

## PADSTOW TOWN COUNCIL

### Minutes of the Full Council meeting held on Tuesday 31 October 2017 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

**Present:** R Higman (Chairman), R Buscombe, R Clark, A P Flide, K Freeman, A Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

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

#### 2017/94 **Apologies for absence and announcements:**

i) Apologies were received from Councillors F J Bealing and C Watson-Smyth.

ii) Annual Remembrance Parade: The Chairman shared the invitation to attend the annual Remembrance Day Service on Sunday 12 November commencing at 10.20am on the bandstand.

iii) Agenda order: **RESOLVED** that agenda item 23 would be taken after agenda item 24.

#### 2017/95 **Declarations of Interest:**

- Councillor R Higman declared an interest in Agenda Item 20: Unit 5B Treceus Industrial Estate;
- Councillors A Rickard and D N Vivian declared an interest in Agenda Item 18: Allotment Lease;
- Councillor R Clark declared an interest in Agenda item 23.

2017/96 **Dispensations:** There were no dispensations.

#### 2017/97 **Public Participation:**

- i) **Cornwall Councillor's Report:** It was noted that there was no report. Councillor Buscombe would update where relevant under specific agenda items.
- ii) **Police Report:** It was noted that the police report had not been received.

2017/98 **Minutes Tuesday 26 September 2017: RESOLVED** that the minutes of the meeting held on Tuesday 26 September 2017 were a true record of the meeting and they were signed by the chair.

2017/99 **Clerk's Report/Work Programme:** was noted for information.

#### 2017/100 **Committees/Working Group Meetings:**

- a) **RESOLVED** to adopt the minutes and approve recommendations for the meetings of the:
- i) Leisure, Tourism and Open Spaces Committee held on 3 October 2017 and;
- ii) Staffing Committee held on 10 October 2017

- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 3 October 2017
- c) **RESOLVED** to adopt the notes and approve recommendations of the Neighbourhood Development Plan Steering Group meeting held on 4 October 2017.

**2017/101 Finance: Monthly Accounts and Payments October 2017**

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify payment to accounts for October 2017 (a) of £59,952.73, direct debits or standing orders the following month (regular payments/same amount) of £9,509.59 and cheques written, online payments made and direct debits taken since last statement of £1,941.79;  
ii) ratify payment to accounts for October 2017 (b) of £5,270.15;  
iii) ratify payment to accounts for October 2017 (c) of £2,777.40 and cheques written, online payments made and direct debits taken since last statement of £68.06;  
iv) ratify payments to accounts for October 2017 (d) of £2,519.84 and cheques written, online payments made and direct debits taken since last statement of £117.59;  
v) pay addendum to accounts for October 2017 of £7,070.41 and cheques written, online payments made and direct debits taken since last statement of £1,224.86.
- c) Car park takings were noted for information. It was noted that takings in the Railway Car Park were generally down against the budget. A member considered that other areas of the county were also experiencing this trend possibly for reasons including poor weather, terrorism and economic uncertainty regarding Brexit.
- d) Annual Return 2017: This had been received from Grant Thornton and was noted for information.
- e) The Internal Audit Report was noted for information. Comment was raised in relation to being able to change supplier details and internal controls in this regard and whether the Council felt it had the assurances it required.
- f) Service Provider Issues: It was noted that South West Water had granted a leak allowance of £9,446.44 which had been applied to Council's account as a credit.
- g) Bank reconciliation availability was noted.

**2017/102 Correspondence:**

- a) Correspondence for information was noted for information.
- b) i) Trevone Green Drone: The Town clerk updated further to the report that advice from the Civil Aviation Authority (CAA) was that breaches of the agreed Drone Code could result in a criminal offence. The CAA and the Police were adopting a joined up approach to drone misuse and official advice was that any instances should be reported to the police via 101. The member of public had

been updated in this regard.

With regard to the possibility of a byelaw, it was considered this would not be practical particularly in terms of enforcement. The area in question owned by Padstow Town Council was a small section of land in Trevone and was surrounded by a beach and other land in different ownership. Furthermore, any issues of misuse would fall within the Code already in place. It was considered that perhaps people were not aware of this Code and that action could be taken.

**RESOLVED** to advise the member of the public that the best course of action was to report any breaches of the Drone Code to 101 and provide links to information from the CAA. Further, that media posts advising the same be made to raise awareness.

ii) Boundary Review Update: Division Arrangements: Councillor Buscombe gave his view in respect of this matter and the likely impact from Padstow's perspective wasn't expected to be significant.

