

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 2nd September 2021 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, Lucy Allison (Chair of Safer Saltash), Jon Burley (Cornwall Fire and Rescue Critical Control), Michael Harrison (Community Engagement Worker for the Office of the Police and Crime Commissioner), Reverend T Parkman, 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: G Challen, L Challen, S Martin and A Pinckney.

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

172/21/22 PRAYERS.

Reverend Tim Parkman led prayers followed by a minutes silence as a mark of respect for those that tragically lost their lives in the Plymouth shooting incident.

173/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

174/21/22 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
Peggs	25	Pecuniary	Husband is the Building Surveyor	Yes

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

None.

175/21/22 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

176/21/22 MONTHLY CRIME FIGURES

No Report.

177/21/22 REPORT BY COMMUNITY ENTERPRISES PL12

It was **RESOLVED** to note.

178/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING

No Report.

179/21/22 CNP ACTION POINTS FOR REPORTS

No Actions.

180/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

No Report.

181/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE

No Report.

182/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY

The Working Party requested suggestions from Members of areas of land that could be set aside for tree planting in the town and for the Council to consider allocating a budget of £2,000 a year for the next five years for allocation solely for community tree planting initiatives.

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to note and that:

1. Members direct their suggestions for areas of land that could be set aside for tree planting in the town to Councillor Gillies.
2. Services Committee consider committing £2,000 to the budget for the year 2022-23 for the next five years to be allocated to community tree planting initiatives.

183/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

The Chairman requested to meet with Cornwall Councillors regarding Gilston Road and will liaise via email to further progress reporting back to FTC.

Cornwall Councillor Martin Worth gave a summary of a meeting attended on the current Covid cases in Cornwall with the key message that the virus is still in circulation with everyone to be encouraged to regularly wash their hands, wear face coverings - especially indoors and socially distance.

It was **RESOLVED** to note.

184/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

185/21/22

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

A Member of the public attended the meeting and asked the following questions:

1. What the total cost of renting the container on the Jubilee car park was over the last few years and how much the new one is now costing.
2. The pontoon gate has not been operational for the last two years with kids being allowed to jump onto the boats who are all paying substantial fees for the privilege. What and when will the council be sorting it out?
3. What and when is the new station building going to be put to good use?

The Chairman informed the resident that a response to their questions would be given in writing in due course.

The Chairman advised Members of a further question that had been received from a member of the public:

Dear Saltash Town Council,

With regarding the Council meeting on the 2nd September 2021 I would like to submit the following question to the Council please.

Jubilee Green Slipway

Launching boats from trailers using the Jubilee Green slipway is very difficult at times and virtually impossible and greatly disadvantaged when launching vessels single handed.

The problem arises when the vessel has been launched.

You then have to park the car/trailer while leaving the vessel in a position where it does not cause harm or hindrance to other people and other vessels.

There is nowhere to temporally tie off or secure the vessel whilst parking the car/trailer.

Leaving it floating or grounded is not an option as this would cause damage not only to the vessel but could harm other slipway users.

Even if launching with two people it would be safer to temporally tie off or secure the vessel whilst parking the car/trailer especially when the tide is running and there is a cross wind

I've tried using the pontoon as a place to tie up but its insecure so leaving an open boat tied up with valuables on board and not being in sight at all times, the insurance wouldn't pay up for stolen items left unattended and leaving a vehicle and trailer on a slipway could be disastrous.

So my question is:

Can the provide a facility to allow boats to be temporarily tied up alongside the Jubilee Green slipway at various states of the tide in order to allow and aid safe launching and retrieval of boats and to allow the movement of the car and trailer?

This would enhance the slipway and boost confidence to the ever growing number of people who are attracted to water activity's.

The Chairman informed Council a written response to the questions received would be given in writing in due course.

186/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 5TH AUGUST 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 Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 5th August 2021 were confirmed as a true and correct record.

187/21/22 **FINANCE:**

a. To advise the following receipts in:

i. July 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. July 2021

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 30th June 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note.

- 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.

188/21/22 **OFFICE OF THE POLICE AND CRIME COMMISSIONER - COUNCILLOR ADVOCATE SCHEME**

Michael Harrison Community Engagement Worker for the Office of the Police and Crime Commissioner gave a brief verbal report informing Members of the scheme and the benefits of this invaluable communication tool between Councillors, the Police, and the community.

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** to appoint Councillor Peggs and Taylor as Saltash Town Council Councillor Advocates.

189/21/22 **TO RECEIVE AND CONSIDER A REPORT FROM SAFER SALTASH RELATING TO THE REQUIREMENT AND INSTALLATION OF CCTV IN SALTASH.**

Due to the confidential nature of the business to be transacted the Chairman informed Members this item is to be received under agenda item 29 – Public Bodies (Admission to Meetings) Act 1960 – To consider any items referred from the main part of the agenda.

190/21/22 **TO CONSIDER CARRYING OUT A 'SALTASH TOWN COUNCIL PRIORITY SETTING PROCESS' - COUNCILLOR BICKFORD**

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to support the principle but defer the Saltash Town Council Priority Setting process to Policy and Finance to re-establish an updated set of key priorities and outcomes and to include key activities to assist in meeting these set priorities that is processed and managed in a simple and easy format.

