

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 1st July 2021 at 7.00 pm**

**PRESENT:** Councillors: R Bullock, G Challen, J Dent, S Gillies, M Griffiths, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

**ALSO PRESENT:** 1 Member of the Public, 2 Members of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors R Bickford (Vice-Chairman) and L Challen, S Lennox-Boyd (Cornwall Councillor), J Baskott (Chair Community Enterprises PL12)

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

**97/21/22**     **PRAYERS.**

Reverend Tim Parkman led prayers.

**98/21/22**     **HEALTH AND SAFETY ANNOUNCEMENTS**

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

The Chairman welcomed newly Co-opted Members - Councillors Dent and Griffiths.

Councillor G Challen arrived at the meeting

Councillors B Samuels and G Challen informed the Chairman they would be recording the meeting.

**99/21/22**     **TO VOTE A VICE CHAIR**

Following a vote, it was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Dent for this meeting only as Vice Chairman due to the absence of the Deputy Mayor.

**100/21/22**    **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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Martin	20d	Non-Pecuniary	Member of the Committee	Yes
Martin	20i	Non-Pecuniary	Member of the Committee	Yes
G Challen	20i	Non-Pecuniary	Member of the Committee	Yes
Pinckney	20i	Non-Pecuniary	Member of the Committee	Yes
Martin	23a	Non-Pecuniary	Chairman of Committee	Yes
Martin	23b	Non-Pecuniary	Chairman of Committee	Yes
Bullock	24a	Non-Pecuniary	Acquaintance	Yes
Yates	25	Non-Pecuniary	Neighbour	Yes

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

None.

**101/21/22**    **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**102/21/22**    **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**103/21/22**    **REPORT BY COMMUNITY ENTERPRISES PL12**

J Baskott – Chair of Community Enterprises PL12 passed on her apologies and the Acting Town Clerk informed Members that due to the next scheduled meeting of the directors of Community Enterprises to be held on 30<sup>th</sup> June 2021 there was nothing further to report from the previous report submitted and received by Members in June.

It was **RESOLVED** to note.

**104/21/22**    **CNP REPORT FOR NOTING OR MATTERS ARISING**

It was **RESOLVED** to note.

**105/21/22**    **CNP ACTION POINTS FOR REPORTS**

The Chairman confirmed the Committees Terms of Reference were agreed at the meeting with the next scheduled Cornwall Gateway Community Network Panel meeting to be held on 8<sup>th</sup> September 2021.

Councillor P Samuels congratulated Cornwall Councillor Frank in her election as Chairman of Cornwall Gateway Community Network Panel.

It was **RESOLVED** to note.

**106/21/22**    **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

Councillor Miller informed Members of the multi-agency initiative on tackling anti-social behaviour with an additional site meeting scheduled for Friday 2<sup>nd</sup> June 2021 to ascertain an action plan for the summer holidays, including exploring various loan and finance options that may be available.

Councillor Miller mentioned an ongoing report, for the feasibility and requirement of CCTV in Fore Street and other locations being compiled, with a presentation to be provided at the following Full Council meeting scheduled for August.

It was **RESOLVED** to note.

**107/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Cornwall Councillor Worth informed Members of the latest information received after submission of Cornwall Council's report:

1. Councillor Worth's appointment to the Tamar Valley AONB.
2. The scheduled visit of the Environment Minister, Rebecca Pow MP, to the Tamar Valley on Monday 28<sup>th</sup> July 2021.
3. The traveller community in Salt Mill and the subsequent incidents at Saltash Services which are currently being investigated.
4. Councillor Worth's appointment as Joint Chair of the Tamar Bridge and Torpoint Ferry Committee as well as the Deputy Portfolio Holder Transport for Cornwall.
5. The issues relating to the Tamar Bridge, A38, Gilston Road and Carkeel Roundabout with workshops underway involving clear representations from all user groups, Councillors and MP's on both sides of the river Tamar.
6. Lane changes which are being implemented up to 45 times a day compared to the 8 changes that took place prior to the resurfacing works being undertaken.
7. Additional signage erected to advise users to drive via Carkeel Roundabout and the Saltash Tunnel to Plymouth to avoid further congestion and delays on Fore Street.
8. Focus being placed on how best to manage the access from the Saltash Slip onto the bridge and the impending use of the cantilevers.
9. An offer which is supported by Cllr Philip Desmond, Transport Portfolio Holder from the Priority Program, Quality of Life to consider Fore St a "Living Street" and follow a Health Street concept. A trial and resulting TRO are awaiting with Saltash Town Council to consider and confirm if they wish to proceed.

Cornwall Councillor Frank updated Members on the current situation with the travellers site at Salt Mill and the legal obligations Cornwall Council have to adhere to. Councillor Frank assured Members that Cornwall Council are ready to act accordingly subject to a report being issued on Friday 2<sup>nd</sup> July.

It was **RESOLVED** to note.

**108/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE**

It was **RESOLVED** to note.

