

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 3rd February 2022 at 7.00 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, G Challen, L Challen, J Dent, J Foster, S Gillies, M Griffiths, S Martin, S Miller, J Peggs and D Yates.

**ALSO PRESENT:** 3 Members of the Public, S Mason (County Executive Officer from CALC), T Parkman (Mayor's Chaplin), H Frank (Cornwall Council), M Worth (Cornwall Council), S Burrows (Acting Town Clerk), D Joyce (Administration Officer) and L Peters (Mayor's Secretary / Receptionist)

**APOLOGIES:** Councillors: S Lennox-Boyd, B Samuels and P Samuels (Chairman).

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In the absence of the Mayor Councillor Bickford presided the meeting.

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

**346/21/22 PRAYERS.**

Reverend Tim Parkman led prayers.

**347/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

**348/21/22 TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to appoint Councillor G Challen as the Vice Chairman for this meeting only.

The Chairman welcomed Sarah Mason County Executive Officer from Cornwall Association of Local Councils to the meeting.

**349/21/22    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.

None.

The Acting Town Clerk informed Members she would be leaving the meeting for agenda item 5, 5a and 5b.

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

None.

The Acting Town Clerk left the meeting for the next agenda item.

**350/21/22 ASSESSMENT DECISION NOTICE CCN0007/21/22 - CLLR B SAMUELS:**

- a. To receive a statement by the Chairman of the Personnel Committee.

Cllr Martin, Chairman of the Personnel Committee made a statement to the meeting. She advised that in accordance with provisions of the Assessment Decision Notice, a Member Panel of the Personnel Committee had resolved to remove Cllr Mrs B Samuels from the Personnel Committee and limit her contact with staff to email only.

Cllr Martin advised that the Monitoring Officer had confirmed that the actions are in keeping with the Decision Notice and within the powers of the Council and that the restrictions would be reviewed after 12 months:

It was **RESOLVED** to note without any discussion.

- b. To consider recommendations relating to the governance of the Personnel Committee.

The Member Panel made two further recommendations to the Personnel Committee which were adopted at a meeting held on January 25th, 2022. The recommendations were:

- i. That there are no ex officio members of the Personnel Committee
- ii. That the Council does not fill the new vacancy on the Personnel Committee at this time, and that the Committee membership remains at 5 seats until the Annual Meeting in May.

It was proposed by Councillor Martin, seconded by Councillor Miller and unanimously **RESOLVED** to adopt the recommendations relating to the governance of the Personnel Committee.

The Acting Town Clerk was invited and returned to the meeting.

**351/21/22 CHAIRMAN'S REPORT - NO REPORT**

No Report.

**352/21/22 MONTHLY CRIME FIGURES - FULL COUNCIL RECEIVED THE LATEST FIGURES LAST MONTH.**

No Report.

**353/21/22 REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**354/21/22 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT.**

No Report.

**355/21/22 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.**

No Actions.

**356/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

Councillor Peggs provided a verbal report to Members from a meeting attended this morning.

Councillor Peggs spoke of the issues being experienced by children and young adults due to the national lockdowns and after effects of the pandemic. These included parental difficulties as well as mental health concerns, with many external services provided by local government experiencing an increase of referrals for additional support.

Councillor Peggs went on to speak of the increased demand for the community fridge and larder services provided by Community Enterprises – PL12.

Many of those utilising the community fridge are young adults and children visiting after school to obtain free food prior to it going to landfill. Other children and young adult support organisations such as The Core and Livewire have also confirmed a high demand for food resources.

At the recent Safer Saltash meeting the discussion of CCTV provisions was warmly welcomed and supported. With a recent incident on Fore Street showing the necessity of CCTV to be installed in the centre of Saltash to support the reduction and prevention of violent crime.

Councillor Peggs spoke of the financial impact families with children are experiencing. One of the most prevalent demands being the requirement for cheaper alternatives or second-hand options for school uniform.

