) a 2m netting extension be installed to the existing MUGA fencing at a cost of £6,498; ii) to install neoprene washers to all fixing points and all clamp bars at a cost of £3,940; and iii) that the cost be taken from the Capital/Projects cost centre.

ii) **Request from Padstow United Football Club:** There was general discussion of this request.

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In response to a member query, the Council Facilities Officer confirmed that if the request is granted it would need to be clear who was responsible for the space should an incident occur, furthermore the club would be required to provide a suitable risk assessment and Public liability Insurance which could be difficult if the space was shared. For this reason, any permission would need to be for the club's sole use and not shared with the public.

There was consideration of the fact that agreeing such a request would go against Councils previously agreed use for the MUGA being a non-bookable, turn up and play space. Mention was also made that Council's advice to users is to play in daylight hours/until dusk, this was a safety measure as there wasn't lighting in the area. Committee felt the information the member of the public had provided on the Club's floodlight was helpful, in particular them being designed to have minimal light and noise pollution.

The Assistant Town Clerk/RFO asked Committee to consider clarifying how officers should handle similar requests from other organisations if it were minded to agree the request. Committee considered these would be looked at as individual cases by Committee.

Discussion led on to days of the week and hours requested, one member thought Fridays was a day the MUGA may be used more often, with school children being allowed out more towards the weekend and there was concern about preventing this and alternative days were considered.

Generally, it was felt that Committee would like to support the club and therefore a trial period would perhaps be the best way forward subject to approval by the Full Council.

RESOLVED TO RECOMMEND TO THE FULL COUNCIL that the football club be given permission to use the MUGA for the purpose of training to include use of its own portable floodlights on a 4 week trial basis commencing March 2025 subject to: i) permission being limited to 3 nights a week between the hours of 4.45pm and 8.15pm but excluding Fridays, Saturdays and Sundays; ii) taking responsibility for the whole site, noting that one tennis net will remain in place; and iii) receiving satisfactory Public Liability Insurance and Risk Assessments.

LTOS2024/62 **Vehicle replacement:** The Chair referred members to the agenda report. Generally, members considered the reassurance of a new vehicle combined with its longer 2 year warranty was worth the additional cost. Members wished to see the new vehicle given the Padstow Town Council branding but would like to see this improved so as to be more visible.

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RESOLVED TO RECOMMEND TO THE FULL COUNCIL i) to agree the purchase of a new model John Deere 875M Gator, using the current gator as part exchange leaving a balance of £23,700 including VAT to pay; and ii) the purchase be funded via the Vehicle and Machinery budget.

LTOS2024/63 **Cemetery signage:** Committee welcomed the thoughts on the different style of signs for the new cemetery welcome signage, noting the cost associated with each.

RESOLVED i) to agree with the general content of the proposed welcome signage; ii) that the signage style be of a metal design to compliment the more traditional setting of the cemetery similar to the image in paragraph 2.2 of the agenda report (photo b); iii) **TO RECOMMEND TO THE FULL COUNCIL** that a total budget of £6,000 for the cemetery welcome signage be set and that this be taken from the Capital Projects cost centre; and iv) to reaffirm that in in order to avoid delay, the details of the information welcome signage referring to the cemetery regulations to be installed at the entrance to the cemetery be delegated to the Town Clerk in consultation with the Chair of LTOS but in accordance with Committees preferred style and budget.

LTOS2024/64 **Cornwall Council Local Maintenance Partnership and Service Level Agreements (grass cutting):** The Council Facilities Officer gave an overview of the agenda report and the suggested way forward following the review undertaken by Councillors A Hoskin, M Rickard, Council's Foreperson and the Council Facilities Officer.

