PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 20 January 2015 at the Council Offices, Unit 5b Trecerus Industrial Estate, Padstow at 7.00 pm

Present: Councillors C Watson-Smyth (Chairman), R Buscombe, A Flide, R Higman and Mrs A E Symons

In Attendance: Mrs K Pemberton (Town Clerk) and Councillor F J Bealing

LTOS2014/34 **Apologies for absence:** were received by Councillors D N Vivian and Mrs T Walter

LTOS2014/35 **Announcements:** None.

LTOS2014/36 **Declarations of Interest:** None

LTOS2014/37 **Public Participation:** None

LTOS2014/38 **Minutes Tuesday 21 October 2014: RESOLVED** that the minutes of the meeting held on Tuesday 21 October 2014 were a true record of the meeting and they were signed by the chair.

LTOS2014/39 **Clerks Report/Work Programme:** Was noted for information.

LTOS2014/40 **Correspondence:** The Town Clerk advised that a letter had been received from Cornwall Council with regards to devolvement of allotments, namely at Rope Walk.

Committee considered that the matter be referred to Council for consideration. However, they did comment that if Council were minded to take on this service that procuring the freehold rather than a long or short term-lease would be preferable. Questions should be asked of Cornwall Council before considering this opportunity.

RESOLVED to refer matter to Council for consideration.

LTOS2014/41 **Council Vehicles:** The Town Clerk tabled a report for consideration. She advised, that at the request of Committee, Councillor Bealing had met with the team in taking this matter forward.

Various options had been explored taking into account requires Council need for a vehicle such as:

- Smaller vehicle;
- Open back i.e. not closed in like a van; and
- 4x4

Unfortunately it was not possible to purchase the smaller vehicles the Council currently owned as these were no longer being manufactured.

Following investigations the best vehicle was an Isuzu Utility Ranger, initial costings were £15,233.34 (plus VAT, and taking into account discount offered). This included delivery, beacon, full chevrons and over rail load liner.

Comment was made that if trading in any vehicle the discount offered could be reduced and that this should be clarified. The Town Clerk advised that the figures given were as October 2014, she would ensure the issue with costing was fully clarified.

The Town Clerk advised that purchase options had also been looked at. It was not possible for the Council to lease a vehicle, this was checked with Internal Audit, as local Councils are not allowed to borrow. Contract hire was possible, however, the vehicle would have to be returned in good condition. Fleet options could be explored in this regard. The Town Clerk confirmed that budget available was £10,000 (2014/15) and a further £15,000 for 2015/16. The RFO had looked in the purchase options and had found it was more cost effective to purchase out-right and not via a contract arrangement.

Due to the budget available it was felt that, as the Council's Isuzu Truck had low mileage and was in good working order, the Council should retain it for now. With regards to the other two vehicles, the Suzuki Carry be traded in and the Piaggio be kept for now as it had low mileage and was a useful van. It was felt that the Council should then year on year budget money towards an ongoing vehicle and machinery replacement programme in order that the Council maintains a good vehicle fleet.

RESOLVED that i) detailed costings be confirmed for Isuzu Utility Ranger and that the discount offered be clarified if trading in a vehicle; ii) once the full budget is available from April 2015 the Council purchase an Isuzu Utility Ranger with

the additional requirements as detailed in the report; ii) both the Isuzu Truck and Piaggio be retained but Suzuki Carry traded in;

LTOS2014/42 **Cemetery:**

i) The Town Clerk tabled Action Plan following the audit report. Overall the inspection undertaken by South West Cemetery Services had gone well, particularly improvements made to Council's record keeping.

There was an issue with regards to the backfilling and preparation of graves. A sexton excavates a grave but the rest of the process is undertaken by the Maintenance Team. Following the inspection it was considered that if this were to continue specific training would be required and more done in terms of health and safety risk assessments and inspections. The Support Officer, Julia Downey had established that out of 55 cemeteries Padstow Town Council was the only authority to use its own staff to backfill. It was considered advisable that in respect of excavation and backfilling of graves this be undertaken by a sexton.

At present the Council use a sexton to excavate at a cost of £125, this is included within the burial fees. To do all burial requires would cost in total £380. For an additional £38 per excavation the sexton could remove the soil.

Committee thought that immediately a sexton should undertake all burial duties however, with regards to cost they considered this quite a climb in price. A suggestion was to phase in the cost over a period of time. It was felt that the Finance and General Purposes Committee look into the costs. Other information that could be helpful for them to know would be an idea on the number of burials and cremations undertaken each year.

The Town Clerk gave a brief update with regards to the plans for maximising space. This had been referred to South West Cemetery Services. Unfortunately this had not been progressing as well as planned. The Town Clerk would work with the Support Officer in trying to move this issue forward, any concerns she would report back to Committee.

RESOLVED that sexton undertake all burial duties in terms of excavation and back filling but that costs remain at £125 for the time being; ii) the Finance and General Purposes

Committee look at the costings for this additional service and impact on fees and charges for burials.

ii) The Town Clerk advised of a damage headstone and that the family could not be traced. There were health and safety concerns in this regard.