It was considered useful for the Town Council to understand how the area's largest political parties were minded to inform the consultation prior to responding.

**RESOLVED** that Councillors Buscombe and Saunders provide a consolidated report regarding the Liberal Democrat and Conservative party recommendations on the future Division Arrangements relating to the Padstow Division as soon as practicable.

**Councillor Clark requested his name be recorded as abstaining from this decision.**

**2017/103 Station House:** The update was noted as per the agenda report. The Town Clerk further advised that the project was approximately £6,000 under budget and that this would cover the cost of the delineation of the Staff Parking area and the Resin Surfacing as quoted by Michael Vanstone, if Council so wished.

**RESOLVED** to instruct Michael Vanstone to i) delineate the staff parking behind the Crib Hut (including relocation of flag pole) at a cost of £425 plus VAT; ii) apply a resin surface to the tarmac on the entrance side of Station House at a cost of £3,410 plus VAT and iii) these works be paid for using the project surplus.

There was some discussion regarding the purchase of Christmas decorations for Station House now that the Council Offices were relocated in a more prominent location.

**RESOLVED** that the Town Clerk arrange for the purchase of Christmas decorations and tree/s as appropriate for Station House at a cost of no more than £250.

**2017/104 Unit 5b Furniture:** The Town Clerk advised that the Responsible Financial Officer was satisfied any surplus old furniture from Unit 5B could be given to local charities/not-for-profit organisations. The Town Clerk updated that the unit required further clearing but that this was hoped to take place over the next few weeks. The Town Clerk sought Council's advice on the old furniture and, if minded to give it away, whether or not they had a preferred method or benefactor.

**RESOLVED** that a list of unwanted furniture be collated and offered to Padstow School and Padstow Fire Service for first refusal. Any furniture still remaining to be offered to local charities/not-for-profit organisations within the Parish on a first-come-first-served basis.

**2017/105 Reports from Members/Outside Organisations:** Councillor Flide updated for information that he had attended a recent Code of Conduct training session.

**2017/106 Future Meeting Dates** were noted for information and **RESOLVED** to make the following amendments i) to bring forward the Planning Committee meeting on Tuesday 12 December 2017 to 6.30pm instead of 7.00pm and ii) to bring forward the Highways, Roads and Transport Committee meeting on Tuesday 7 November 2017 to 6.00pm.

**Date of Next Meeting** was noted as Tuesday 28 November 2017 at 7.30pm

**2017/107 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2017/108 Confidential Minutes Tuesday 26 September 2017:**  
**RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 26 September 2017, were a true record of the meeting and they were signed by the chair.

**2017/109 Confidential Minutes:** It was **RESOLVED** to adopt the confidential minutes and approve recommendations of the:  
i) Leisure, Tourism and Open Spaces Committee held on 3 October 2017 and;  
ii) Staffing Committee meeting held on 10 October 2017  
The Chairman of Staffing and a Staffing Committee Member provided clarification in relation to minute number S2017/32ii) which satisfied Council.

**2017/110 Station House Furniture:** See confidential minutes

**2017/111 Allotment Lease:** See confidential minutes

**2017/112 Padstow Sailing Club: Blockhouse:** See confidential minutes

**2017/113 Unit 5B Treceus Industrial Estate:** See confidential minutes

**2017/114 Mount Pleasant Slip:** Further to the Town Clerk's report, she had this week received communication from Cornwall Council. She had now been advised that a site visit had been conducted to give consideration to the issue of drainage and it had concluded there was no obvious long term solution but an interim solution might be possible. The Town Clerk provided this detail at the meeting. Cornwall Council would be sending an engineer to assess the feasibility of these solutions and the best way to remove the soil build up behind the shelter.

It was considered beneficial to refer the proposal to Council's own surveyor to assess whether there would be any merit in pursuing an interim fix.

**RESOLVED** to refer the details of the interim solution to the issue of drainage at Mount Pleasant as proposed by Cornwall Council to surveyor Shaun Watts, for consideration of its viability and to undertake a site visit.

**2017/115 Leases Issues and Updates:** See confidential minutes

**2017/116 Legal Documents: RESOLVED** to defer this item to a future meeting of the Full Council.

**2017/117 TIC Representative:** See confidential minutes

Meeting closed at 9.36 pm