RESOLVED to agree the suggested way forward as outlined in the agenda report and for the Council Facilities Officer to:
i) update Cornwall Council on the footpath LMP reduction (paragraph 2);
ii) Work with the Council Foreperson to update the maintenance team's monthly work schedule accordingly (paragraph 3)
iii) Advise Cornwall Council Housing as to what the Council can offer in respect of this SLA (paragraph 4) and that this is outside of their usual SLA terms;
iv) Highlight to Cornwall Council the points raised regarding the Link Road Car Park agreement as per paragraph 5 of the agenda report; and
v) to avoid delay, any decisions arising from Cornwall Council's response to the above be delegated to the Town Clerk in consultation with Councillors Hoskin and Rickard, including, if necessary, withdrawal from the LMP or SLA.

LTOS2024/65 **Community Hub**

i) **Hub Refurbishment Works:** Consideration was given to the additional works identified following commencement of the project. Members noted that Council's surveyor was satisfied with the estimated costs and that they are within budget.

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RESOLVED to approve the additional Community Hub Refurbishment works as outlined in the agenda repot at an estimated cost of £2,290.

ii) **Hub Use Update:** The update was noted for information.

LTOS2024/66 **Next meeting:** Tuesday 1 April 2025 at 7.00pm

Meeting closed 8.30pm

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PADSTOW TOWN COUNCIL: 25 FEBRUARY 2025

AGENDA ITEM: 8: Finance Polices and Financial Regulations:

i) Anti-Fraud and Corruption Policy, Investment Strategy, Risk Management Policy Statement and Risk Management Scheme, and Financial Regulations as recommended by the Finance and General Purposes Committee.

1. Overview

1.1 At its meeting on 18 February, the Finance and General Purposes (FGP) Committee reviewed a number of the Council's key financial policies and the Council's Financial Regulations.

1.2 The review included consideration of Council's current practices, guidance from The Joint Panel on Accountability and Governance Practitioners' Guide (JPAG), and in respect of the Financial Regulations the 2024 Model version. The polices and regulations were also shared with the Council's internal auditor who had no concerns.

2. Recommendations

2.1 **i) Council is asked to adopt, as recommend by the Finance and General Purposes Committee at its meeting held on Tuesday 18 February 2025 and set out in the Agenda Item 8: Finance Policies and Financial Regulations separate cover pack:**

- **a)** the updated Anti-Fraud and Corruption policy (pgs 1 to 6);
- **b)** the updated Investment Strategy (pgs 7 to 9);
- **c)** the Risk Management Policy Statement and Risk Management Scheme (pgs 10 to 21); and
- **d)** Financial Regulations 2025 thus revoking the July 2023 Financial Regulations (pgs 22 to 39)

ii) To adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on 18 February 2025.

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 18 February 2025 at 7.00 pm in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors R Higman (Chairman), J O'Keefe (Vice-Chairman), P Curgenven, Mrs J Dawe, A Hoskin, A N Rees and M Rickard

In Attendance: Mrs N Barnes (Responsible Financial Officer) and Mrs T Trestain (Council Facilities Officer and Minute Taker)

FGP2024/19 **i) Apologies:** Apologies were received from Councillor K Freeman **ii) Announcements:** There were no announcements.

FGP2024/20 **Declarations of Interest:** There were no declarations of interest.

FGP2024/21 **Public Participation:** There was no public participation.

FGP2024/22 **Minutes Tuesday 19 November 2024: RESOLVED** that the minutes of the meeting held on Tuesday 19 November were a true record of the meeting and they were signed by the chair.

FGP2024/23 **Budget To Actual Variance Report:** The budget report, providing an overview of the total income and revenue expenditure from 1.4.24 – 31.12.24 and explanations for any significant variances, was noted.

Thanks was given to the Responsible Financial Officer and Assistant Town Clerk/Assistant RFO for setting out all the detail clearly.

FGP2024/24 **Committee Works i) Update and ii) Programme:** were noted for information without amendment.

Chair did draw Councillors attention to the grants meeting date of the 15 April 2025, outlining that usually there are some declarations of interest therefore welcomed as many Committee members attending as possible.

