

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 3rd June 2021 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), G Challen, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

ALSO PRESENT: 7 Members of the Public, 2 Members of the Press, Reverend Prebendary B Anderson, H Frank (Cornwall Council), S Lennox-Boyd (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: R Bullock and L Challen.

53/21/22 PRAYERS.

The Chairman announced that the first item of business would be agenda item 2 – Prayers.

Reverend Prebendary Brian Anderson led prayers.

54/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

55/21/22 **DECLARATIONS OF INTEREST**

Councillor G Challen informed the Chairman she would be recording the meeting.

- 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
G Challen	21d	Non-Pecuniary	Member of the Committee	Yes
Fox	21d	Non-Pecuniary	Member of the Committee	Yes
Gillies	PA21/03568	Non-Pecuniary	Work Connection	Yes

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

56/21/22 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

57/21/22 **MONTHLY CRIME FIGURES**

Councillor G Challen raised her concerns regarding the number of anti-social behaviour crimes reported in the month of April and asked if more information could be sought.

It was **RESOLVED** to note.

58/21/22 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

59/21/22 **CNP REPORT FOR NOTING OR MATTERS ARISING**

No Report.

60/21/22 **CNP ACTION POINTS FOR REPORTS**

No Actions.

61/21/22 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

No Report.

62/21/22 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

It was **RESOLVED** to note.

63/21/22 **TO PRESENT A CERTIFICATE OF APPRECIATION TO A MEMBER OF THE PUBLIC.**

The Chairman presented Mrs Linda Sherrand with a certificate of appreciation for the many years of professional calligraphy provided to the Council for the Book of Oaths.

64/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

65/21/22 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

66/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 20TH MAY 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Annual Town Council Meeting held on Thursday 20th May 2021 were confirmed as a true and correct record subject to the following amendments:

1. Minute number 35/21/22 Recommendation 2a Co-option Policy to reflect that Councillor Miller was the proposer not Councillor Martin.
2. Minute number 39/21/22a to reflect Saltfest is to be held on 31st July 2021 and to remove the words - Mayfair event name change.

67/21/22 **FINANCE:**

- a. To advise the following receipts in:
 - i. March 2021
 - ii. April 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:
 - i. March 2021
 - ii. April 2021

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 28th February 2021 and 31st March 2021 were reviewed as correct by the Chairman of Policy and Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

68/21/22 **TO RECEIVE THE INTERNAL AUDITORS YEAR END REPORT 31ST MARCH 2021.**

It was **RESOLVED** to note.

69/21/22 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS 2020/21:**

- a. To approve and sign section 1 of the Annual Governance Statement 2020/21.

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve.

The Chairman signed the document.

70/21/22 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS 2020/21:**

- a. To approve and sign section 2 of the Annual Governance Statement 2020/21.

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve.

The Chairman signed the document.

71/21/22 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

Ref Nr.	Details	Decision Agreed	Committees	Sub Committee
STC 95	To approve Finance Officer's Recommended Library PWLB Loan Repayment Method - EIP	Approved	Full Council	Library
STC 100	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works at Station Building	Approved	Full Council	N/A

It was proposed by Councillor Bickford, seconded by Councillor Taylor and **RESOLVED** to ratify the COVID-19 Delegated Decision Register.

72/21/22 **CORRESPONDENCE:**

- a. To receive a letter of appreciation from a resident of Saltash - 2021 Elections.

It was **RESOLVED** to note.

- b. To consider a request from a resident of Saltash to install CCTV in Fore Street.

The Assistant Town Clerk confirmed that Safer Saltash are to provide a report for Members to receive at Full Council scheduled to be held on Thursday 1st July 2021.

Councillors G Challen and Yates confirmed their attendance to a meeting scheduled for the following week commencing the 7th June 2021 to further explore the options of CCTV in the town centre and various funding available.

It was **RESOLVED** to note the request and respond to the resident's letter to advise that the procurement and technicalities of CCTV are currently being explored.

- 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.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to defer the agenda item to Policy and Finance for further consideration.

Councillors G Challen and Fox declared an interest in the next agenda item and left the meeting.

- d. To receive notice of cancellation of the Civic Event to commemorate the 1941 Blitz - Saltash 1941 Blitz Committee.

It was **RESOLVED** to note and that the Council look forward to the event going ahead subject to the lockdown restrictions.

Councillors G Challen and Fox were invited and returned to the meeting.

- e. To consider a letter from a resident referring to Saltash Boat Park and Slip and Saltash Station Building.

It was proposed by Councillor Yates, seconded by Councillor Miller and **RESOLVED** to note and respond thanking the resident for their suggestions and comments, however, many of the suggestions are already being addressed and considered in other areas of the Council and community which, upon lockdown restrictions being lifted, further developments will continue to be made.

- f. 20's Plenty for Cornwall - Global Road Safety Week.

It was proposed by Councillor G Challen, seconded by Councillor Pinckney and **RESOLVED** to defer the agenda item to Full Council scheduled to be held on 1st July 2021 following further information being received from the meeting of the Cornwall Council's Community Network Panel.

- g. The Big Lunch 2021 - UK's annual celebration to give thanks and get to know our neighbours and communities.

It was proposed by Councillor Peggs seconded by Councillor Miller and **RESOLVED** to promote the event on the Council's website and social media outlets.

- h. Cornwall Council - Renewal of 2-VRM Parking Permits for Alexandra Square car park.

It was proposed by Councillor Yates, seconded by Councillor Taylor and **RESOLVED** to approve the renewal of the 2-VRM Parking Permits up to 31st May 2022.

73/21/22

TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Personnel held on 25th May 2021

RECOMMENDATION 1:

30/21/22 TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT.

Members considered STC Services and Operational Recovery Report in line with the Government Roadmap.

