

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 5th August 2021 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, G Challen, J Dent, S Gillies, S Martin, S Miller, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

ALSO PRESENT: 1 Member 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 G Challen (Late arrival), M Griffiths, J Peggs and A Pinckney, S Lennox-Boyd (Cornwall Council), J Baskott (Chair of Community Enterprises PL12).

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

136/21/22 PRAYERS.

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

Reverend Tim Parkman led prayers.

137/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

138/21/22 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting
Bickford	29	Non-Pecuniary	Member of Regatta Committee	Yes
G Challen	29	Non-Pecuniary	Member of Regatta Committee	Yes
Martin	29	Non-Pecuniary	Member of Regatta Committee	Yes

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

None.

139/21/22 **CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

140/21/22 **MONTHLY CRIME FIGURES.**

No Report.

141/21/22 **REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

142/21/22 **CNP REPORT FOR NOTING OR MATTERS ARISING.**

No report.

143/21/22 **CNP ACTION POINTS FOR REPORTS.**

No Actions.

144/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Miller briefed Members on the recent Safer Saltash meeting held on 20th August 2021.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to note and that Councillor Miller be STC's liaison for future Safer Saltash reports.

145/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

146/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.

The Climate Change and Environmental Working Party asked Saltash Town Council to confirm that all the current Service Delivery Team remain trained and empowered to inform and fine littering / dog waste.

The Chairman advised Members that two STC Officers and the ASDM are qualified to issue enforcement notices.

It was proposed by Councillor Bickford, seconded by Taylor and **RESOLVED** to note and to defer Enforcement Training to a future Services Committee for further consideration and exploration of various enforcement options and associated costs.

147/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth gave a verbal update on behalf of Cornwall Council and complimented the town on the success of Saltfest and spoke of how great it was to see Fore Street so vibrant again.

Tamar Bridge

Councillor Worth informed Members he is always available to answer questions and questions from residents and is engaging directly in meetings with local haulage operators via their directors and Association.

Update on the Living Street proposal

Councillor Worth informed Members of a meeting held with Councillors and Officers at Cornwall Council and via the Community Link Officer with the view to approach the Town Team to agree the best way forward for maximum community engagement.

An offer has been received from Cllr Philip Desmonde as the portfolio holder for transport to attend a future Saltash Town Council meeting to further discuss the proposal.

It was **RESOLVED** to note.

148/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

149/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

None.

150/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETINGS HELD ON THURSDAY 1ST JULY 2021 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON WEDNESDAY 14TH JULY 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 Dent, seconded by Councillor Martin and **RESOLVED** to amend minute 116/21/22g to remove the wording - on behalf of STC.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 1st July 2021 were confirmed as a true and correct record.

It was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Wednesday 14th July 2021 were confirmed as a true and correct record.

151/21/22 FINANCE:

a. To advise the following receipts in:

i. June 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. June 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 May 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note that bank reconciliations remain at the 31st May 2021 due to the Chairman of Policy and Finance experiencing technical difficulties.

- 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.

152/21/22 **TO CONSIDER A FESTIVAL FUND APPLICATION:**

The Acting Town Clerk reminded Members of the correct procedure in which all Grant applications are to be received by the Policy and Finance Committee as per STC policy, however, due to exceptional circumstances the Chairman of FTC and P&F kindly worked together on this occasion to receive the application at Full Council. This does not set a precedent for future applications.

The Council wish to continue supporting events for the benefit of the town, even more so, during the last few difficult months in which Covid restrictions have made organising such events extremely difficult.

Application Number	Organisation	Amount Requested
FF104	Friends of Tincombe	£648.00

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** to award £648.00 to Friends of Tincombe.

153/21/22 **TO RECEIVE AND APPROVE AMENDMENTS TO THE SCHEDULE OF MEETINGS 2021-2022.**

It was **RESOLVED** to note that the request to amend the Schedule of Meetings had been withdrawn and the Administration Department to check all event dates and update if required.