FGP2024/25 **Finance Policies:**
i) Anti-Fraud and Corruption Policy: The Responsible Financial Officer directed members to the agenda report and policy outlining that this was the three-yearly review.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the updated Anti-Fraud and Corruption Policy, as appended to the agenda report, be adopted.

ii) Investment Strategy: Chair outlined this was the annual review.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT that the updated Investment Strategy, as appended to the agenda report, be adopted.

iii) Risk Management Policy Statement and Risk Management Scheme: Members were directed to the policy and scheme in the agenda report.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the Risk Management Policy Statement and Risk Management Scheme, as appended to the agenda report, be adopted.

iv) Fixed Asset Threshold: RESOLVED to agree that assets costing £10,000 or more be recorded as fixed assets at the acquisition cost with items less than £10,000 recorded as general consumables.

FGP2024/26 **Financial Regulations:** The Responsible Financial Officer outlined that the new national model of the Financial Regulations did not directly fit with the size of council that Padstow was. Therefore, as outlined in the agenda report the national model had been adapted to suit Padstow Town Council's practises and size.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the Financial Regulations 2025 be adopted, as appended to the agenda report, thus revoking the July 2023 Financial Regulations.

FGP2024/27 **Review Of Effectiveness Of Internal Audit:** Using the agenda report as a starting point, Committee gave consideration as to the effectiveness of the system of internal audit.

RESOLVED to agree that the system of Internal Audit is sufficiently effective.

FGP2024/28 **Review Of Effectiveness Of Internal Control:** The Responsible Financial Officer outlined the suggested additional member review step as outlined in the agenda report, noting the timescales involved for this year, if agreed.

Members were supportive of this additional step and the suggested control tests. It was felt the review step should be undertaken by the Committee chair.

RESOLVED to i) introduce a member review step to the Council's internal controls to feed into the Council's overall review of the effectiveness of internal control and that this be

undertaken by the Finance and General Purposes Committee Chair; and ii) to agree the control tests as detailed in appendix 2 of the agenda report for the purpose of i), noting that these will be the scope of the control tests which will be applied annually. First review to be undertaken and reported to the March Full Council meeting at the latest.

FGP2024/29 **Community Grant Scheme: i) Update 2024-25:** The update was noted as per the agenda report. A full list of the grants awarded for 2024-25 was tabled at the meeting and consideration was given to viewing projects/purchases funded through the scheme, however Committee did not consider it necessary.

ii) Update 2025/26: Members noted the agenda report detailing the timeline for 2025/26 including the opening date of 19 February and closing date of 2 April. The amended typing error in paragraph 5.2 of the Community Grant Scheme Policy as referred to in 3.2 of the agenda report was noted.

FGP2024/30 **Future meetings:** 15 April 2025 at 7.00pm (Grants).

FGP2024/31 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

FGP2024/32 **Council Credit Card:** Consideration was given to the agenda report and there was discussion as to the credit limit. **RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** the Responsible Financial Officers recommendation be agree subject to the conditions i) to iv) of the agenda report.

Meeting closed at 7.20 pm

Full Council - Agenda item 9
Finance Report

a) to receive the monthly Finance Report.

b) to approve the accounts outstanding and ratify payments made since the last meeting.

c) to note the car park takings.

d) 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: 9

Budget Report for the period 1.4.24 - 31.1.25	Actual	Budget	Budget 1.4.24-31.3.25
	£	£	£
Revenue Income	1,167,373	827,210	872,310
Revenue Expenditure	711,593	742,442	872,310
Capital/project expenditure	91,506	204,250	245,100

Debtors outstanding for more than 3 months:
One totalling £4232 net of VAT.

Creditors outstanding for more than 3 months:
None

Agenda item 9b)

To ratify payments made:

