

# PADSTOW TOWN COUNCIL

Minutes of the meeting of the Full Council of Padstow Town Council held on  
Tuesday 29 November 2011 at 7.30pm

**Present:** Councillors Mrs T Walter (Chair), Mrs P Davis, D Edwards, K Freeman, R Higman, M J Hunt, A Rickard, Mrs K Seaber, Mrs A Symons, D Vivian & C Watson Smyth and 4 members of the public including Cornwall Councillor S Rushworth and Padstow Neighbourhood team – PC Spires.

**In Attendance:** Mrs S Lee – Locum Town Clerk

**273/2011** **Apologies** were received from Cllrs Mrs C Evans

**274/2011** **Declarations of interest were received from –**  
Cllr Seaber declared

- a personal interest in 281/2011 ci
- a personal & prejudicial interest in 281/2011 ciii as a member of the Cornwall Council standards committee.

**275/2011** **Public Participation** – Mr Kitto offered to answer any questions regarding his application to use land adjacent to Mark’s Shelter and it was **RESOLVED** that these could be answered within the agenda item.

**Cornwall Councillor Report** – Cllr Rushworth - advised that the Tregalla Caravan Park application had been withdrawn but will be resubmitted– he will keep the Council updated. He updated the Council on other issues including the proposed freeze of Council tax for 2012/3, devolution of services, traffic orders and offered a Community Chest grant for Jubilee mugs.

**Police report** - the monthly police report was received.

**276/2011** **Minutes of the meetings held on Tuesday 25 October** - It was **RESOLVED** that the Minutes be accepted as a true record of the meeting with the addition at item 265/2011 of ‘offering visitors a safer access into the town and it was the Council’s responsibility for the health and safety of its visitors *while on Council land*’ - and the Chair signed them as such.

**277/2011** **Clerks Report** - the report was received for information. The Clerk to prepare draft terms of reference for PaTCAG working group for December meeting.

**Action: Locum Town Clerk**

278/2011 **Future of Council offices** – it was **RESOLVED** that a working group be set up to investigate the future of the building comprising of Cllrs Mrs T Walter, Mrs K Seaber, Vivian, Rickard & Locum Town Clerk.

279/2011 **Committee meetings -**

- a. Highways, Roads & Transport – It was **RESOLVED** to adopt the minutes of the 22 November
  - b. Staffing sub-committee – 17 November - it was **RESOLVED** to adopt the minutes of the meeting and the recommendations
  - c. Environment – 22 November – cancelled due to lack of quorum
  - d. Leisure, Tourism & Open Spaces – it was **RESOLVED** to adopt the minutes of the meeting of the 8 November with the addition of apologies received from Cllr Watson-Smyth  
To receive the minutes of -
    - a. Planning committee – 8 November - It was **RESOLVED** to accept the minutes of the meeting and to copy Cllr Rushworth in on responses to Cornwall Council in future
- Working Groups –
- a. Devolution Working Group – the notes of 10 November were received
  - b. Policies working group – the notes of 17 November were received and it was **RESOLVED** to adopt the public participation policy.

280/2011 **Finance**

- a. Monthly finance report - it was **RESOLVED** to accept the financial report
- b. Accounts for payment – it was **RESOLVED** to pay the accounts as presented totalling £12103.59 and Bank transfers of £24,020.06
- c. Bank Account - It was **RESOLVED** that amendments be made to remove those signatories who are no longer Councillors or staff members.

**Action: Accountant**

- d. Queens Jubilee mugs - Cornwall Councillor Rushworth had offered £1000 from the Community Chest to go towards the purchase of mugs – it was therefore **RESOLVED** that the Council budget of £1000 be retained to cover possible incidental expenses and that the Locum Town Clerk complete the grant application. It was **RESOLVED** that the Town Clerk, Cllr Mrs Walter and Cllr Davis would approve the wording for the mugs.

**Action: Cllrs Mrs Davis, Mrs Walter & Locum Town Clerk**

281/2011 **Correspondence**

- a. **Correspondence for information** - The following correspondence was noted

|  |                   |  |
|--|-------------------|--|
|  | Calc – The Week – |  |
|--|-------------------|--|

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|---|--|--|
| a | Issue 45   |  |
| b | PATA Christmas Festival – request re car parking and manning of road closure | Free parking agreed for Fri & Sat evening and provision of a member of staff for road closures – awaiting copy public liability insurance. |
| c | Padstow Harbour Commissioners  | Agenda and minutes   |
| d | FFP New media  | Thanks for use of bandstand and all help given   |
| e | Mr Gomm  | Suggestions for works in Padstow   |
| F | War Memorials Trust  | Bulletin   |
| g | Copy correspondence re sewage discharge at Trevone                           | All forwarded on to CC – Cllr Rushworth  |
| H | PATA agenda  | To Cllr Edwards  |
| I | Countryside Voice  | CPRE   |
| J | Healthwatch invitation   | Sent to all Cllrs  |
| K | Seadog   | Statistics for website 50 visitors Oct31 – Nov 6   |
| L | SW Councils  | Xmas working arrangements – to Accountant  |
| M | CALC – The Issue week 47 & 48  |  |
| N | Mr Rawles  | Re memorial bench –responded to advise current policy  |
| 0 | Sita invitation  | To all Cllrs   |
| P | Wendy Kitto  | Thank you for repairing memorial seat – copied to maintenance team   |
| Q | Mrs O’Keefe  | Concern re cemetery - discussed  |
| R | Cornwall Conversations Budget meeting  | Copied to all Cllrs  |
| S | PCSO Smith   | Re drug case –will be subject to due process and confirmation that he can enforce dog fouling orders                                       |
| T | Clerks & Councils Direct   |  |
| U | BTCV   | Details to maintenance manager re volunteer work   |
| V | Padstow Youth Forum Annual report  | Copied to all and requested Ms Cox to advise when she would like to present dvd to council.  |
| W | Padstow Youth Forum  | Copied to all Cllrs  |
| X | Mr Hinchcliffe   | Photos of Remembrance Sunday and copy letter to Dan Rogerson   |

