

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 27 September 2016 at 7.30 pm in the Council Offices, Unit 5B Treceus Industrial Estate, Padstow

Present: R Higman (Chairman for the meeting), R Buscombe, A P Flide, K Freeman, J Murt, H M Saunders, D N Vivian, Mrs T Walter and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk)

- 2016/74 Apologies for absence and announcements:** i) Apologies were received from F J Bealing, A Rickard and Mrs A E Symons.
Announcement: There were no announcements.
- 2016/75 Declaration of Interest:** None.
- 2016/76 Dispensations:** None
- 2016/77 Public Participation:** There was no public participation.
i) Cornwall Councillor's Report: Councillor Buscombe advised he would cover his report under other agenda items throughout the meeting.
ii) Police Report: There was no police report.
- 2016/78 Minutes Tuesday 26 July 2016: RESOLVED** that the minutes of the meeting held on Tuesday 26 July 2016 were a true record of the meeting and they were signed by the chair.
- 2016/79 Clerk's Report/Work Programme:** was noted for information.
- 2016/80 Committees/Working Group Meetings:**
a) **RESOLVED** to adopt the minutes and approve recommendations of the:
i) Leisure, Tourism and Open Spaces Committee meeting held on the 13 September 2016; and
ii) Staffing Committee meeting held on the 20 September 2016.
b) **RESOLVED** to receive minutes of the Planning Committee meetings held on 9 August 2016 and 13 September 2016.
- 2016/81 Finance: Monthly Accounts and Payments September 2016**
a) The monthly finance report was received and noted for information.
b) **RESOLVED** to i) ratify payment to accounts for August 2016 (a) of £5,179.09, direct debits or standing orders the following month (regular payments/same amount) of £11,159.67, cheques written, online payments made and direct debits taken since last statement of £16.27;
ii) ratify payments to accounts for August 2016 (b) of £9,631.45, direct debits due the following month of £1,083.95, Cheques paid since last statement of £594.61;

- iii) ratify payments to accounts for August 2016 (c) of £10,743.84, cheques written, online payments made and direct debits since last statement of £202.56;
 - iv) ratify payments to accounts for September 2016 (a) of £2,204.33 and direct debits or standing orders the following month of £11,159.67;
 - v) ratify payments to accounts for September 2016 (b) of £11,641.62 and direct debits for the following month of £1,667.78;
 - vi) pay accounts for September 2016 (c) of £603.17, direct debits the following month of £5,122.09 and cheques written, online payments made and direct debits taken since last statement of £57.38; and
 - vii) pay addendum to accounts for September 2016 of £2,968.50 and Direct Debits of £315.00.
- c) Car parking takings and RingGo usage were noted for information.
 - d) Annual Return 2016: The Town Clerk advised that the Annual Return had still not been received from Grant Thornton. She added that by the 30 September 2016 the Council was required to publish its return. It was usual that Council would note the same at its September Council meeting before publication. The Town Clerk would make arrangements for copies to be sent to Councillors once received. Comment was made that it was unacceptable to not have received the Annual Return by now, particularly as they had it since April. **RESOLVED** that the Town Clerk send a letter to Grant Thornton expressing Council's dissatisfaction at not receiving the Annual Return in a timely manner and that it expects to receive the same no later than August next year.
 - e) The publication of the Governance and Accountability for Smaller Authorities in England 2016 was noted for information.
 - f) The two insurance claims to Council Property were noted for information.
 - g) Bank Reconciliations availability was noted for information.

2016/82 Correspondence

- a) Correspondence for information was noted.
- b) i) Padstow to Rock Swim: 6 August 2017: **RESOLVED** that permission be given to the organisers to use the slip. The Town Clerk advised there was a clash with the use of the bandstand on that date. Sea Sunday had it booked already and would therefore take precedent. Where possible they would see if they could share the bandstand.
- ii) Replacement of Electrical Box (Railway Car Park): **RESOLVED** that permission be granted for work to be undertaken in November, provided that all insurance and risk information is in place and that the works are made good to Council's standard. Town Clerk also to outline issues with cliff failures and precautions they need to take in this regard.
- iii) Christmas Festival: Coach Space and Bandstand Requests: **RESOLVED** that permission be granted for the organisers to i) use the bandstand from Thursday 1 December to Sunday 4

December 2016; and ii) have use of a coach space from 4.30 pm to 8.00 pm on Friday 2 December 2016 at no cost for use of a pony and trap. Organisers to provide all insurance and risk information in these regards.