ACCOUNTS OUTSTANDING
February 'a' 2025

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
27.1.25	Capital Exp /HRT	Michael Vanstone Plant Hire	Alterations to Camel Roadway (£35,080) / Extra works, car park relining, gully stones, manhole	39777	7955.4	47732.4
27.1.25	Capital Expenditure	Michael Vanstone Plant Hire	NBU - new sewer pipe	12700	2540	15240
30.1.25	Investment Properties	Charterwood	Surveyor fees	10287.5	2057.5	12345
20.1.25	Central Services		P&D Community Transport - PTC Community Grant 24-25			2000
21.1.25	Central Services		Padstow Rowing Club - PTC Community Grant 24-25			1000
27.1.25	HRT	Michael Vanstone Plant Hire	Repairs to damaged fence - Lawns (part reimbursed by insurance, third party damage)	650	130	780
23.1.25	Administration	ICS Learn	Training - AAT Foundation Course and AAT Registration Fee x 1	616.67	87.33	704
10.12.24	Env - Cemetery	Duch Cemeterys Ltd	Sexton fees (direct recharge)			600
17.1.25	LTOS	nomix enviro	Nomix Hilite UK	491.5	98.3	589.8
21.1.25	Env - Cemetery	Travis Perkins	Topsoil	319.32	63.86	383.18
23.1.25	Investment Properties	PTSG	Annual inspection - fall arrest equip - NBUs (latch way testing)	291.00	58.20	349.20
27.1.25	HRT	Ian Dawe	Electrical installation condition report - Railway Car Park	250.00	50.00	300.00
27.1.25	Env - Toilets	Ian Dawe	Light replacement - Railway ladies / NQ gents	200.00	40.00	240.00
22.1.25	HRT	Cornwall Council	CEO provision - 1 month			228.39
22.1.25	LTOS	Travis Perkins	Wood stain and paint	174.62	34.93	209.55
27.1.25	Administration	SeaDog IT	.gov.uk domain renewal (2yrs)			170.00
29.1.25	Env - Toilets	Commercial Washrooms	Cubicle legs - railway toilets	138.00	27.60	165.60
25.1.25	LTOS		First aid bandages/screwdriver set/key cuttingx15 (staff reimbursement)			91.96
3.2.25	Administration	Padstow Heating Limited	Annual boiler service & unvented cylinder service & safety checks	75.00	15.00	90.00
26.1.25	Administration	Midas Touch	Office cleaning x 1 week			79.50
2.2.25	Administration	Midas Touch	Office cleaning x 1 week			79.50
15.1.25	LTOS	JRB Enterprise Ltd	Dog waste bag refills	58.80	11.76	70.56
23.1.25	LTOS	FirstAid4Less	First aid equipment	53.00	10.60	63.60
30.1.25	Administration	Complete	A4 paper	48.02	9.60	57.62
20.1.25	Administration	Breakthrough Communications	Training - Digital Newsletter Essentials for Councils x 1	47.00	9.40	56.40
25.1.25	Administration		Staff member eyesight test (staff reimbursement)			25.00
3.2.25	LTOS		Wood Chipper part (staff reimbursement)			14.99
						83,666.25
			Direct Debits			
10.1.25	LTOS	Mole Valley Farmers	Landscape Bark	75.19	15.04	90.23
28.1.25	Env - Toilets	AUK Hygiene	sacks, gloves, bactericidal cleaner, mops, wipes	153.95	30.78	184.73
31.1.25	LTOS	Biffa	General waste disposal	496.8	99.36	596.16
						871.12

Padstow Town Council
Railway & Lawn car park takings 2024-25

Railway car park	2022-23	2023-24	**2024-25**	*Budget 2024-25*	Lawn car park	2022-23	2023-24	**2024-25**	*Budget 2024-25*
Apr	49115	45608	**39345**	*40,000*		16638	14672	**12287**	*13000*
May	49618	51836	**55245**	*45,000*		17377	18095	**19680**	*18500*
Jun	56070	59007	**56899**	*50,000*		22085	23241	**22235**	*23500*
Jul	65553	68377	**66603**	*60,000*		28477	28727	**26564**	*29000*
Aug	81610	78606	**76992**	*75,000*		31448	31866	**30890**	*31500*
Sep	55672	58955	**56526**	*55,000*		23266	22270	**20839**	*22500*
Oct	45185	44632	**43559**	*40,000*		13067	13917	**11994**	*13500*
Nov	17353	17950	**18842**	*20,000*		3798	4273	**4399**	*4000*
Dec	21403	26737	**18309**	*15,000*		7471	8543	**4733**	*8000*
Jan	10046	11366	**11603**	*5,000*		2553	2001	**2343**	*1500*
Feb	18722	17322		*10,000*		4064	3217		*3000*
Mar	20155	27525		*20,000*		5131	7066		*7000*
	490502	507921	443923	*435000*		175375	177888	155964	*175000*
Railway sub totals Apr '24 - Jan 25	451625	463074	443923	*405000*	Lawn sub totals Apr '24 - Jan 25	166180	167605	155964	*165000*