Members discussed ideas to assist with families struggling financially. Councillor Dent advised Members of the community organisation - The Mabbot Trust. Members were informed that the organisation may have a small amount of funding available to assist with contributions towards the purchase of school uniform and school trips for families in need of additional support during these financially difficult times.

It was **RESOLVED** to note.

**357/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE**

It was **RESOLVED** to note.

**358/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY**

Rame Green Guide

Councillor Gillies informed Members that an editable version of the Rame Green Guide document is available for Town Council use, with authorisation to use the generic content contained within the editable document should the Town Council wish to utilise.

Green Hearts for February

Councillor Gillies updated Members on the free national campaign to display a Green Heart showing Town Council and community support of their love for the environment and recognition of the climate and nature crisis.

It was proposed by Councillor Gillies, seconded by Councillor Foster and **RESOLVED** to note the report and:

1. For the Town Council to obtain the editable version of the Rame Green Guide for Town Council adoption
2. Join the Green Hearts for February Campaign promoting via the Town Council Social Media channels
3. Hold activities at Saltash Library Hub to promote the Town Council's support and love for the environment and recognition of the climate crisis.

**359/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

The Chairman thanked Cornwall Councillors for their reports and requested that Cornwall Council consider the Town Council should any state assets be devolved for community use.

Councillor Griffiths thanked Cornwall Councillor Frank for the update provided in the report regarding the future of St Barnabas Hospital. Councillor Griffiths urged Cornwall Councillors to obtain specific information in relation to the future of the hospital services provided as soon as possible, as this had been identified as a major concern for the residents of Saltash. Councillor Frank agreed the necessity for additional information is a top priority. However, due to the health service primarily focussing on COVID provisions it has proven difficult to obtain any information on the future of this vital NHS service.

Cornwall Councillor Worth spoke of the recent Levelling Up White Paper and future meetings with Cornwall Councillors and the Chancellor of the Exchequer to discuss proposals and how they can be taken forward as quickly as possible. Councillor Worth confirmed he would provide further information relating to the town of Saltash as soon as possible upon the meeting taking place.

It was **RESOLVED** to note.

**360/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**361/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**362/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 13TH JANUARY 2022 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 Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 13<sup>th</sup> January 2022 were confirmed as a true and correct record.

**363/21/22**    **FINANCE:**

a. To advise the following receipts in:

i. December 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. December 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 31<sup>st</sup> December 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.

**364/21/22**    **CORRESPONDENCE:**

- a. To receive a letter from the Rotary Club of Saltash

The Chairman informed Members of recent correspondence between the Mayor and the Rotary Club of Saltash.

The Chairman informed Members that there had been a miscommunication regarding the Civic Award Policy, and that the Rotary Club of Saltash appear to have reacted to this, resulting in the correspondence received.

The Chairman confirmed there is no change to the Town Council Civic Award Policy nor any intent by either party to change the relationship between the Town Council or the Rotary Club of Saltash.

Councillor G Challen asked if a formal response would be required to offer clarification to discrepancies contained within the Rotary Club of Saltash letter. Councillor G Challen added that the letter had been made available to the public on the Town Council's website and could be misleading.

The Chairman confirmed that a formal response was not required as the Rotary Club of Saltash had been advised of the procedures and policy in place and confirmed they were content that the miscommunication led to a misunderstanding that has been resolved satisfactorily.

It was **RESOLVED** to note.

**365/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Planning and Licensing held on Tuesday 18th January 2022.

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

b. Personnel Committee held on Tuesday 25th January 2022.

**RECOMMENDATION 1:**

122/21/22 STAFFING:

b. To consider the Christmas shutdown period for the year 2022.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RECOMMENDED** to Full Council that the Christmas shutdown period commences on Friday 23rd December 2022 at 5pm reopening on Tuesday 3rd January 2023 at 9am. This will not apply to operational staff who are required to remain on duty during this period.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to note the minutes and approve the above recommendation.

**366/21/22 TO RECEIVE AND CONSIDER SUPPORTING SALTASH TOWN COUNCIL'S S106 APPLICATION.**

Councillor Peggs briefed Members on the content of the draft application.