- c) i) Electoral Review Consultation: Councillor Buscombe provided an update at the meeting. He commented on full responses he had seen for other Parish and Town Councils and suggested that he circulate these and this matter be considered at the next meeting. **RESOLVED** that further detail be provided by Councillor Buscombe and this matter be considered at Council's October meeting.
- ii) BT: Public Phone Removal Consultation: Trelawney Road: **RESOLVED** that Council had no issue with the phone box being removed but that the area be made good after its removal.
- iii) CC: Free Distribution of Printed Matter: Council had no comment to make.
- iv) CC: Street Trading Application: Fish and Chips Van: Trelawney Road: Council had no comment on to make.

2016/83 Project Updates: Council was referred to the agenda report. The Town Clerk provided further updates for consideration.

Dock Wall: The Town Clerk advised that following a site visit with the Chairman there were concerns with the current Cathodic Protective System. The Project Manager that the system in place at present wasn't fit for purpose and it was recommended that an expert in this field be contacted to undertake a visit, provide a detailed report and put in place preferred system; which would be guaranteed. Initial discussion on the matter had found that the anodes in place would likely need to be increased from 4 to 8.

She commented that this would involve further spend on the project. However, it was felt that £8,000 could be found within the current contract – being contingency, current anodes and a saving that was expected within the contract. A figure to undertake these works was given of £10,675; meaning a shortfall of £2,675.

There was much discussion on this item. Concern was raised at the cost, in particular for the anodes. Comment was raised that the cost was looking at a whole Cathodic Protective System covering a large area, which would be guaranteed.

The Town Clerk added that unfortunately she wasn't provided with any further information for the meeting, other than the update she had just given. The Project Manager had recommended this be done to protect the wall for years to come. She was concerned about delaying a decision in this regard which could be costly in the long run. At the moment the contractors were on site.

After much consideration, Council felt that they needed more explanation around the costs, which should be broken down. To avoid delay they considered that this be delegated. If however, after receiving more detail on this matter there was still concern it

be taken to the Extra Ordinary meeting on 11 October 2016 for further discussion.

RESOLVED to delegate authority to the Town Clerk in consultation with Councillors Murt and Higman to review further information in this regard and if satisfied with the explanations on costings to instruct that the works take place. However, if not satisfied this matter be considered by full Council at its Extra Ordinary meeting on 11 October 2016.

Railway Toilets: The Town Clerk advised that she had received detail on the second quotation requested which was in the total of £1,929.88 (excluding VAT). This was for hygienic cladding to encase the ladies hand wash unit, behind the men's urinals and men's hand dryer wall. She added that this quote did not include additional works to remove fixtures and fittings and put back.

The other quote was from Kingston Construction. Their quote was £1,697.00 (excluding VAT) and also included removing existing fixtures and fitting and putting back. They were also the firm which build the new toilet block.

RESOLVED that Kingston Construction be instructed to undertake works, as detailed in the agenda report.

- 2016/84 Devolution Update:** Councillor Buscombe provided an update on the allotments. Cornwall Council was still addressing some issues before the formal process of devolving to Padstow Town Council could take place.
- 2016/85 Reports from Members/Outside Organisations:** In the absence of the Chairman, the Town Clerk advised that Councillor Rickard had attended the recent Community Network Meeting. He had found the meeting very useful. The Chief Executive had been in attendance also.
- 2016/86 To Agree Meeting Dates and to Note Date of Next Meeting:** Date of the next full Council meeting of Tuesday 25 October 2016 at 7.30 pm was noted. **RESOLVED** that i) the Highways, Roads and Transport Committee meeting held on Tuesday 4 October be moved to 6.00 pm on Tuesday 8 November 2016 (prior to Planning); and ii) the time of the Planning Committee meeting on Tuesday 11 October 2016 be changed to 6.30pm due to the Extra Ordinary Meeting scheduled for 7.30 pm on the same evening.
- 2016/87 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2016/88 Confidential Minutes Tuesday 26 July 2016: RESOVLED** that the confidential minutes of the Full Council meeting held on Tuesday 26 July 2016, were a true record of the meeting and they were signed by the chair.

2016/89 Committee/Working Group Meetings: RESOLVED to adopt the minutes and approve recommendations of the confidential minutes of the Staffing Committee meeting held on Tuesday 20 September 2016.

2016/90 Devolution Update: See confidential minutes

2016/91 Slip and Rock Failures: See confidential minutes

2016/92 Leases Issues and Updates: See confidential minutes

Meeting closed at 8.32 pm