**109/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**110/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**111/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 3RD JUNE 2021 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON THURSDAY 24TH JUNE 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to amend minute 63/21/22 to include the name of the member of public awarded a certificate of appreciation subject to their approval.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to amend minute 84/21/22 to reflect the correct dates of the Fiver Fest to 12<sup>th</sup> and 26<sup>th</sup> June 2021.

It was proposed by Councillor P Samuels, seconded by Councillor Pinckney and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 3<sup>rd</sup> June 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to amend the title of the minutes to reflect that the meeting of 24<sup>th</sup> June 2021 was an Extraordinary meeting.

It was proposed by Councillor Yates, seconded by Councillor Miller and **RESOLVED** to amend minute 93/21/22 to state that the decision to appoint one Member to the Personnel Committee be ratified at a future Full Council meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Thursday 24<sup>th</sup> June 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**112/21/22** **FINANCE:**

- a. To advise the following receipts in:  
i. May 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:  
ii. May 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 31st March 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

To note that the last bank reconciliations up to the 31<sup>st</sup> March 2021 were reviewed correct by the Chairman of Policy and Finance and the Town Clerk further recommendations are pending due to the appointment of a new chair.

It was **RESOLVED** to note that reconciliations are pending due to the newly elected Chairman of Policy and Finance.

- 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.

It was **RESOLVED** to note that reconciliations are pending due to the newly elected Chairman of Policy and Finance.

**113/21/22 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

- a. Joint Burial Board  
**(Two Vacancies)**

**(Membership established by separate constitution together with St Stephens PCC – composition of four STC Members).**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillor Dent to the Joint Burial Board Committee.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to appoint Councillor Pinckney to the Joint Burial Board Committee.

**114/21/22 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

- a. Property Maintenance  
**(Three Vacancies)**  
**(Composition of eight Members)**

It was proposed by Councillor P Samuels, seconded by Councillor G Challen and **RESOLVED** to appoint Councillors Bullock, Dent and Yates to the Property Maintenance Sub Committee.

- b. Station Property  
**(One vacancy)**  
**(Composition of eight Members)**

It was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Dent to the Station Property Sub Committee.

- c. Town Centre Vision  
**(One vacancy)**  
**(Composition of eight members)**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Griffiths to the Town Centre Vision Sub Committee.

- d. Library  
**(One vacancy)**  
**(Composition of eight Members)**

Councillors Dent and Miller showed interest in the Membership of the Library Sub Committee.

Following a vote it was **RESOLVED** that Councillor Dent be appointed to the library Sub Committee.

- e. Christmas Lights and Town Events  
**(Three vacancies)**  
**(Composition of eight Members)**

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Pinckney to the Christmas Lights and Town Events Sub Committee with two vacancies still outstanding.

**115/21/22 TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES:**

- a. Saltash Team for Youth  
**(Two vacancies)**  
**(Composition of four Members)**

It was proposed by Councillor G Challen, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Griffiths and Taylor to the Saltash Team for Youth Working Party.

- b. A38 Working Group  
**(Four vacancies)**  
**(Composition of four Members)**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillors Gillies, Martin, Miller and Yates to the A38 Working Group.



**116/21/22**    **CORRESPONDENCE.**

- a. 20's Plenty for Cornwall - Global Road Safety Week  
**(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22f)**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to defer the item to the Town Centre Vision Sub Committee to review and further explore areas that are a priority and to ascertain public opinion of any areas that would benefit from the initiative reporting back to Full Council.

- b. Transforming Cities Fund Workplace Travel Grant Opportunity - Plymouth City Council

It was **RESOLVED** to note.

- c. Grant Programme Project - Cornwall Council

It was **RESOLVED** to note.

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

- d. To consider declaring an A38 Road Safety Emergency - Safe 38

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to declare an A38 road safety emergency, with a letter of support of the campaign to be sent to Sheryl Murray local MP.

Councillor Martin was invited and returned to the meeting.

- e. Sustainable Development Fund - Tamar Valley

It was **RESOLVED** to note.

- f. Family Support - SMART Schools Trust

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that Councillor Martin attends the meeting on behalf of STC.

g. Next Phase - St Barnabas Hospital.

Cornwall Councillor Frank gave a brief verbal update on the series of workshops held prior to the pandemic.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note and that Cornwall Councillor Frank is to send a letter to the league of friends to inform them of STC support and previous individuals commitment to continued involvement and support.

h. To receive a letter of thanks - Private Secretary to The Queen

It was **RESOLVED** to note.

Councillors G Challen, Martin and Pinckney declared an interest in the next agenda item and left the meeting.

i. Civic Parade - Saltash Regatta

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve a Civic Parade to be held on 4<sup>th</sup> September 2021 for this year's Saltash Regatta.

**117/21/22 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on 27th May 2021

**RECOMMENDATION 1:**

9/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

Health and Safety Audit Contract

It was proposed by Councillor B Samuels, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to approve:

Option 2 to buy 6 days to cover for the year 2021-2022 at a cost of £4,335.00.

