

## PADSTOW TOWN COUNCIL

### Minutes of the Full Council meeting held on Tuesday 30 January 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

**Present:** R Higman (Chairman), F J Bealing, R Clark, A P Flide, K Freeman, A Rickard, Mrs A E Symons, Mrs T Walter and C Watson-Smyth

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Council Support Officer and Minute Taker) and Sargent A Stewart (Devon and Cornwall Constabulary)

#### **2017/141 Apologies for absence and announcements:**

- i) Apologies:** were received from Councillors H M Saunders and D N Vivian
- ii) Announcements:** It was noted that the opportunity had arisen to publish content relating to Council news in a new local publication "The Directory". The Directory is a free publication for the community organised by the Padstow Vintage Rally and Country Fair CIC. At present publication is quarterly and a full page has been reserved for use by the Council in each edition.

#### **2017/142 Declarations of Interest:**

- Councillor A Rickard declared an interest in Agenda Item 23 Allotment Lease and Agenda Item 25 White Shelter Rental Sites and Lease Renewal
- Councillor A P Flide declared an interest in Agenda Item 25 White Shelter Rental Sites and Lease Renewal

#### **2017/143 Dispensations:** There were no dispensations.

- 2017/144 Public Participation: Police Report:** A tabled copy of the police report for the period 25 November 2017 to 28 January 2018 was circulated. It outlined that a total of 67 reported logged incidents and 23 crimes had occurred. Police Sargent Andy Stewart was invited to address the Council. Comments included;
- The area's police force was operating at its FTE; basic staff level. As such, any further cuts to the service over the next 3 years would not see a reduction in personnel for the area.
  - Capacity for a police response from Wadebridge was to be maintained by the presence of at least one member of staff at their new base on the second floor of the fire service. This new location was in line with a national move towards tri-service locations. At present, the NHS would not be joining the Police and Fire Service building in Wadebridge.
  - Sargent Stewart emphasised that whilst the number of common assaults seemed high at 8, several could be attributed to one property and was not concerning to the general public. He further added that the statistics for assault had risen nationally but that some of this could be attributed to reclassification of

some crimes. For example a dog biting a person would now be recorded as an assault.

- 1 incident of rape was listed in the report. Sargent Stewart emphasised that again this was not a safety concern for the general public. He advised the circumstances were more a crime of responsibility due to the age of the individuals involved. It was noted that also due to the way crime statistics are reported, historical reports of rape would be included in the statistics at the time they are reported.
- There had been one racially aggravated crime which consisted of verbal abuse based on the victim's ethnicity.
- Sargent Stewart summarised that he did not consider there to be any trends developing in the area. He encouraged the public to use the Devon and Cornwall Police website which provided a great deal of information and answers to non-emergency questions via a search engine on the website called Ask Ned.

The Town Clerk expressed thanks to PC Lentern and PCSO Wherry through Sargent Stewart for their recent assistance.

**2017/145 Minutes Tuesday 28 November 2017: RESOLVED** that the minutes of the meeting held on Tuesday 28 November 2017 were a true record of the meeting and they were signed by the Chair

**2017/146 Minutes Tuesday 16 January 2018: RESOLVED** that the minutes of the Extra-Ordinary Meeting held on Tuesday 16 January 2018 were a true record of the meeting and they were signed by the Chair

**2017/147 Clerk's Report/Work Programme:** was noted for information. The Town Clerk further added that conditional planning permission had now been granted for the Skate Park these being i) location of the replacement trees to be agreed with Cornwall Council before first use; and ii) Cornwall Council being made aware of the detail of the drainage solution before commencement of works. This was being progressed by the Town Clerk and surveyor, Shaun Watts as resolved by the Leisure, Tourism and Open Spaces Committee at their meeting on 16 January 2018.

The Town Clerk advised members that due to the time elapsed between quoting and planning permission being granted, fluctuations in costs were likely. The Project Manager was looking in this matter. Wheal Jubilee Skate Parc had £10,000 in grant money for a stake park which they have offered to donate. This was being investigated to ascertain if the rules of the grant allowed this.