154/21/22 **TO CONSIDER THE ACTING TOWN CLERK TO WEAR THE TOWN CLERK'S FULL CIVIC REGALIA AT FUTURE TOWN COUNCIL CIVIC EVENTS.**

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the Acting Town Clerk is to wear the Town Clerk's Civic Regalia robe and the wig to be worn at the discretion of the Acting Town Clerk at future Town Council Civic Events.

155/21/22 **TO RECEIVE A BY-ELECTION UPDATE FOR ESSA WARD.**

The Chairman informed Members of the by-election notice, if the election is to be contested, the poll will take place on Thursday 9th September 2021.

The closing date for nominations is Thursday 12th August 2021.

Further information can be located on the Town Council website.

It was **RESOLVED** to note.

156/21/22 **CORRESPONDENCE:**

a. Mobile Speed Activation Sign Locations - Cornwall Gateway.

It was **RESOLVED** to note.

b. To receive an update on the A38 Road Safety Improvements - Sheryll Murray MP.

It was **RESOLVED** to note.

c. To receive a letter regarding Go-Ahead Group Climate Change Strategy - Go SouthWest.

It was **RESOLVED** to note.

d. Free Landmark Trees - Cornwall Council.

The Acting Town Clerk informed Members that STC had registered for a free landmark tree which upon more information being received will be brought back to Full Council for consideration.

It was **RESOLVED** to note.

157/21/22

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

a. Joint Burial Board held on Tuesday 6th July 2021.

RECOMMENDATION 1:

12/20/21 TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING WILDFLOWER AND GRASS CUTTING SCHEDULES.

(Pursuant to JBB held on 13.10.20 minute nr. 11/20/21 C and E)

(Pursuant to JBB held on 9.02.21 minute nr. 33/20/21 / 36/20/21)

a. The Committee considered the recommendation detailed in the Service Delivery Manager's report relating to the pursuant minute from the Joint Burial Board meeting held on 13th October 2020, minute number 11/20/21D, to appoint an Arboriculture contractor to remove tree branches protruding the cemetery boundary.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to appoint Contractor B at a cost of £225.00 +VAT to reduce over extended oak limbs projecting over the cemetery by 2-3 metres.

It was proposed by Councillor B Samuels, seconded by Councillor Taylor and **RESOLVED** to note and approve the above recommendation.

b. Policy and Finance held on Tuesday 13th July 2021.

RECOMMENDATION 1:

53/21/22 TO CONSIDER AMENDMENTS TO STANDING ORDERS.

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the amendment to Full Council.

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

c. Services held on Thursday 14th July 2021.

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

d. Extraordinary Personnel held on Thursday 15th July 2021.

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

e. Planning and Licensing held on Tuesday 20th July 2021.

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

The date of the next Planning and Licensing meeting has since been amended to hold an Extraordinary meeting on Tuesday 24th August 2021 commencing at 6:30pm.

f. Personnel held on Tuesday 27th July 2021.

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

158/21/22

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

a. Devolution Sub Committee held on Wednesday 21st July 2021.

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

b. Station Sub Committee held on Thursday 22nd July 2021.

RECOMMENDATION 1:

8/20/21 TO CONSIDER AND APPROVE INITIAL RENTAL CHARGES

The Chairman informed Members of the proposed rates for hire charges of Isambard House which are listed below:

Weekday rates

Between 9 a.m. - 5 p.m. (Community Rate) £10.00 (per hour)

Between 9 a.m. – 5 p.m. (Commercial Rate) £15.00 (per hour)

Evening and weekend rates

Weekends & evenings (Community Rate) £15.00 (per hour)

Weekends & evenings (Commercial Rate) £30.00 (per hour)

Hourly rates all plus VAT

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to approve and adopt the initial rental charges to commence as soon as feasible to form STC official fees and charges list.

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

RECOMMENDATION 2:

9/20/21 TO CONSIDER A PROGRAMME OF EVENTS

It was proposed by Councillor Bickford, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events.
2. To approve some free events throughout the initial marketing stage of the Station Building.
3. To report back at future Station Property Sub Committee Meetings.