Apr '24 - Jan 25	2022-23	2023-24	**2024-25**	*Budget 2024-25*
	£	£	**£**	*£*
Railway	451625	463074	**443923**	*405000*
Lawn	166180	167605	**155964**	*165000*
Total	617805	630679	**599887**	*570000*

Car park takings

April 2024 - January 2025 car park takings are £599,887, which is £29,887 more than the Budget and £30,792 less than the same period last year.

PADSTOW TOWN COUNCIL – Tuesday 25 February 2025

AGENDA ITEM 10a): CORRESPONDENCE
Councillors Correspondence for Information – February 2025

Item	From	Referring To	Notes
A	CRCC (Cornwall Rural Community Charity)	Clean Cornwall Newsletter – January 2025	
B	Cornwall Council Planning & Housing Team	Neighbourhood Planning Newsletter – January 2025	Email forwarded to Planning Committee members 29 January 2025
C	Cornwall Council Planning and Housing Service	Planning News – Winter 2025	Email forwarded to Planning Committee members 30 January 2025
D	Devon & Cornwall Police	Bodmin & Wadebridge Neighbourhood Police Team Newsletter: February 2025	Posted on Padstow Town Council website 3.2.25
E	Cornwall Council, Planning & Housing Team	Local Council Planning Briefing – 26 February 2025	Advising of online local Planning Briefing taking place on 26 February 2025. Emailed to Planning Committee on 7 February 2025 and noted in Announcements at Planning Committee on 11 February 2025
F	National Coastwatch, Padstow	Newsletter: Winter 2024	Including change of name from 'Stepper Point' to 'NCI Padstow'
G	CAP (Camel Valley Community Area Partnership)	'Supporting Rural Communities Grant': Funding available	Notification of funding available from the Royal Countryside Fund to non-profit, community led organisations and charities. NOTE: Padstow Town Council will not be eligible as our annual income is over £500,000
H	Cornwall Council	Town and Parish Council newsletter: February 2025	

PADSTOW TOWN COUNCIL: 25 FEBRUARY 2025

AGENDA ITEM 10 b) i): CORRESPONDENCE: REDRUTH TOWN COUNCIL APPORTIONMENT OF SECOND HOME COUNCIL TAX

1.0 Overview

At their meeting on 27 January 2025, Redruth Town Council resolved to send a motion to Cornwall Council and all Town and Parish with regard to apportionment of second home council tax. This motion was received by Padstow Town Council on 11 February 2025 and is appended to this report (see Appendix 1), in summary it puts forward:

- A fairer way of proportioning proceeds of second home council tax so all areas have equal benefit reflected in their precepts, not just those areas with high tourist/second home levels
- Ringfencing of second home council tax to including to provide housing, reparation works to current council housing, potential CPO (Compulsory Purchase Order) for empty properties to provide much needed accommodation

2.0 **Council's Consideration**

Does Council wish to respond? If so, what response does it wish to provide. As the letter from Redruth Town Council does not state whether responses from Town and Parish Councils are expected to be sent back to Redruth Town Council or to Cornwall Council, its suggested that any response is sent direct to Redruth Town Council and cc'd to Cornwall Council.

Item 10 b) i) Appendix 1

REDRUTH TOWN COUNCIL
CONSEL AN DRE RESRUDH

Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Stephen Barnes **Town Clerk: C Caldwell**

Cornwall Council
All Town and Parish Councils in Cornwall

Our Reference:
RTC/FC Corres
Date:
10 February 2025

Sent on behalf of Redruth Town Council for consideration by all Town and Parish Councils in Cornwall

Below is a motion which was put forward by Cllr Katie Grasso and which Council resolved to send to all Town and Parish Councils in Cornwall, and to Cornwall Council at our last Full Council meeting held on 27th January 2025.