It was resolved to **RECOMMEND** to Full Council:

Guildhall:

1. Guildhall reception to remain closed to members of the public until sufficient staff are appointed.
2. No Guildhall bookings until relocation of staff and easing of social distancing.
3. To continue to work towards re-opening the Guildhall room bookings in line with the Government Roadmap as of 21st June 2021.
4. To relocate the Finance Department on a temporary basis to the Station Building (extension) subject to completion of building works, at the earliest opportunity and to continue to review.
5. In the absence of the Town Clerk, the Assistant Town Clerk to continue with the day to day line management and operations of the Council liaising with each department as we move through the roadmap, reporting back to the Personnel Committee.

Library:

1. To continue working towards re-opening the Library building as of 21st June 2021 in line with the Government Roadmap.
2. To work towards re-introducing events and activities to Saltash Library Hub over a phased period to be managed by the Community Hub Team Leader.
3. To stop quarantining books, newspapers and magazines in line with Public Health England advice on book quarantining.
4. Members of staff to return to their place of work from home working.

Service Delivery:

1. Full service and operations to continue under the safe covid-19 working practices and risk assessments.
2. Staff to continue operating in bubbles of two for inside work only. Staff to continue wearing PPE and maintain social distancing where possible.
3. Staff are no longer required to operate in bubbles of two when working outside. Staff to continue wearing PPE and maintain social distancing where possible.
4. Staff to return to sharing work vehicles whilst wearing PPE and ensuring good ventilation.
5. Public toilet cleaning schedule to be reduced to twice daily between the hours of 0800 and 0930 and 1130 and 1230 and fogged when closed at 1700.
6. Town centre and Waterfront sanitising cleaning schedule to be reduced to twice daily (subject to weather conditions) between the hours of 0800 and 0930 and 1130 and 1230.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

RECOMMENDATION 2:

31/21/22 TO CONSIDER RAPID LATERAL FLOW TESTS.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND** to:

1. Adopt a daily employee Covid-19 Safety Checklist for all STC staff to complete.
2. Offer home testing kits to members of staff to be taken twice weekly at home and results produced to their line manager for recording.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

RECOMMENDATION 3:

34/21/22 TO REVIEW THE STAFFING STRUCTURE.

Members reviewed and discussed part of the current staffing structure.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND**:

1. A part time Administration Assistant be appointed at 20hrs per week, Monday to Friday, hours to be determined by the line manager, liaising with successful candidate.
2. The part time Administration Assistant Post forms part of the Council's existing staffing structure.
3. Within budget a salary costs at £11,111 (including pension and NI) from 1st July 2021 to 31st March 2022 allocated to the Service Delivery Staffing Cost Budget.
4. NJC scale 7 – 9

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

b. Planning and Licensing held on 26th May 2021

It was **RESOLVED** to note. There were no recommendations.

74/21/22

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

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to approve re-adoption of all policies and protocols under agenda item 23 collectively.

75/21/22 **TO RECEIVE, APPROVE AND SIGN THE HEALTH AND SAFETY POLICY STATEMENT**

It was **RESOLVED** to approve.

The Chairman signed the document.

76/21/22 **TO CONSIDER COVID-19 GOVERNMENT UPDATES.**

No further updates.

77/21/22 **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)

Councillor Miller briefed Members on the detailed and comprehensive response given from Cornwall Council in which Council representatives supported.

Councillor Martin informed Members of her attendance to a scheduled meeting in July in which she will ascertain if the new administration of Cornwall Council will be adopting the Climate Emergency DPD Consultation.

It was **RESOLVED** to note.

78/21/22 **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

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL**.

Councillor Gilles declared an interest in the next agenda item and left the meeting.

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

The Chairman of Planning and Licensing Councillor B Samuels updated Members on the status of the demolition application and advice provided from Cornwall Council's Planning Department.

It was **RESOLVED** to note. Members expressed thanks to a resident of Old Ferry Road for their help and knowledge relating to the land and property in question.

Councillor Gillies was invited and returned to the meeting.

b. Tree applications/notifications: None.

79/21/22 **CONSIDERATION OF LICENSE APPLICATIONS: NONE.**

None.

80/21/22 **TO CONSIDER REINSTATING MEET YOUR COUNCILLOR SESSIONS.**

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to defer this item to 1st July 2021 Full Council Meeting upon which the proposed route out of lockdown restrictions will be clearer.

81/21/22 **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.

82/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

83/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

84/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Totally Locally

Cornwall Councillor Hilary Frank was invited to speak by the Chairman on the nationwide campaign – Totally Locally. Councillor Frank briefed Members of the existing campaign to spend £5 in your local community between 12th and 26th June 2021 with the aim to further support the local economy. Saltash businesses are already involved in the promotion of the campaign via social media and it is proving to be received well by the community.

The Assistant Town Clerk advised the Chairman it is unlawful to make a resolution under agenda item 33. The Chairman advised Members the item will be taken under Press and Social Media Releases.

Mayor Making

Dependent on the Government's Roadmap out of lockdown the Chairman informed Members of the provisional date of the evening of Thursday 22nd July 2021 for the Mayor's Making Ceremony. The Chairman advised Members that invitations are to follow at such time when the event can be confirmed.

85/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to issue the following Press and Social Media releases:

Totally Locally – To promote on social media channels and website including notices in all Town Council noticeboards.

86/21/22 **DATE OF NEXT MEETING: EXTRAORDINARY FULL COUNCIL MEETING - THURSDAY 10TH JUNE AT 6:30 P.M.**

Extraordinary Full Council Meeting – Thursday 10th June 2021 at 6:30p.m.

87/21/22 **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.31 pm

Signed: _____
Chairman

Dated: _____