



# ***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)*

26 November 2021

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd December 2021 at 7.00 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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)

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk).

Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman)	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	D Yates
M Griffiths	S Martin	Vacancy
S Lennox-Boyd	J Peggs	
Vacancy	P Samuels (Chairman)	

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

**To approve a dispensation to Saltash Town Council Members to allow setting of budgets and the precept for the year 2022-23. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.**

5. Chairman's Report. (Page 8)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12.
8. Cornwall Gateway Community report for noting or matters arising. (Page 9)
9. Cornwall Gateway Community Action Points for Reports.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce. (Page 10)
12. To receive a report from the Climate Change and Environmental Working Party. (Page 11)
13. To receive a report from Cornwall Councillors. (Pages 12 - 21)
14. To consider Risk Management reports as may be received.
15. 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.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 4th November 2021 as a true and correct record. (Pages 22 - 39)

17. Finance:
  - a. To advise the following receipts in: (Page 40)
    - i. October 2021.
  - b. To advise the following payments in: (Pages 41 - 42)
    - i. October 2021.
  - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st October 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting 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.
18. Correspondence:
  - a. To consider a request for the Mayor to write a letter of support to assist with a funding application - Community Enterprises PL12. (Page 43)
  - b. To receive and approve for the Mayor to sign the joint Mayors of Cornwall letter voicing strong opposition to the closing of Leisure Centres. (Pages 44 - 45)
19. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Personnel held on 28th September 2021. (Pages 46 - 52)
  - b. Extraordinary Personnel held on 1st November 2021. (Pages 53 - 54)
  - c. Extraordinary Services held on 3rd November 2021. (Pages 55 - 58)
  - d. Policy and Finance held on 9th November 2021. (Pages 59 - 67)
  - e. Planning and Licensing held on 16th November 2021. (Pages 68 - 77)
  - f. Personnel held on 23rd November 2021. (Pages 78 - 85)
  - g. Extraordinary Policy and Finance held on 24th November 2021. (Pages 86 - 92)
20. To approve the Fees and Charges for the year 2022/23. (Pages 93 - 97)  
**This will be a recorded vote.**

21. To approve the Town Council budgets for the year 2022/23. (Pages 98 - 109)  
**This will be a recorded vote.**

**Any Councillor that has an outstanding Council Tax debt of more than two months is unable to participate in the Precept vote - agenda item 22.**

22. To set the Precept for the year 2022/23.  
**This will be a recorded vote.**
23. To receive and consider the first draft Town Council precept information leaflet for the year 2022/23. (Pages 110 - 111)
24. To receive and note the minutes of the Library Sub Committee held on 10th November 2021 and consider any recommendations. (Pages 112 - 118)
25. To appoint a Member to the Personnel Committee.

**Composition: Six Members**

**Appointed Members: Cllrs Challen, Martin, Miller, Peggs, B Samuels**

**Vacancy: One**

**Please note; Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

26. To appoint Members to the following Sub Committees:

- a. Library Sub Committee.

**Composition: Eight Members**

**Appointed Members: Cllrs Bullock, Dent, Martin, B Samuels, P Samuels & Yates**

**Vacancies: Two**

- b. Property Maintenance.

**Composition: Eight Members**

**Appointed Members: Cllrs Bickford, Bullock, Dent, Miller, Peggs, P Samuels & Yates**

**Vacancy: One**

27. To appoint a Member to the following Working Parties:
- a. Saltash Team for Youth.  
**Composition:** **Four Members**  
  
**Appointed Members:** **Cllrs Griffiths, Martin & Peggs**  
  
**Vacancy:** **One**
  - b. Waterfront Management.  
**Composition:** **Seven Members**  
  
**Appointed Members:** **Cllrs Bickford, Bullock, G Challen, Martin, Miller & Yates**  
  
**Vacancy:** **One**
  - c. Neighbourhood Plan Steering Group.  
**Composition:** **Two Members**  
  
**Appointed Member:** **Cllr Yates**  
  
**Vacancy:** **One**
28. To appoint a Member as a representative to the following external partnership groups:
- a. OPCC Councillor Advocate Scheme. (Pages 119 - 120)  
**Composition:** **Two Representatives**  
  
**Appointed Representative:** **Cllr Peggs**  
  
**Vacancy:** **One**
  - b. Safer Saltash.  
**Composition:** **Four Representatives**  
  
**Appointed Representatives:** **Cllrs Martin, Miller and Peggs**  
  
**Vacancy:** **One**
29. Town Centre Vision Sub Committee - To receive and consider a change of name to Town Vision Sub Committee and Terms of Reference. (Pages 121 - 122)
30. To receive, consider and approve events to mark the Queen's Jubilee celebrations and any associated expenditure. (Pages 123 - 124)
31. Saltash Leisure Centre.

32. To receive and approve confirmation of street names at Treleden Development including the naming of the main road through the development. (Pages 125 - 127)
33. Planning
- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
  - b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
  - c. Applications for consideration:  
  
**PA21/11060**  
Mrs Karen Brooks – **64 Warfelton Crescent Saltash PL12 4NE**  
Single storey rear and side extension forming entrance and living accommodation. New first floor window and replacement first floor bedroom window.  
**Ward: Essa**  
Date received: 18/11/21  
Response date: 17/12/21  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R23MU7FGJ2Z00>
34. Meet your Councillors:
- a. The next scheduled meeting date is Saturday 11th December 2021 outside Bloom Hearing, Fore Street.
35. 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.
36. To consider any items referred from the main part of the agenda.
37. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
38. To consider urgent non-financial items at the discretion of the Chairman.
39. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

40. Date of next meeting: Thursday 13<sup>th</sup> January 2022

41. 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.