**2017/148 Committees/Working Group Meetings:**

- a) A tabled copy of the minutes for the meetings of the Staffing Committee held on 9 January 2018 and the Leisure Tourism and

Open Spaces Committee held on 16 January 2018 were circulated and read.

It was **RESOLVED** to adopt the minutes and approve recommendations for the meetings of the:

- i) Staffing Committee held on 9 January 2018 and;
- ii) Leisure, Tourism and Open Spaces Committee held on 16 January 2018;

- b) **RESOLVED** to receive the minutes of the Planning Committee meetings held on 12 December 2017 and 9 January 2018
- c) **RESOLVED** to adopt the notes and approve recommendations of the Neighbourhood Development Plan Steering Group meeting held on 24 January 2018

**2017/149 Finance: Monthly Accounts and Payments January 2018**

- a) The monthly finance report was received and noted for information.
- b) **RESOLVED** to i) ratify payment to accounts for December 2017 (a) of £7,654.87; direct debits or standing orders the following month (regular payments/same amount) of £9,780.89 and direct debits paid of £2,434.21.
  - ii) ratify payment to accounts for January 2018 (a) of £10,171.97; standing orders or direct debits the following month (regular payments of the same amount) of £9,780.89 and direct debits and cheques paid of £2,583.45;
  - iii) ratify payment to accounts for January 2018 (b) of £7,398.03 and direct debits and cheques paid of £601.94;
  - iv) ratify payment to accounts for January 2018 (c) of £2,516.25 and direct debits and cheques paid of £515.22.
  - iv) pay addendum to accounts for January 2018 of £1051.58 and cheques written, online payments made and direct debits taken since last statement of £231.84
- c) Car park takings were noted for information.
- d) **RESOLVED** to approve as detailed in the agenda report the i) Padstow Town Council Risk Assessment Management (January 2018); and ii) Investment Strategy.
- e) Bank reconciliation availability was noted.

**2017/150 Correspondence:**

- a) Correspondence for information was noted.
- b) i) Diabetic Screening: Further to the agenda report the Town Clerk updated that she had now received information concerning the particulars of the screening unit. The unit was 30ft long, typically encompassing 4 car parking spaces and would require space to the side of the unit for access.

The Town Clerk reminded members that similar requests from Lloyds Bank were met with concern by Council's Health and Safety Representative, Jim Nicholson last year.

The Town Clerk expressed concern at the timing of the screening unit request. Namely that it was very close to the Easter Holidays which would naturally see an increase in activity within the Railway Car Park. The Town Clerk advised that due to the Station House building works it had not been possible to accommodate the screening unit last year but that they had been able to locate the unit in the Link Road Car Park.

**RESOLVED** to a) request that the Royal Cornwall Hospital seek permission to locate their mobile diabetic eye screening unit in the Link Road Car Park during the period 21 March 2018 – 28 March 2018;

b) Should Cornwall Council be unable to accommodate, to approve the request to accommodate the unit as per the details provided within their request and v) that insurance and risk assessment information be provided

c) Town Clerk to raise with the Royal Cornwall Hospital the possibility of screening in future years taking place during months with reduced risks to Health and Safety such as January or February.

- ii) Padstow Sailing Club: The Town Clerk advised that Council's Surveyor Shaun Watts had confirmed the bank movement behind the Sailing Club was low level and low risk. He considered that the vegetation would retain the area and there was no need to undertake remedial works. He did suggest it be added to the Council works programme to inspect the area every 12 months.

**RESOLVED** that the Town Clerk inform Padstow Sailing Club that on advice from Council's Surveyor the area would be inspected every 12 months but that no remedial works would be undertaken at this stage.

- iii) Cornwall Council: Proposals to Change Car Parking Charges  
**RESOLVED** not to comment.

**2017/151 Planning Applications: It was RESOLVED to make the following response to planning applications:**

**a) PA17/10896 21 Dennis Road Padstow PL28 8DE**

Amended plans – Remodelling of existing house, removal of previous extensions, garage and construction of a new side and rear extension and associated works.