Councillor G Challen asked if the budget code EMF 6270 Crime Reduction with an available budget of £36,950 had been considered in the draft application.

The Chairman confirmed that under item 7 of the application the listed capital costs were for the five cameras to be situated in the Town Centre area and not for the additional three cameras outlined in the CCTV provision proposal. This is due to the S106 application conditions of use which states that money will only be awarded to benefit Town Centre projects and footfall.

The Chairman confirmed the available EMF budget would be utilised for the procurement and ongoing maintenance and operating costs of the proposed additional three cameras to be situated on Old Ferry Road, the Union Inn and the Leisure Centre.

The Chairman reiterated that the total project cost is £98,390.37 including procurement of the equipment, ongoing maintenance and operational costs, including a 10% contingency of the overall capital project costs which would allow for unidentified inflation rate increases since the quote was received in September 2022.

Therefore, the total cost requested from s106 Funding is £64,351.48 to cover the five cameras sited in the Town Centre.

Members discussed the monitoring costs of the CCTV, Councillor Yates confirmed the CCTV would be recorded 24 hours per day at a central location in Camborne and the total monitoring costs included 44 hours per week of live monitoring.

Councillor Peggs confirmed letters of support have been offered from various organisations such as Saltash Chamber of Commerce and Safer Saltash.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED**:

1. To delegate to the Acting Town Clerk to update the final s106 application to include the monitoring hours of 44hrs per week, recordings 24hrs per day 7 days a week, and letters of support liaising with Cllrs Bickford and Peggs prior to submission
2. To support STC draft application to the s106 panel for further consideration in granting the requested funds of £64,351.48

Members wished to formally thank Lucy Allison of Safer Saltash for her hard work and commitment on the first draft of the CCTV proposal submitted last year.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to send a letter of thanks to Lucy Allison.

Councillor Foster left the meeting.

**367/21/22** **TO CONSIDER THE SENIOR POLICY AND DATA COMPLIANCE MONITORING OFFICER ATTENDING THE TOWN COUNCIL CIVIC EVENT IN THE ABSENCE OF THE ACTING TOWN CLERK.**

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor G Challen and **RESOLVED** to approve the Senior Policy and Data Compliance Monitoring Officer to attend the Town Council Civic Event to be held on Sunday 3<sup>rd</sup> April 2022 in the absence of the Acting Town Clerk.

**368/21/22** **TO RECEIVE, APPROVE AND ADOPT SALTASH TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022/2023.**

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to approve and adopt Saltash Town Council schedule of meetings calendar for the year 2022/2023 and update relevant Committee's Terms of Reference to reflect any changes to the scheduled meetings.

**369/21/22** **CORNWALL COUNCIL - COMMUNITY NETWORK HIGHWAYS SCHEME RELAUNCH EXPRESSIONS OF INTEREST.**

The Chairman briefed Members on the relaunched highways scheme expression of interest. The Chairman requested Members to revisit the Town Council's ideas and suggestions previously submitted and consider if there are any changes to be made.

The Acting Town Clerk advised Members that the deadline date is Friday 25<sup>th</sup> February 2022.

Councillor Peggs informed Members of the scheduled Saltash Area Road Safety Committee meeting to be held on Monday 7<sup>th</sup> February 2022 and would correlate and submit any feedback to the Acting Town Clerk following discussions held by the Committee.

It was proposed by Councillor Bickford, seconded by Councillor G Challen and **RESOLVED** to delegate authority to the Acting Town Clerk to correlate Members ideas and suggestions of any changes to the Town Council's previous response to the Community Network Highways Scheme to be submitted to the Community Link Officer by Friday 25<sup>th</sup> February 2022.

**370/21/22** **CORNWALL TRANSPORT PLAN - TO RECEIVE A VERBAL UPDATE FROM THE WORKING PARTY.**

Councillor Yates briefed Members on the questions and responses submitted by the Working Group. Councillor Yates added that the Working Group did not object to any of the proposals provided in the Cornwall Transport Plan but were concerned that sufficient funds may not be available to achieve all that was suggested within the plan.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to note the verbal update and for the office to work up a register of real world items for future Town Council reference.

