



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

27 May 2021

Dear Councillor

I write to summon you to the meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 3rd June 2021 at 7.00 pm**.

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 15 minutes prior to the start of the meeting** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

PP R Lane  
Town Clerk  
To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford R Bullock G Challen M Fox A Pinckney Vacancy	L Challen S Gillies S Martin J Peggs P Samuels (Chairman) Vacancy	S Miller B Samuels G Taylor D Yates

## Agenda

1. Health and safety announcements
2. Prayers.
3. Apologies.
4. Declarations of Interest
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report (Page 8)
6. Monthly Crime Figures (Pages 9 - 10)
7. Report by Community Enterprises PL12 (Page 11)
8. CNP report for noting or matters arising
9. CNP Action Points for Reports
10. To receive a report on behalf of Safer Saltash
11. To receive a report from Cornwall Councillors (Page 12)
12. To present a certificate of appreciation to a member of the public.
13. To consider Risk Management reports as may be received
14. Questions - A 15-minute period when members of the public may ask questions of Members of the Council

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
15. To receive and approve the Minutes of the Annual Town Council Meeting held on 20th May 2021 as a true and correct record (Pages 13 - 27)

16. Finance:
- a. To advise the following receipts in: (Pages 28 - 29)
    - i. March 2021
    - ii. April 2021.
  - b. To advise the following payments in: (Pages 30 - 33)
    - ii. March 2021
    - iii. April 2021.
  - c. Urgent and essential works actioned by the Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 28th February 2021 and 31st March 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
17. To receive the Internal Auditors Year End Report 31st March 2021. (Pages 34 - 39)
18. Annual Governance and Accountability Return Statements 2020/21:
- a. To approve and sign section 1 Annual Governance Statement 2020/21.
19. Annual Governance and Accountability Return Statements 2020/21:
- a. To approve and sign section 2 Annual Governance Statement 2020/21.
20. To ratify the COVID-19 Delegated Decision Register: (Pages 40 - 41)

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committees</b>	<b>Sub Committee</b>
STC95	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	FULL COUNCIL	LIBRARY
STC100	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works at Station Building	APPROVED	FULL COUNCIL	N/A

21. Correspondence:
  - a. To receive a letter of appreciation from a resident of Saltash - 2021 Elections. (Pages 42 - 43)
  - b. To consider a request from a resident of Saltash to install CCTV in Fore Street. (Page 44)
  - c. To consider a request from a resident of Saltash to register the land known as Trematon Pound as a Heritage site with Heritage England (Pages 45 - 46)
  - d. To receive notice of cancellation of the Civic Event to commemorate the 1941 Blitz - Saltash 1941 Blitz Committee. (Page 47)
  - e. To consider a letter from a resident referring to Saltash Boat Park and Slip and Saltash Station Building. (Pages 48 - 50)
  - f. 20's Plenty for Cornwall - Global Road Safety Week. (Pages 51 - 52)
  - g. The Big Lunch 2021 - UK's annual celebration to give thanks and get to know our neighbours and communities.
  - h. Cornwall Council - Renewal of 2-VRM Parking Permits for Alexandra Square car park (Pages 53 - 67)
22. To note and receive the minutes of the following Committees and consider any recommendations:
  - a. Personnel held on 25th May 2021 (Pages 68 - 73)
  - b. Planning and Licensing held on 26th May 2021 (Pages 74 - 81)
23. To readopt the following Town Council policies/protocols:
  - a. Standing Orders
  - b. Civic Awards
  - c. Model Publication Scheme
  - d. Remote Meetings Protocol and Procedures
  - e. Remote Meetings Procedure and Roles
  - f. Annual Business Continuity Plan.
  - g. Annual Statement of Internal Control
  - h. Annual Internal Audit Business Risk Assessment
  - i. Annual Treasury Management Strategy

- j. Annual Reserves Policy
  - k. Anti Bribery Policy Statement and Anti Fraud and Anti Corruption Strategy
  - l. Finance Schedule and Precept Plan
  - m. Financial Regulations
  - n. Risk Management Plan Statement
  - o. Risk Management Strategy
  - p. Receiving Public Questions at Meetings
  - q. Scheme of Delegation
  - r. Local Government Pension Scheme
24. To receive, approve and sign the Health and Safety Policy Statement (Page 82)
25. To consider COVID-19 Government updates.
26. To receive a report from the Climate Change and Environment Working Party  
**(Pursuant to FTC held on 4.03.21 minute nr 348/20/21)**
27. Planning:
- a. Applications for consideration:
    - PA21/01600**  
Mr Robert Carter, Carter Properties – **Land Adjacent To Unit 1F Long Acre Saltash PL12 6LZ**  
Development of two industrial units including parking facilities and loading bay areas.  
**Ward: Tamar**  
Date received: 11/05/21  
Response date: 01/06/21  
<https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=QOM64XFG1W400>
    - PA21/03568**  
Mr V Welch Welkin Development SW Ltd - **127 Old Ferry Road Saltash PL12 6BL**  
Outline application for the construction of up to six dwellings and associated works with all matters reserved except access.  
Demolition of the building under Part 11 of the Town and Country Planning (General Permitted Development) (England) Order 2015.  
**Ward: Tamar**  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQW0CHF GMP700>

- b. Tree applications/notifications: None.
28. Consideration of License Applications: None.
29. To consider reinstating Meet your Councillor sessions.
30. Public Bodies (Admission to Meetings) Act 1960  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
33. To consider urgent non-financial items at the discretion of the Chairman.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: Extraordinary Full Council Meeting - Thursday 10th June at 6:30 p.m.
36. Common Seal:  
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.