

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 28 March 2017 at 7.30 pm in the Council Offices, Unit 5B Treceus Industrial Estate, Padstow

Present: R Higman (Chairman), F J Bealing, R Buscombe, K Freeman, J Murt, H M Saunders, Mrs A E Symons, D N Vivian, Mrs T Walter and C Watson-Smyth

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Council Support Officer and Minute Taker) and 1 member of the public

2016/191 Apologies for absence and announcements: i) Apologies were received from Councillors A Rickard and A P Flide.
ii) Announcements: Agenda order, 7 a) ii) to be taken before 7 a) i)

2016/192 Declarations of Interest: There were no declarations of interest.

2016/193 Dispensations: There were no dispensations.

2016/194 Public Participation: There was no public participation.

- i) **Cornwall Councillor's Report:** There was no update due to Purdah.
- ii) **Police Report:** No report received.

2016/195 Minutes Tuesday 28 February 2017: RESOLVED that, subject to amending the date in minute 2016/177 b) iii) to February 2017, the minutes of the meeting held on Tuesday 28 February 2017 were a true record of the meeting and they were signed by the chair.

2016/196 Clerk's Report/Work Programme: was noted for information.

2016/197 Committees/Working Group Meetings:

a) ii) Council was referred to the RFO's report in respect of the request from the Leisure, Tourism and Open Spaces Committee to fund a shortfall of £22,789 for cemetery improvement works to be taken forward in one go. A budget of £30,000 had been set aside. The lowest quote was from Michael Vanstone for £52,789.00.

There was much discussion on the way forward. Concern was expressed over how, and who, would decide when the contractor would stop works if asked only to complete £30,000 worth.

Further clarification on the background and cautiousness of the report was sought from the Town Clerk. She advised the RFO considered that it was more prudent to commission work up to £30,000 and do the rest later in the year once the final cost of Station House and car park income for the year was known. She reminded Council its funds must remain at the required £150-300,000 and that "unknown" events such as the Hill Step slip had happened in the past.

It was felt whilst the RFOs report and advice was appreciated Council would have greater control over the works if carried out at the same time, cost would be lower than asking the contractor to come back with machinery twice and there would be an avoidance of re-tendering and any possibility of an increase in costs driven by tarmac prices.

The Town Clerk clarified that if the Council was to agree the RFO's report then they could not ratify minute number LTOS2016/77 under agenda item 7ai, this would have to be excluded.

RESOLVED to reject the RFO's report in respect of shortfall for the cemetery works.

RESOLVED to adopt the minutes and approve recommendations of the:

- i) Leisure, Tourism and Open Spaces Committee meeting held 7 March 2017;
 - iii) Staffing Committee meeting held 21 March 2017; and
 - iv) Highways, Roads and Transport Committee meeting held 21 March 2017
- b) **RESOLVED** to receive minutes of the Planning Committee meeting held on 7 March 2017

2016/198 Finance: Monthly Accounts and Payments March 2017

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify payment to accounts for March 2017 (a) of £26,944.36, direct debits or standing orders the following month (regular payments/same amount) of £1,901.33, cheques written, online payments made and direct debits taken since last statement of £447.78;
 - ii) ratify payment to accounts for March 2017 (b) of £1,850.93 and Cheques written, online payments made and direct debits taken since last statement of £106.98;
 - iii) ratify payments to accounts for March 2017 (c) of £2,228.00 and standing orders or direct debits the following month (regular payments/same amount) of £7,608.26, cheques written, online payments made and direct debits taken since last statement of £933.98;
 - iv) pay addendum to accounts for March 2017 of £90,685.93, cheques written, online payments made and direct debits taken since last statement of £198.15
- c) **RESOLVED** to transfer £23,074 from the Properties Earmarked Reserve to the General Fund to close the SWRDA repayment.
- d) Car parking takings were noted for information. Comment was made on the decline of Excess Charges. The Town Clerk advised that these do not show in the month they were issued but rather the month they were paid. In addition, the availability of RingGo was thought to be affecting the number issued. Users can top up time remotely avoiding parking with an expired ticket. She confirmed the car park machines were ready to accept the new £1 coin.

- e) The following updates were noted for information
 - i) South West Regional Development Agency Repayment (SWRDA); the final repayment had now been made.
 - ii) Ladywell Space Tender; was awarded to the highest tender at £1,000 plus VAT.
 - iii) Response from Barclays Bank; no plans to close Padstow branch.
- f) Bank Reconciliations availability was noted for information.

2016/199 Correspondence

- a) Correspondence for information was noted.
- b) Green Infrastructure Survey; Cornwall Council have contacted the Council to seek their views on how they consider the parish perceives/understands green infrastructure by completing a short survey.
RESOLVED not to comment.

2016/200 Internal Audit: i) The internal audit report was noted.

The Town Clerk advised some of the recommendations had already been actioned the remainder were being taken forward by the office team. She noted that overall it was a very good report which was pleasing especially as he was a new auditor with "fresh eyes".

Council expressed thanks to the Town Clerk and RFO for their efforts in achieving a good report.

- ii) **RESOLVED** to approve the updated Financial Regulations subject to amending the word "Chair" throughout the document to "Chairman".

2016/201 Project Updates, including Station House: The Town Clerk advised that the following works were now complete, dock wall slip, bollard placement and white lining.

Councillor Bealing provided an update on Station House. Works were progressing well, with roof trusses expected this week and windows shortly after. He advised the contractors were well on programme and he anticipated they may finish earlier than Council expected. The Town Clerk added that she is now looking into the interior of the building with assistance from Councillor Mrs Walter.

2016/202 Reports from Members/Outside Organisations: Councillor Vivian informed the meeting that the Sea Cadet's CO had left and they were now looking to replace. In the interim other uniformed Officers would cover this role.

Councillor Saunders updated that he had attended the Cornwall Planning Partnership meeting in Truro which he felt would be helpful in regards to NDP and planning pre-applications.

2016/203 Annual Parish Meeting: was noted as 18 April 2017. There was discussion around its content and Council gave consideration to the

report. Councillor Buscombe confirmed that he would be attending in his role as a Cornwall Councillor but that he had still to firm up on his presentation content in consideration of Purdah.

Generally it was felt the presentations should be kept relatively short and engaging.

RESOVLED to include presentations from Cornwall Councillor Richard Buscombe, Councillor Higman regarding grants, Councillor Saunders updating on NDP, Councillor Bealing updating on Station House with the museum invited to speak, if they so wish and the Mayors Speech which should include all other matters of interest.

2016/204 To Note Future Meeting Dates and to Note Date of Next Meeting: Date of the next Full Council meeting on Tuesday 25 April 2017 at 7.30 pm was noted.

2016/205 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2016/206 Confidential Minutes Tuesday 28 February 2017: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 28 February 2017, were a true record of the meeting and they were signed by the chair.

2016/207 Committee/Working Group Meetings: RESOLVED to adopt the confidential minutes and approve recommendations of the
i) Staffing Committee meeting held on Tuesday 21 March 2017
and;

Councillor Watson-Smyth left the meeting.

ii) Highways, Roads and Transport Committee meeting held on Tuesday 21 March 2017

Councillor Watson-Smyth returned to the meeting

2016/208 Sand: Railway Car Park: See confidential minutes

2016/209 Lloyds Bank Request: See confidential minutes

2016/210 Rent Reviews: See confidential minutes.

2016/211 Leases Issues and Updates: See confidential minutes

Meeting closed at 8.35pm