- b. Councillor correspondence-** it was agreed that in February 2012 Councillors would receive copies of all correspondence received as a trial to ascertain the level of correspondence needed to be forwarded. In the meantime the correspondence list would be sent out fortnightly as a précis. **Action: LTC**
- c. Correspondence for decisions**
- i. Sealife Safaris – it was **RESOLVED** that in view of the tender procedure for other areas of Council land that the land by Mark’s Shelter should be offered by tender with the use restricted to non food outlets . The Locum Town Clerk was asked to make the appropriate arrangements with the closing date for Marks Shelter tenders being – 31 January (this tender would be from Feb-April 2013) and Ladywell parking space and the railway land car park space - closing date 29 February. All tenders would go to F & GP committee for acceptance. **Action: LTC**
  - ii. Sports relief – there was no interest in hosting a mile event within the Council however all councillors would ask to see if they knew of anyone who might be interested and advise the Locum Town Clerk.  
**Action: All Councillors**
- Cllr Mrs Seaber left the meeting
- iii. Future of the code of Conduct – it was **RESOLVED** that the Council supported one code of conduct for Cornwall and the Locum Town Clerk would advise CALC of this response. **Action : LTC**  
Cllr Mrs Seaber returned to the meeting
  - iv. Savills – it was **RESOLVED** that the Town Clerk would write to Savills and advise that the Town Council own this land and to enclose copies of the boundary map and the old railway land. In addition it was **RESOLVED** that the Locum Town Clerk would instruct Council solicitors with regard to the cost and process for the registration for all the Council land and would be delegated to move this project forward as appropriate.

**282/2011 Committee membership –**

- a. it was **RESOLVED** to adopt the terms of reference as circulated for the following committees –
  - i. Leisure Tourism & Open Spaces to incorporate Environment committee
  - ii. Staffing Committee
  - iii. Finance & General Purposes Committee incorporating Investment Properties with amendments to delete the Chair of Planning as a member and at 4 b to amend approve to decide.
- b. Committee membership – it was **RESOLVED** that the membership of the updated committees would comprise of –
  - i. Leisure Tourism & Open Spaces to incorporate Environment committee - as

existing LTOS committee – Cllrs Edwards, Davis, Rickard, Symons, Vivian & Watson-Smyth.

- ii. Staffing Committee – as existing sub – committee – Cllrs Rickard, Evans, Hunt, Seaber & Walter
- iii. Finance & General Purposes Committee incorporating Investment Properties – as the F,S & GP committee already had one member in excess of its terms of reference it was **RESOLVED** that the revised committee would comprise of Cllrs Hunt, Davis, Edwards, Freeman, Rickard, Seaber, Walter & Watson-Smyth.

**283/2011 Council Records** - it was **RESOLVED** to delegate the authority to the Locum Town Clerk to make arrangements with regard to moving old Council records to the County Records office in Truro. **Action: LTC**

**284/2011 Health & Safety –**

- a. Electrical Testing – The electrical safety report had been received and it highlighted that the current electrics were outdated - costings to be obtained to carry out essential works and to be discussed by the Future of the council offices working group to help in their discussions. It was stressed that the essential work needed to be carried out if the Councils staff were to continue to work in the building regardless of any plans to replace the building. **Action: LTC**
- b. Asbestos testing – had been carried out and an asbestos register would now be compiled to record the results. There were no major issues for concern. **Action: LTC**

**285/2011 Bus Shelters** - it was **RESOLVED** to delegate the authority to the Locum Town Clerk to negotiate an agreement with Fernbank for the maintenance of the bus shelters at School Hill, outside the Council offices and at Tesco’s at no cost to the Council. In return for maintenance the company would be permitted to put up local advertising in the shelters subject to any licenses etc from Cornwall Council which they would be obliged to fulfil. In addition they would be asked to ascertain if they would look after the shelter on the Link Road which is used by school children. **Action: LTC**

**286/2011 Reports from members-** none

**Dates of the next Padstow Town Council meeting**

- a. Finance & General Purposes – Thursday 1 December
- b. Planning committee – Tuesday 6 December 2011
- c. Full Council – Tuesday 13 December 2011 – it was **RESOLVED** that the meeting would commence at 6.30pm

The Meeting closed at 9.45pm

Date..... Chair .....