A virement of £1,900 from General Reserves to budget code 6214 health and safety to cover the cost of this year's audit.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

## **RECOMMENDATION 2:**

### 14/21/22 TO RECEIVE THE END OF YEAR FINANCE REPORT

#### Options for Utilisation of Overall 'Free Reserves'

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to approve:

Option 1 to increase the contingency reserve to Six months of operating expenditure equating to £584,870

To vire £102,929 from budget code 3199 'Free Reserves' to budget code 3130 'Contingency'.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

## **RECOMMENDATION 3:**

### 27/21/22 TO CONSIDER INCREASING THE COMPOSITION OF THE PERSONNEL COMMITTEE FROM SIX TO EIGHT MEMBERS.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve for the Mayor to attend parts one and two of the Personnel Committee meetings as an observer in the public gallery with no voting rights.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendation.

**RECOMMENDATION 4:**

28/21/22 TO REVIEW AND APPROVE THE FOLLOWING POLICIES:

- a. Standing Orders
- b. Civic Awards Policy
- c. Model Publication Scheme
- d. Scheme of Delegation
- e. Remote Meetings Protocol and Procedure Rules.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to approve all the policies listed under agenda item 29 collectively.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

**RECOMMENDATION 5:**

29/21/22 TO ADOPT THE FOLLOWING POLICIES/PROTOCOLS:

- a. Training and Development Policy
- b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol
- c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021

It was proposed by Councillor Fox, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve all the policies and protocols listed under agenda item 30 collectively.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendations.

- b. Extraordinary Personnel held on 14th June 2021

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

- c. Planning and Licensing held on 15th June 2021

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

**118/21/22 TO CONSIDER COVID-19 UPDATES**

No further updates.

**119/21/22 TO CONSIDER THE FOLLOWING S106 APPLICATIONS:**

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

- a. Saltash Chamber of Commerce - Saltfest and Christmas Festivals

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to support the Saltash Chamber of Commerce application to the S106 Committee for consideration in granting the requested funds of £13,490.00.

- b. Saltash Chamber of Commerce - Redemption of up to 2 hours parking charges to car park users by independent retailers in Fore Street.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to support the Saltash Chamber of Commerce application to the S106 Committee for consideration in granting the requested funds of £3,400.00.

Councillor Martin was invited and returned to the meeting.

**120/21/22**    **PLANNING:**

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

a. Applications for consideration:

**PA21/02939**

Mr Darren Stansbury – **169 Grassmere Way Saltash PL12 6XF**

Front and rear extensions.

Ward: Tamar

Date received: 09/06/21

Response date: 05/07/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQ7GVRFGMKE00>

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

Councillor Bullock was invited and returned to the meeting.

**PA21/05003**

Mr & Mrs D Welch – **4A Longmeadow Road Saltash PL12 6DW**

Householder application for front extensions to provide garage and enlarge bedroom.

**Ward: Tamar**

Date received: 23/06/21

Response date: 14/07/21

It was proposed by Councillor Dent, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL.**

b. Tree applications: None.

c. Tree notifications:

**PA21/06348**

James Waghorn – Tor House Tor Hill Saltash PL12 4QG

Removal of T1 (Hawthorn) and T2 (Hazel).

**Ward: Trematon**

Date received: 22/06/21

Response date: 02/07/21

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND APPROVAL.**

**121/21/22 CONSIDERATION OF LICENSE APPLICATIONS:**

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

Premises Name & Address	Trematon Castle, Castle Hill, Saltash, PL12 4QW
Applicant	Jason Micheal Foyle
Application Accepted	10.06.21.
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI21_000793
Representations Deadline	08.07.21.
Licensing Officer	Terianne Findlay
Ward	Trematon

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL.**

Councillor Yates was invited and returned to the meeting.

**122/21/22 TO CONSIDER REINSTATING MEET YOUR COUNCILLOR SESSIONS**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to defer the item until Government restrictions relating to the pandemic become clearer.

**123/21/22 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.

**124/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**125/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**126/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Mayor Making

The Chairman informed Members of the newly proposed date for the Mayor Making Ceremony of the 9<sup>th</sup> September 2021.

**127/21/22** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Further publicise the Transforming Cities Fund Workplace Travel Grant Opportunity - Plymouth City Council.
2. Further publicise the Grant Programme Project - Cornwall Council.
3. Further publicise the Sustainable Development Fund - Tamar Valley.
4. Support for the campaign declaring the A38 a safety emergency.

**128/21/22** **DATE OF NEXT MEETING: THURSDAY 5TH AUGUST 2021 AT 7:00 P.M.**

Thursday 5<sup>th</sup> August 2021 at 7.00pm

**129/21/22** **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.

**DATE OF NEXT MEETING**

Wednesday 14 July 2021 at 6.00 pm

Rising at: 9.02 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_