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

RECOMMENDATION 3:

12/20/21 TO CONSIDER MANAGING AND OPENING THE WAITING ROOM AND REFRESHMENT FACILITIES

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford and Miller to review previous applications received from interested operators wishing to manage and open the waiting room and refreshment facilities.
2. To further negotiate with potential operators the use of the waiting room and refreshment facilities on a temporary rent free basis with a minimal cost of business rates and utility costs, to be reviewed within six months, to assist a startup business in Saltash.
3. Waiting room and refreshment facilities to include the cleaning of the waiting room to minimise impact on the Council and its Officers.

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

- c. Library Sub Committee held on Tuesday 3rd August 2021.

The Chairman informed Members that the Library Sub Committee meeting was cancelled.

159/21/22 **TO APPOINT A MEMBER TO THE CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE.**

It was proposed by Councillor Bullock, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Bullock to the Christmas Lights and Town Events Sub Committee with a vacancy still outstanding to be further considered after the election held in September 2021.

160/21/22 **TO CONSIDER APPOINTING A MEMBER AND/OR A REPRESENTATION FROM A LOCAL GROUP TO ENGAGE IN THE PROPOSED CORNWALL GATEWAY CLIMATE CHANGE WORKING GROUP.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Gillies as a representative to engage with the proposed Cornwall Gateway Climate Change Working Group.

161/21/22 **NEIGHBOURHOOD PLAN SUBMISSION UPDATE.**

It was **RESOLVED** to note.

162/21/22 **PLANNING:**

a. Applications for consideration:

PA21/01828

Re-Consultation

Mr Alan Donovan - **1 The Moorings Babis Lane St Stephens Saltash PL12 4FG**

To landscape the slope at the end of the level part of the garden to include a boat store/shed on the lower ground.

Ward: Essa

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL.**

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

163/21/22 **CONSIDERATION OF LICENCE APPLICATIONS:**

Premises Name & Address	Saltash Regatta – Brunel Green, Jubilee Green, Waterside Green & Section of Old Ferry Road, Saltash, PL12.
Applicant	Saltash Regatta Committee
Application Accepted	27.07.2021
Application Type	Grant
Licensable Activities	Regulated entertainment
Ref.	LI21_003249
Representations Deadline	24.08.2021
Licensing Officer	Linda Edmunds

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

Councillors Bickford, G Challen and Martin were invited and returned to the meeting.

164/21/22 **MEET YOUR COUNCILLORS:**

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to reinstate Meet Your Councillors in Fore Street on the second Saturday of the month with the first date being Saturday 14th August 2021. Councillors to attend are Bullock, Miller, B Samuels and P Samuels.

165/21/22 **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.

166/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

167/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

168/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman informed Members on the following two items:

Blitz Memorial Benches

On Wednesday 4th August 2021 the installation of the two Blitz Memorial benches commenced having received the street-works Application Approval the day before.

The works continued into Thursday 5th August. The aim is to complete the installation by the end of the week, prior to the Blitz Event on Sunday 8th August.

One bench is being installed on the corner to Wesley Road adjacent to the Blitz Memorial Information Board. The second bench is being installed on the opposite side of Fore Street outside the Factory Outlet Store in Fore Street, replacing an existing bench which will be relocated in Fore Street at a later date.

The works include the construction of a concrete plinth at one end of each bench to compensate for the land gradient so that they are level when being used.

SaltFest

The Mayor informed Members of a cash raffle prize won on Saturday's event which he is to donate the value of £50 to the Mayor's Charity.

169/21/22 **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 Taylor and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillors in Fore Street
2. By-election notice of election of a Town Councillor – Essa Ward
3. Small areas of St Stephens Churchyard to be left for wildflower growth
4. Blitz Memorial bench installation.

170/21/22 **DATE OF NEXT MEETING:**

Thursday 2nd September 2021 at 7.00pm

171/21/22 **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: 8.36 pm

Signed: _____
Chairman

Dated: _____