After studying the recent tax base figures for the new second home council tax premiums, we propose that Cornwall Council consider a much fairer way of proportioning the proceeds, so that all areas have equal benefit reflected in their precepts, and not those only with busy tourist locations or wealthier areas which have a much higher rate of second home ownership. Poorer areas should receive similar amounts to those wealthier locations, where the need is often greater, and this would benefit the county as a whole.

Looking at second home council tax in general, Cornwall Council should ring fence this money solely for providing housing, reparation works to current council housing and those currently empty due to repair status, and potential CPO for properties empty in towns/villages that could provide much needed accommodation, as well as helping areas improve.

Like when the second home council tax rate 50% deduction was removed to support local housing, the second home premium was introduced as part of the levelling up strategy, in response to the housing crisis and need for additional social and local support. This is similar to the way in which the CIL (Community Infrastructure Levy) is distributed.

We look forward to hearing from you once you have considered this matter.

Yours sincerely

Charlotte Caldwell
Town Clerk

FRSA, PSLCC

PADSTOW TOWN COUNCIL: TUESDAY 25 FEBRUARY 2025

AGENDA ITEM 11 a: Community Event Update

1. Overview

1.1 Following last months decision on the date for the Community Fun Day being held on Saturday 20 September 2025. The Town Clerk instructed officers to contact some suppliers, to avoid disappointment in being able to book them. Officers worked on the same timings for the event as last year (being open to the public from 12noon until 4pm) which worked well.

2. Suppliers contacted

2.1 Omega medical can provide medical cover. Quotation received for 1 medic from 10am – 5pm which covers suppliers setting up and down (same as last year) at £350.00 + VAT, which is the same price as last year.

2.2 Under The Canopy are available and advised they will hold the same discounted price of £600.00. Activities to be decided, with Steve saying *'Fire was ace, popular, but I'd like something more dynamic for the grass area.'* Understanding that it would need to work inline with our event insurance.

2.3 LJD coaching are delighted to join us on the 20.09.25 but have not currently provided a quotation. Last year they charged £430.00 + VAT this included the activities on the MUGA and the music workshops. Feedback from them last year was *'If you were to have us back next year I would suggest us having a range of activities all running at the same time and then finishing with a large game of say Quidditch for adults and children or having the quidditch in the middle for the afternoon.'*

2.4 Coach Frank Skate school have provided a quotation of £532.29 which is an increase from last year of £180.00, however this is due to coaches' fee increasing by additional £10 per hr per coach (2 attend the day) and last year they had made a calculation error on our quotation which they honoured for us. The cost includes 2 coaches and hire of some equipment for participates to have a go on. This proved popular and was busy throughout the day.

3. Suppliers to be contacted

3.1 Snail Races – whilst not contacted yet. These proved very popular so will be contacted again for 2025 event.

3.2 Face painters – whilst not contacted yet, these were also a very popular choice and will be contacted again for the 2025 event.

3.3 Other ideas to be explored to ensure that the whole of the Hub is used.

4. Considerations

4.1 Amateur Photography Competition - last year received 15 entries and 94 people voting for the 'people's choice' at the community fun day. Last year's subject was "Love Where I Live". A number of positive comments and feedback was given to the competition and it is thought the public would get involved again. Would Council like to run an amateur photography competition again this year, running along the same lines as last year, Council thoughts are welcomed to the subject title – some suggestions are: The Colour Green; Heritage/History; Local Nature; A World of Colour; Stunning Seasons

4.2 Emergency Services – Both the Fire and Police Service attended. The Police Service provided a presence, but no activities and the Fire Service provided great activities but at times the noise did impact on other activities. Officers welcome Council's views on these.

4.3 Venders/Suppliers - Officers will shortly look to contact food venders and other suppliers that attended last year. Further detail on this can come back to future meeting.

