

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 26 April 2016 at Council Offices, Unit 5b Treceus Industrial Estate, Padstow at 7.30pm

Present: Councillors A Rickard (Chairman), R Buscombe, R Higman, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and 1 member of the public from the press

2015/208 Apologies for absence and announcements: i) Apologies were received from F J Bealing, A Flide, K Freeman, J Murt and C Watson-Smyth; ii) There were no announcements.

2015/209 Declaration of Interest: Councillor Mrs T Walter an interest in Agenda Item 19g) Lease Issues and Updates: Messrs Steins Seating Area and Drainage Update/Progress

2015/210 Dispensations: None

2015/211 Public Participation:

- i) **Cornwall Councillors Report:** Councillor Buscombe advised that he would provide his update at Agenda Item 12.
- ii) **Police Report:** was tabled for the period 29 March to 24 April 2016; 4 crimes were identified (from 29 calls made) these included 3 Actual Bodily Harm & 1 Common Assault. Council was also advised that PC Andy Spires will not be replaced and that PC Helen Lentern would be picked up his workload. PC Helen Lentern patch extends from Port Isaac to Bedruthan Steps, St Issey, St Eval, St Merryn, Padstow, Wadebridge, Egloshayle, Sladesbridge and further towards Washaway.

2015/212 Minutes Tuesday 29 March 2016: RESOLVED that the minutes of the meeting held on Tuesday 29 March 2016 were a true record of the meeting and they were signed by the chair.

2015/213 Clerk's Report/Work Programme: was noted for information

2015/214 Health and Safety Policy and Action Plan: Council was referred to the agenda report and appendices. It was noted that the Council's Health and Safety Policy, which was adopted in July 2014 was still current and up-to-date as advised by Council's Health and Safety Advisor. The Town Clerk had updated the structure. It was also considered prudent to review the policy regularly. Council was also reminded of their health and safety responsibilities.

Council also reviewed the Health and Safety Action Plan following the annual review.

RESOLVED i) to adopt the Council's Health and Safety Policy; and ii) agree the Health and Safety Action Plan

2015/215 Committee/Working Group Meetings:

- a) **RESOLVED** to receive the minutes of the Planning Committee held on 12 April 2016
- b) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Space Committee held on 19 April 2016
- c) **RESOLVED** to adopt the notes and approve recommendations of the Station House Working Group Meeting held on 12 April 2016

2015/216 Finance: Monthly Accounts and Payment April 2016

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify payments of accounts for April (a) 2016 of £61,429.32, BACS/Direct Debits of £224.37 and cheques written, online payments and direct debits made since the last statement £22,569.47; ii) pay accounts for April (b) 2016 of £13,442.90, BACS/Direct Debit of £726.12 and direct debit or standing orders the following month (regular payments/same amounts) of £11,212.17;; and iii) pay addendum to accounts for April 2016 of £2,864.37.
- c) Car Park takings were noted for information
- d) The Responsible Financial Officer was invited to introduce the Financial Statements for the year ended 31.3.2016. She added that actual income was better than budgeted due to car park tariff revisions and rental reviews, including back rent. There had been unexpected expenditure with unprecedented rock and cliff failures. Overall, however the Council's position was good. **RESOLVED** to approve the financial Statements for the year ended 31.03.16.
- e) **RESOLVED** that i) Section 1 of the Annual Return for the year ended 31.03.16 be approved. Councillor H M Saunders abstained; and ii) Section 2 of the Annual Return for the year ended 31.03.16 be approved.
- f) Budget to Actual Variance Report (1.04.15-31.03.16) was noted.
- g) The Internal Audit Report was noted. Thanks were expressed to Council staff, especially the RFO.
- h) **RESOLVED** to renew contract for the services of South and West Internal Audit, as per the fees and terms outlined in the agenda papers.
- i) Bank Reconciliations availability was noted for information.

2015/217 Correspondence

- a) Correspondence for information was noted. Councillor Buscombe requested copy of item f, CALC Newsletter – Sheviock Emergency Plan.
- b) i) Cornwall Council: May Day: Letters from Cornwall Council were noted.

ii) Cornwall Council: Stopping up of footpath and verge at 32 Treverbyn Road, Padstow: **RESOLVED** to leave the matter on the table. Councillor R Buscombe abstained.

2015/218 RESOLVED to make the following responses to planning applications

- a) **PA16/03070 Treceus Phase 1B And 1C (2) Treceus Farm Padstow Cornwall PL28 8RT:** Non-Material Amendment for External works plan 6361-60-001t showing minor plot boundary treatment changes. Removal of render banding around window and doors plots 54,51,56,46,47,52,48. Provision of granite lintels over select windows plots 54,58,55,64,57,52. Minor adjustment to first floor windows plots 54,55,57,67,46,47,53. Omit slate hanging from front elevation plots 30/31. Adjustment to level plot 52 by raising 225mm for better interface with road level on frontage and minor repositioning of plot 53 to suit (move back 190mm) Removal of one chimney plots 51,56. To (PA11/06459) Reserved Matters application for residential development of 45 dwellings to include 23 units for sale by shared ownership or intermediate rent and 22 dwellings being for open market sale (outline consent approved under APP/D0840/A?10/2142605-PA10/04033)

SUPPORTED

Councillor R Buscombe abstained.