191/21/22 **CORRESPONDENCE.**

- a. Saltash Foodbank - Annual Report 2021

It was **RESOLVED** to note.

- b. Changing Places Toilets: Invitation for Proposals - Cornwall Council

Members fully support Changing Places Toilet Scheme but agreed not to submit an application at this stage as further information and consideration is required.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to defer to Services for consideration of additional accessible toilets and suitable areas in Saltash to support disabled people.

- c. Bude Stratton Town Council - Housing Resolutions.

It was **RESOLVED** to note.

192/21/22 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Extraordinary Planning and Licensing held on Tuesday 24th August 2021

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

- b. Personnel held on Thursday 26th August 2021

RECOMMENDATION:

71/21/22 STAFFING MATTERS.

1. The Chairman informed Members regarding the forthcoming retirement of a member of staff on the 10th March 2022.

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council that the employee be offered early release from 1st January 2022 on the terms and conditions agreed by the Personnel Committee.

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

8. The Vice Chairman informed Members of the need for a qualified Town Clerk to be contacted with immediate effect to assist the Acting Town Clerk and for the Acting Town Clerk to direct the qualified Town Clerk in the day to day running of the Council.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council that Councillors G Challen and Miller together with the Acting Town Clerk work up an advert, job description and person specification for a qualified Town Clerk on a six month fixed term contract for 30 hours per week, NJC 37 – 41, commencing on point 37, to assist the Acting Town Clerk in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

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

193/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE STATION SUB COMMITTEE HELD ON THURSDAY 5TH AUGUST 2021 AND CONSIDER ANY RECOMMENDATIONS.

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

194/21/22 **TO RECEIVE AND CONSIDER THE CHRISTMAS LIGHTS 2021-22 REPORT**

Councillor Peggs briefed Members on the report received regarding Christmas Lights and decorations for the year 2021 and advised Members that the quotes are based on installing and provisions identical to the year 2020 with the addition of fortnightly maintenance visits.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED**:

1. To appoint Company A to carry out the Christmas decoration works for the year 2021 within budget at a cost of £5,700, plus any additional hours and parts/bulbs required to be allocated to budget EMF Festive Lights.

Christmas Tree for Victoria Gardens

Councillor Peggs briefed Members on the options to purchase a Christmas tree, lights and fencing. Councillor Peggs assured Members the Service Delivery Department had the capacity to fulfil the works in-house.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the Service Delivery Department supply, install and display a 20 foot Nordmann Fir Christmas Tree with lights and fencing within budget at a cost of £614.73 + VAT to be allocated to budget Festive Lights.

Waterside Christmas Tree

Councillor Peggs informed Members that the cost to supply, install and display a Christmas tree at the Waterside is the same cost as Victoria Gardens.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to give delegated authority to the Service Delivery Manager to purchase, install and display a Christmas tree and lights in-house at the Waterside.

Christmas Trees – Fore Street Shops

It was proposed by Councillor Peggs, seconded by Councillor Taylor and **RESOLVED** to defer to the Services committee to further establish exact costs relating to Christmas Trees to be supplied, installed and displayed above shop outlets along Fore Street.

Guildhall Wash Lights

Cllr Peggs informed Members that the planning application for the installation of the Guildhall Wash Lights has now been approved with conditions.

Cross Street Motif Decorations

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to dispose of the three cross street motif dressings that are no longer fit for purpose and that a disposal form be completed and signed off by the Mayor.

195/21/22 PLANNING:

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

a. Applications for consideration:

PA21/07551

Benjamin Lennox-Boyd - **Greeps Farm Road From Elmgate Crossways To Greeps Elmgate Saltash**

Listed Building Consent for enlarge internal openings and convert window

opening to door opening

Ward: Trematon

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

Councillor Peggs was invited and returned to the meeting.

b. Tree applications/notifications: None.

196/21/22 CONSIDERATION OF LICENSE APPLICATIONS: NONE.

None.

197/21/22 MEET YOUR COUNCILLORS:

- a. The next scheduled meeting date Saturday 11th September 2021 outside Bloom Hearing, Fore Street.

Councillors Bullock, Dent, Peggs and Miller to attend.

Members wished for feedback from Meet Your Councillors to be circulated after attendance.

198/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** 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.

199/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

To receive and consider a report from Safer Saltash relating to the requirement and installation of CCTV in Saltash.

Jon Burley Project Manager for Cornwall Fire, Rescue and Community Safety Services gave a presentation to Members.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor to defer to the Services Committee to further explore the financial impact on future Council budgets as well as exploring other funding sources that may be available for the procurement of CCTV in Saltash.

The proposal did not carry.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to support the scheme in principle subject to deferring to the Services Committee to further explore the financial impact on future Council budgets and explore alternative funding sources available for the procurement of CCTV in Saltash.

200/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** that the public and press be re-admitted to the meeting.

201/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Mayor's Charity

Saltash Rotary raised £209.00 plus for the Mayor's Charity by selling tea, coffee and biscuits at the newly refurbished Saltash Station building.

202/21/22 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 Griffiths and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillor – Saturday 11th September
2. Christmas Lights and Decorations for the year 2021.

203/21/22 DATE OF NEXT MEETING:

Thursday 7th October 2021 at 7.00pm

204/21/22 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: 9.05 pm

Signed: _____
Chairman

Dated: _____