5. Decisions

5.1 Council to confirm if they are happy with the timings the same as last year (12 noon to 4 pm)

5.2 Council to ratify bookings already made, which are within the Community Events budget, as detailed in n section 2 of this report noting that LJD Coaching cost is to be confirmed.

5.3 Council to confirm it is happy that officers continue with booking activities as detailed in item 3 of this report provided within budget.

5.4 Council to consider if it would an Amateur photography competition to be run for this year's event confirming subject title for 2025.

5.5 Council to give consideration to the emergency services as outlined in 3.2 of the report.

5.6 To delegate to the Town Clerk progressing this event, including booking further activities, provided within budget, to avoid delay and provide further report to Council as appropriate.

PADSTOW TOWN COUNCIL: TUESDAY 25 FEBRUARY 2025

AGENDA ITEM 11b: LJD Coaching Summer School Holiday Programme

1. **Overview**

1.1. Last month Liam Dart from LJD Coaching gave a presentation to the Council about the potential of running a school holiday programme. This report is for Council to consider if they would like to move forward and work with LJD Coaching for a summer holiday programme, where the Council could subsidise places for parish residents.

2. **Further detail**

2.1. LJD Coaching will be completing the application for the Time2Move programme in April. The Time2Move programme funded by Active Cornwall is where free places are available to candidates that are eligible for benefits-related Free School Meals. Therefore, Liam will need to understand if the Council are looking to work with him before this submission, hence the report coming to this meeting for consideration. Liam has already mentioned to Active Cornwall that Padstow Town Council is considering being involved and they were very positive, if it didn't conflict with other Time2Move programmes already up and running in near locations such as Wadebridge.

2.2. It is thought that LJD Coaching could utilise the MUGA and Community Hub to hold sessions. They would be for children aged 5 to 12. Offering multi-sports, music workshops and arts & crafts. Running time is approx. 9am until 2pm (5 hours) It is thought that the maximum for Padstow would be 50 children per session. The Councils Facilities will ensure that the Hub has this capacity in light of its fire risk. She will liaise with Liam in this regard.

2.3. Pricing – can be varied depending on what the Council would like to provide in their local area. Standard price would be £25.00 per child per session this excludes breakfast but does include a lunch. For an approximate additional £2.00 per child a light breakfast could be included. Children who have Free School Meals can attend for free as part of the Time2Move funded programme.

2.4. Council subsidised places – these would be for parish residents whose children aren't on the Free School Meals programme. The Council could subsidise part of the cost, leaving residents to pay a reduced rate. For instance, Council pays £17.00 per child per session (to include breakfast and lunch) and residents pays £10.00 per session.

2.5. Number of days – it is thought best to build this slowly as suggested by Liam to ascertain the appetite that is out there in our community. It is therefore suggested that initially to kick-off this proposal that 1 session a week (9am to 2 pm) be offered during the 6 weeks of summer holidays – so 6 sessions in total. The exact day of the week to be considered in due course following feedback on Liam and Active Cornwall so not to clash with other programmes.

2.6. Food – As advised to Council during the presentation, free breakfast can be included if Council thinks this is a requirement in the local area and a lunch is provided. Contacts which could be provided to Liam that could offer help regarding food are welcomed. Any food can be served and eaten at the Hub.

2.7. Booking – Bookings are done via LJD Coaching website. LJD would generate a discount code which is then provided to Padstow School children, which would entitle them to the reduce price. LJD would issue an invoice to Padstow Town Council for the subsides amount, based on the uptake. If there are children who live in the parish but don't attend Padstow school, they would be required to book at the full price but to contact the Town Council office to provide their proof of address. Once this was proven, the Town Council would contact LJD Coaching to confirm who would then generate a refund to the resident and issue invoice to the Town Council to pay instead.

2.8. Town Council Budget – for 2025-26 Council set a Community Events budget totalling £15,000. Council to be mindful that this budget is used for the diarised annual events being the Community fun day and Remembrance Day Parade. Therefore, any budget being offered for this Holiday Programme will need to ensure that ample budget is available for these events.