RESOLVED that the damage to the headstone, as detailed in the report, be fixed by a stonemason as soon as possible.

LTOS2014/43 **Updates:** Committee was referred to the update as detailed in the agenda papers which was noted for information.

a) Churchyard Cremation Plots: Faculty documentation to allow for the creation of further cremation plots in the Churchyard was expected in the coming weeks. It was hopeful that works would commence before the end of the financial year.

b) War Memorial: Committee was pleased to hear that funding from the War Memorial Trust had been forthcoming totalling £675. The total cost of renovation was £1,860, the remainder of the costings was borne by the Council.

c) Plantation and Woodland Trust Trees: The Town Clerk provided an update following the actions agreed at the last meeting.

Overall most things had been completed. Concerning fencing it was felt that this should be wooden, a nice idea was with rope but this could be expensive and could require more frequent replacement. The issue with water flow had been dealt with. It was now going straight down the roadway, and not into plantation causing erosion to the footpath. Unfortunately the drains were blocked, this would be reported to Cornwall Council.

With regards to some planting, these would be undertaken during the right time of the year. A bench would need to be ordered. Dog bins were also required.

Involvement of the school had been discussed with the Headmaster of Padstow School. He was very keen in this regard.

The Town Clerk had met with the maintenance team who had come up with the idea of creating a nature trail and working

alongside the Woodland Trust who had various ideas online to involve young people. It was also suggested that plantation could be used as an educational area, i.e. putting on demonstrations such as wood turning or wood carving. The idea of enchanted story telling was also felt a good idea. Committee was pleased to hear these ideas and thought they were a great opportunity to see the area used and looked after. It was felt that once the initial grounds works and works to make it safer for people to use the idea of a nature trial could be introduced and where possible involving young people along the way.

The Town Clerk advised that part of the wall between the plantation and churchyard had fallen. It was considered that this should be checked out and if responsibility of Padstow Town Council duly fixed.

d) Mill Road Trees: The update was noted. The Town Clerk advised this matter had been referred to Cornwall Council. The land in question was not owned by the Town Council. This had been checked via the Land Registry.

e) Stolen Memorial Seat: The update on this matter was noted.

LTOS2014/44 **Bandstand Review:** Committee had no issues with performers using the bandstand in connection with Marie Curie Padstow to Rock Swim on Sunday 12 July 2015 being outside the performance times.

Noted that the RNLI Harbour Day would take place on Monday 13 July 2015, instead of Sunday 12 July 2015.

The Town Clerk advised that the trial year times were now being offered to bands. There had been a mixed response. Any concerns she would raise with the Chairman. However, she hoped bands appreciated this was a trial and their feedback would be appreciated after the trial.

LTOS2014/45 **Play Area and Play Equipment Inspections:** Council were referred to the recent inspection carried out by The Play Inspection Company. Overall the inspection had gone well. There were no major areas of failure. There were some mistakes in the report, which had been amended by the Play Inspection Company, as follows:-

Lawns Play Area:

- **Disabled Access (Pg 3):** Severely Limited changed to Generally Accessible

- **Boat Play Equipment (pg 17):** Comments from Findings 3 to 10 were on the incorrect page. Should refer to the boat play equipment (pg 18). Comment was also raised with regards to findings 18 that the boat installed as per unit supplied.

The Maintenance Team was working through the inspection reports on site and would report back to the Town Clerk their progress in the next week couple weeks.

LTOS2014/46 **Lawns over 12's Play Area and Tennis Courts:** Committee was referred to the agenda report in this regard and reminded of its recommendation to combine budget for Skatepark and improvements to the lawns tennis court. This had yet to be considered by the Finance and General Purposes Committee.

Thoughts were to ascertain the use of the play area currently available for the over 12's with a view to possibly improving the space ramp or skate rail and perhaps some seating for young people to meet up with their friends. With regards to the tennis courts, it was felt that these needed to be improved. They didn't get used as much as they could and thoughts were to looked into the developing a multi-activity area to do say, tennis, 5-aside football and basketball.

Committee felt that key stakeholders views should be sought and proposals pulled together. The Town Clerk advised she had spoken with the Youth Group leader and he seemed enthusiastic with the idea.

Comment was made with regards to dogs messing the lawn area in front of the tennis courts. It was felt that a dog bin should be erected there. Dogs not on leads was also a concern. It was requested that the Social Club and library be written to asking they remind their customers to keep their dogs on leads and to pick up after their dog. Appropriate signage should also be erected.

RESOLVED i) Councillor A Flide and the Town Clerk work together to pull together proposals for improved recreation facilities at the Lawns; ii) the Town Clerk take forward proposals to address dogs not on leads or fouling at the Lawns.

LTOS2014/47 **Date of Next Meeting:** Tuesday 3 March 2015 at 7.00 pm

LTOS2014/48 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

LTOS2014/49 **Confidential Minutes Tuesday 21 October 2014:** **RESOLVED** that the confidential minutes of the meeting held on Tuesday 21 October 2014 were a true record of the meeting and they were signed by the chair.

LTOS2014/50 **Updates:** See confidential minutes.

Meeting closed at 8.05 pm.