**NOT SUPPORTED**

- i) **overdevelopment of plot; and**  
ii) **out of character with the street scene**

**2017/152 Health and Safety Review:** The 2017 Health and Safety Report had received a score of 94% and overall was pleasing. The Town Clerk advised that the team were forming an Action Plan to address

one or two points. The Town Clerk advised that one area which needed attention was Councils Stress Policy. She had conducted research into this area but examples she had found were not effective for all members of staff. The Town Clerk would continue to research this.

**RESOLVED** to i) receive the 2017 Health and Safety Review as previously circulated; ii) to note members own responsibilities and leading role in respect of health and safety and the development of a positive health and safety culture; and iii) the Town Clerk to progress an action plan to include any areas highlighted in the 2017 Health and Safety Review including a Stress Policy.

**2017/153 Unit 5B Treceus Industrial Estate:**

i) **Marketing Property:** The update was received as per the agenda report. The Town Clerk advised that she had been informed that the viewing had gone well but she awaited further feedback.

In response to a member query, the Town Clerk advised that should a notable offer of purchase be made for Unit 5b the Chairman may wish to call an Extra Ordinary meeting of the Full Council to avoid any unnecessary delay in discussing its response.

ii) **Disposal of Furniture:** The Town Clerk advised that the Fire Service had now taken the furniture they required. She was still awaiting a response from the school.

After hearing from the School, any remaining furniture would be offered to the other organisations who had been in contact namely, the Church Rooms and Padstow Museum. A list of any surplus would then be compiled and offered to local organisations or groups via the website and social media on a first come first served basis as previously decided by Council.

**2017/154 Plastic Free Padstow Initiative:** Members were referred to the tabled report regarding the Plastic Free Padstow Initiative. Generally members were positive and supportive of the initiative.

**RESOVLED** to a) i) support Plastic Free Coastlines; ii) to commit to plastic free alternatives and iii) support plastic free initiatives within the constituency and b) to propose that Councillor Richard Higman, as a representative of Padstow Town Council, be appointed to the Plastic Free Coastlines Steering Group.

**2018/155 Reports from Members/Outside Organisations:** Councillor R Higman reported attendance at the Wadebridge and Community Network Meeting. He had also recently attended the Sea Cadets Christmas Lunch and later their Annual Awards Ceremony and

expressed how impressed he had been by the Cadets at both events.

Councillor R Clark had attended a recent meeting of the Camel Trail Partnership noting that:

- Cornwall Council had replaced Treats on Trikes with a bigger venture
- Damage to an emergency access point had been incurred with anti-social behaviour being considered the likely cause.

It was noted that the Camel Trail Partnership meeting had been the first meeting held in the new Council Offices of which they had been very complimentary.

**2017/156 Future Meeting Dates** were noted for information and **Date of Next Meeting** was noted as Tuesday 27 February 2018 at 7.30pm

**2017/157 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2017/158 Confidential Minutes Tuesday 28 November 2017: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 28 November 2017, were a true record of the meeting and they were signed by the chair.

**2017/159 Confidential Minutes Tuesday 16 January 2018:** It was **RESOLVED** that the confidential minutes of the Extra-Ordinary Council meeting held on Tuesday 16 January 2018 were a true record of the meeting and they were signed by the chair.

**2017/160 Committee/Working Groups meetings:** A tabled copy of the confidential minutes of the Staffing Committee meeting held on 9 January 2018 were circulated and read.

**RESOLVED** to adopt the confidential minutes and approve recommendations for the meeting of the Staffing Committee 9 January 2018.

**2017/161 Office Furniture:** See confidential minutes

**2017/162 Railway Car Park:** The update was noted as per the agenda report.

**2017/163 Allotment Lease:** See confidential minutes

**2017/164 Crib Box Request:** See confidential minutes

**2017/165 White Shelter Rental Sites and Lease Renewal:** See confidential minutes

**2017/166 Lease/Tenant Issues Update:** See confidential minutes

Meeting closed at 8.58 pm