

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 25 April 2017 at 7.30 pm in the Council Offices, Unit 5B Treceus Industrial Estate, Padstow

Present: A Rickard (Chairman), K Freeman, R Higman, Mrs A E Symons, D N Vivian and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Council Support Officer and Minute Taker)

2016/212 Apologies for absence and announcements:

- i) Apologies were received from Councillors F J Bealing, R Buscombe, H M Saunders and Mrs T Walter
- ii) Announcements: a) As the last meeting of the current Council, Councillor Rickard expressed thanks to his fellow Councillors for their hard work over the last 4 years and added it had been a pleasure working with them; b) There was no business to discuss under Agenda Item 23 and it was to be deleted.

2016/213 Declaration of Interest: There were no declarations of interest.

2016/214 Dispensations: There were no dispensations.

2016/215 Public Participation: There was no public participation.

- i) **Cornwall Councillor's Report:** There was no update due to Purdah.
- ii) **Police Report:** A tabled police report outlined crime statistics for the period 27 February 2017 – 23 April 2017: 45 incidents were logged, totalling 13 crimes. The crimes were not identified in the report, but it did note that a number of the incidents referred to reports of parking issues in Duke Street with subsequent enquiries identifying concern for an individual. Police visits to retail outlets have been made offering advice regarding delivery drivers loading/offloading and discussions with Cornwall Council regarding metal bollard in the area.

2016/216 Minutes Tuesday 28 March 2017: RESOLVED that the minutes of the meeting held on Tuesday 28 March 2017 were a true record of the meeting and they were signed by the chair.

2016/217 Clerk's Report/Work Programme: was noted for information.

2016/218 Minutes Annual Parish Meeting Tuesday 18 April 2017: RESOLVED to adopt the minutes of the Annual Parish meeting held on Tuesday 18 April 2017.

2016/219 Committees/Working Group Meetings: RESOLVED to receive the minutes of the Planning Committee meeting held on Tuesday 11 April 2017.

2016/220 Finance: Monthly Accounts and Payments April 2017

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify payment to accounts for April 2017 (a) of £5,527.32, direct debits or standing orders the following month (regular payments/same amount) of £9,509.59, cheques written, online payments made and direct debits taken since last statement of £872.08;
 - ii) ratify payment to accounts for April 2017 (b) of £10,383.82 and Cheques written, online payments made and direct debits taken since last statement of £105.44;
 - iii) pay addendum to accounts for April 2017 of £72,045.27.
- c) Car parking takings were noted for information.
- d) A transposition error on page 2 of the Padstow Town Council Financial Statements 31 March 2017 was noted. Its replacement page was tabled detailing the Investment Properties Budget as £60,075 and the Administration Budget as £119,500. It was **RESOLVED** to approve the Financial Statements for the year ended 31.3.2017 following the replacement of page 2.
- e) Budget to Actual Variance Report (1.4.16 – 31.3.17) was noted for information
- f) The Internal Audit Report was noted for information. The Town Clerk clarified the Auditor's comment regarding the Transparency Code: FOI Policy, advising that following Council's adoption of the Model Scheme in December 2008 it had been only partly uploaded to the website; this would be addressed. Thanks were expressed for the achievement of a good report.
- g) Consideration was given as to whether any litigation, liabilities or commitments, events or transactions had occurred either during or after the year-end that have a financial impact on Padstow Town Council and that should be included in the accounting statements. It was **RESOLVED** that there was nothing to include in the accounting statements.
- h) Bank Reconciliation availability was noted for information.

2016/221 Annual Return 2017 Section 1: RESOLVED to approve Section 1 of the Annual Return 2017

2016/222 Annual Return 2017 Section 2: RESOLVED to approve Section 2 of the Annual Return 2017.

2016/223 Correspondence: Correspondence was noted for information.

2016/224 Health and Safety Action Plan: The Town Clerk advised that the annual Health and Safety Review received another high score (94%). As such the majority of the resulting actions outlined in the Health and Safety Action Plan were ranked Green indicating the

urgency for action was low. More urgent items included the development of a Stress Policy.

Also progressing the recommendations of the Legionella Risk Assessment and appropriate staff training in this regard. The Town Clerk commented that the majority of the issues highlighted in this regard had now been addressed.

Thanks were expressed for the achievement of a good score.

RESOLVED to approve the Health and Safety Action Plan.

2016/225 Standing Orders: As per the agenda report, typographical errors, namely references to other paragraphs within the document and re-numbering of some paragraphs to correctly update the changes in respect of Code of Conduct complaints, had been amended in the Standing Orders. Council were asked to adopt the Standing Orders reflecting these changes.

RESOLVED to adopt the updated Standing Orders.

2016/226 Planning Applications: RESOLVED to make the following responses to planning applications:

- a) **PA17/03033 Western Rays Parkenhead Lane Trevone Padstow** - Proposed erection of replacement front porch and side extension with associated alteration works.
SUPPORTED
- b) **PA17/03038 4 Egerton Road Padstow PL28 8DJ** – Demolition of existing garage and flat roof extension, proposed extensions and first floor living accommodation
SUPPORTED
- c) **PA17/03447 Hardown Southway Windmill Padstow** – Single storey extension and loft conversion incorporating dormer windows.
SUPPORTED

Comment: Plans omit presence of garage giving impression of larger plot.

- d) **PA17/03449 Penmorvah Atlantic Terrace Sandy Lane Trevone** – Part slate hanging to three elevations and reconstruction of two previously demolished chimneys.
SUPPORTED

2016/227 Projects Update, including Station House: The Town Clerk provided the following project updates i) the cemetery extension improvements were expected to take place mid-May; ii) an initial meeting with Bencrete, the Project Manager and the Town Clerk was hoped to take place next month to progress the Skate Park; and iii) Station House works continued to progress well with the windows being fitted and glass doors and glass pane on order. It

was hoped the building will soon be water tight. The contractors have advised the scaffolding will be taken down in the next 2 weeks at which time the Town Clerk thinks it a good idea for Councillors to attend a site visit and view progress for themselves. The Town Clerk further updated that Western Power were due on site mid-May to remove the power supply for the Crib Box from Station House and relocate it to the Crib Box. Western Power will at the same time increase the Crib Box supply to 3 phase. Works are to be billed to the tenant and proportion of the bill reimbursed by the Council.

2016/228 Reports from Members/Outside Organisations: There was nothing to report.

2016/229 Future Meeting Dates:

- a) Date of the Annual Council meeting on Tuesday 16 May 2017 was noted and it was **RESOLVED** to start at 7.00pm
- b) Date of the next Full Council meeting on Tuesday 30 May 2017 at 7.30 pm was noted.

2016/230 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2016/231 Confidential Minutes Tuesday 28 March 2017: RESOVLED that the confidential minutes of the Full Council meeting held on Tuesday 28 March 2017, were a true record of the meeting and they were signed by the chair.

2016/232 Sand: Railway Car Park: See confidential minutes

2016/233 Lease Issues and Updates: See confidential minutes

Meeting closed at 8.35pm