An example if Council would like to subside £17.00 per child (including breakfast), 6 sessions during the summer holidays with a maximum of 50 per session would total £5,100. – it is unlikely the whole amount will be charged back to the Council as a number of the places will be on the Time2Move programme. However, if it were £9,900 would remain for the other events. Last years Community Fun Day expenditure was just under £3,400.

The Councils RFO is satisfied in the process of receiving invoices from LJD Coaching for the children of Padstow parish and for Council to set an upper limit available to used on first come first serve basis.

2.9. MUGA – this does mean, that if Council wish to progress with 6 sessions over the summer holiday the choose day of the week for these, the MUGA will need to be booked out to cater for this programme. Which can be advertised in advance with signs in the area and on Council website/social media pages.

2.10. Advertising – Liam would normally look to advertise closer to the start of the programme and has suggested this be undertaken in June. A leaflet of the Summer Programme offer last year with Bude & Stratton Town Council involvement is on the next page.

2.11. Running of Sessons – for confirmation LJD Coaching will be running and managing these sessions entirely.

3. **Decision**

3.1 Council to consider if it wishes to proceed with the holiday programme, if so to consider the following;

i) That 1 session a week be offered over 6 weeks of the summer holidays in 2025 – 6 sessions in total (time to be confirmed but potentially 9am to 2 pm);

ii) That Padstow Town Council subsides each placement up to a maximum of 50 per session of £17.00 each, totally £5,100 being the maximum budget taken from the Community Events budget, which includes a light breakfast.

iii) that LJD Coaching as full use of the Community Hub and MUGA for the 6 sessions (dates to be confirmed);

iv) that this offer is subject to receiving LJD Coaching public liability insurance and risk assessment to Council officers satisfaction.

vi) Council to be kept updated on progress in pulling together these sessions and feedback from the sessions be brought back to a future meeting of Council.

PADSTOW TOWN COUNCIL
25 FEBRUARY 2025

AGENDA ITEM 17:

1. To Note:
i) Future meeting dates (Appendix 1); and
ii) Date of Next Meeting: 25 March 2025 at 7.30 pm

2. May Dates

2.1 As Council will know elections take place on 1 May 2025. The change of Council will be on the 6 May, being when the former Councillors term ends and the new Councillors begin. This is also the earliest point for issuing summons for the Annual Council meeting.

2.2 iii) **To Consider the following meeting dates:**
a) Annual Council Meeting (election C/VC etc): Tuesday 13 May 2025 (7 pm)
b) Annual Parish Meeting (Town meeting): Tuesday 20 May 2025 (6.30 pm)
c) Full Council: Tuesday 27 May 2025 (7.30 pm)

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL/COMMITTEE MEETINGS 2024-25

Date	Time	Meeting
2024/25 DATES		
2025		
Tues 25 February	**7.30 pm**	***Full Council**
Tues 4 March	7.00 pm	HRT Committee
Tues 11 March	7.00pm	Planning Committee
Tues 18 March	6.00 pm	Staffing Committee
Tues 25 March	**7.30 pm**	***Full Council**
Tues 1 April	7.00 pm	LTOS Committee
Tues 8 April	7.00 pm	Planning Committee
Tues 15 April	7.00 pm	FGP Committee **(grants)**
~~Tues 22 April~~	Defined under LGA 1972 s270 as last day of **Easter break – no meetings	
Tues 29 April	**7.30pm**	***Full Council**

***NB:** Additional extra-ordinary Planning Committee meeting to be held at 7.00pm, prior to Full Council meeting (if required). If being held, agenda will be published on the Council's website/noticeboards 3 working days prior to the meeting.

All meetings held at the Council Chamber, Station House, Station Road, Padstow PL28 8DA, unless otherwise stipulated. Alternative venue would be Padstow Community Hub, Lawns Car Park, Hill Street, Padstow, PL28 8EB. Meeting venue will be stated on the meeting agenda, published 3 working days prior to the meeting.

Meeting schedule subject to change, extra meetings to be arranged as required.