- b) **PA16/03528 Fromefield Dobbin Lane Trevone Padstow Cornwall PL28 8QP:** Non-Material amendment following grant of planning permission PA14/06161 to allow revision of porch design from mono-pitch roof to gable ended pitched roof

SUPPORTED

Councillor R Buscombe abstained.

2015/219 Devolution Update: Library: Councillor Buscombe referred Council to the agenda report. This was a joint report by himself, the Town Clerk and RFO. He advised that information had been requested from Cornwall Council in respect of stats and figures for Padstow Library. He referred to cost per visit for Padstow was high compared to other libraries. Padstow was the 3rd smallest library in Cornwall. Cost per book was also high at £3.22. From the information received usage was decreasing.

He commented that if the Council did wish this service to be devolved it couldn't just be "bolted on", it was highly likely that the Council structure would need to be reviewed in light of this new area of responsibility. It was difficult to ascertain actual costs for running this service but they could well be between £40-50,000 per annum.

There were still a number of unknowns such as TUPE, pension liabilities and what the service level agreement between the Town Council and Cornwall Council would look like.

He also added that the usage of the library service had changed. Often people go there to use the computer or to meet. Other avenues could be explored on how these needs could be accommodated elsewhere.

The Town Clerk added that since writing the report Cornwall Council would be considering a report on the library service which could see them running some libraries that do not devolve. They did have a statutory responsibility in the running of the libraries, so it would be interesting to wait and see how this matter developed.

Councillor Buscombe added that a pilot for devolution of libraries was taking place with Callington, Penryn and Falmouth Councils and perhaps a "wait and see" approach was best at this time. Lessons could be learnt. Furthermore, there was likely to be more clarity later on in areas which are yet unknown. The Town Clerk also added that Cornwall Council were looking to phase the devolution of libraries anyway and she agreed this was the best approach at this time.

Link Road Car Park: Councillor Buscombe considered that the Town Council was well placed to take on and run the Link Road Car Park. He had raised this at a recent Cornwall Council meeting to the relevant Portfolio Holder, Councillor Rowe. He advised that Councillor Rowe would be writing to the Council and suggest a meeting. He considered that this offer should be taken up. He would persist on this issue.

Allotments: There had been delays but it was hoped this would soon progress. A site visit had been undertaken and it has been requested that the fence be replaced. The Town Clerk confirmed that Town Council's insurers were satisfied and there would be no issue to insure. Risk Assessments would need to be added to the assessments already undertaken. Advice was being sought by Council's Health and Safety Advisor.

RESOLVED i) to note the report; and ii) take no further action at present but wait and see how the pilot projects progress.

2015/220 Projects Updates:

- a) Station House and New Toilet Block, Railway Car Park: Councillors Rickard and Bealing had attended regular site meetings and were both pleased with progress. It was hoped that the opening would be mid-June.
- b) Hill Steps: These were now complete, with final patching work of the steps now undertaken. All considered this was finished to a high standard.
- c) Dock Wall: Tenders had been sought. Matt Vale of PWH was in the progress of validating the tenders. A report would come back to the next meeting.

2015/221 Slip and Rock Failures: Port Arthur/ Mount Pleasant: There had been 2 recent slips. The one at Port Arthur has been raised with SWW, as it was understood the slip was part of the work they undertook when they put in the sewage system. Latest update was that SWW was waiting to hear from their contractor.

Concerning Mount Pleasant part of the cliff and had slipped behind the shelter. There was much discussion on this matter and it was considered that the Town Clerk approach Cornwall Council as it was their footpath at Mount Pleasant.

RESOLVED that the Town Clerk advise CC of their slip and request they address the same.

2015/222 Reports from Members/Outside Organisations: There were no updates.

2015/223 To Agree Meeting Date and Note Date of Next Meeting:
RESOLVED to note date of next Full Council Meeting of Tuesday 31 May 2016 at 7.30pm
To note Annual Council Meeting to take place on Tuesday 31 May 2016 at 7.00pm and Annual Parish Meeting to take place on Tuesday 10 May 2016 7.30pm at Padstow School.

2015/224 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted

2015/225 Confidential Minutes Tuesday 29 March 2016: RESOLVED that the confidential minutes of the Full Council meeting held on Tuesday 29 March 2016 were a true record of the meeting and they were signed by the chair.

2015/226 Leases Issues and Updates: See confidential minutes

Meeting closed at 9.15 pm