**371/21/22** **CORNWALL COUNCIL - PUBLIC CONSULTATION ON COMMUNITY GOVERNANCE REVIEW DEFERRED PROPOSALS.**

It was **RESOLVED** to note.

**372/21/22** **TO RECEIVE A REPORT AND CONSIDER THE ACTIONS OF THE ESTABLISHED WORKING GROUPS.**

Members agreed the operations of the Council Working Groups require further consideration to avoid delay in the progression of resolutions relating to the Working Group task at hand.

Councillor G Challen reminded Members that two residents attended a Services Committee meeting held in September 2021 to specifically ask a question to Council relating to the poor display of the A38 roundabout and how important it is that the resolution of the Council is carried out and the residents kept up to date.

Councillor Griffiths suggested various other ways to work more efficiently and achieve more from the enthusiasm of Members apart of various Working Groups. Members agreed this would require further thought and consideration prior to a proposal being made.

Members of the existing Working Groups thanked the Acting Town Clerk for the reminder of the work they have committed to, with the Working Groups to contact the Acting Clerk to further progress the work assigned.

It was **RESOLVED** to note.

**373/21/22** **TO RECEIVE AN UPDATE FROM THE PLATINUM JUBILEE WORKING GROUP.**

The Chairman updated Members on the Platinum Jubilee Working Groups progress. The Chairman informed Members that the original beacon had been located and could be reinstalled ready to use for the celebrations.

Councillor Griffiths welcomed consideration for the Working Group to provide an opportunity to incorporate the Saltash Team for Youth Working Group to entice the younger generation to take an active role in the Queens Platinum Jubilee Celebrations.

It was **RESOLVED** to note.

**374/21/22 TO RECEIVE A REPORT AND CONSIDER SUPPORTING THE FIREFIGHTERS GRAVES AT ST STEPHENS CHURCH.**

At the request of the Chairman, and with permission from the Town Council, a member of the public in attendance spoke on the report received and the request for the Town Council's blessing of the project to memorialise and restore the graves of six brave firefighters who lost their lives in WW2 during the Blitz. With an educational story board to be installed on site, subject to the blessing of the Town Council and permission from the dioceses for St Stephens Churchyard.

It was proposed by Councillor Dent, seconded by Councillor G Challen and **RESOLVED** that the Town Council give their blessing to the notion subject to the approval of the Joint Burial Board Committee and appropriate permissions from dioceses for St Stephens Churchyard.

**375/21/22 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. Consideration of License Applications:

<b>Premises Name and Address</b>	GHP Hospitality Ltd., Unit 24 Prideaux Close, Tamar View Industrial Estate, Saltash, PL12 6LD.
<b>Applicant</b>	GHP Hospitality Ltd.
<b>Application Accepted</b>	17.01.2022
<b>Application Type</b>	Grant
<b>Licensable Activities</b>	Sale by retail of alcohol
<b>Reference</b>	LI22_000147
<b>Representations Deadline</b>	14.02.2022
<b>Licensing Officer</b>	Terianne Findlay

It was proposed by Councillor Dent, seconded by Councillor L Challen and resolved to **RECOMMEND** to approval.

**376/21/22 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE IS SATURDAY 12TH FEBRUARY 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bullock, Gillies, Martin and Peggs to attend.

**377/21/22 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.

**378/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**379/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**380/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman wished to thank the Acting Town Clerk for all her support and hard work leading up to this evening's meeting and recent months.

**381/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Green Heart for February Campaign and activities at Saltash Library Hub
2. Schedule of Meetings Calendar for the year 2022-2023
3. Meet Your Councillors.

**382/21/22**    **DATE OF NEXT MEETING:**

Extraordinary Full Town Council meeting to be held on Thursday 10th February 2022 at 6:30 p.m.

**383/21/22**    **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: 8.30 pm

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

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