



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

14 May 2021

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 20th May 2021 at 7.00 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:45pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

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

Yours sincerely,

PP R Lane
Town Clerk
To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen M Fox A Pinckney VACANCY	L Challen S Gillies S Martin J Peggs P Samuels (Chairman) VACANCY	S Miller B Samuels G Taylor D Yates

Agenda

1. Health and safety announcements.
2. To elect a Chairman.
(The outgoing Mayor to present the Mayors Chain to the incoming Mayor in a socially distant manner. The newly elected Chairman to make their Chairman's Declaration of Acceptance of Office and take the chair).
3. Incoming elected Chairman to present the Past Mayor's Badge to the outgoing Mayor in a socially distanced manner.
4. To elect a Vice Chairman.
(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman in a socially distant manner).
5. To confirm and note that all Members of the Town Council have signed their Declaration of Acceptance of Office in the presence of the Assistant Town Clerk.
6. Apologies
7. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
8. To receive and approve the Minutes of the Full Town Council Meeting held on 1st April 2021 as a true and correct record (Pages 7 - 17)
9. To note and receive the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 9th March 2021 (Pages 18 - 26)
 - b. Planning and Licensing held on 16th March 2021 (Pages 27 - 33)
 - c. Personnel held on 13th April 2021 (Pages 34 - 41)
 - d. Planning and Licensing held on 20th April 2021 (Pages 42 - 50)
 - e. Extraordinary Personnel held on 29th April 2021 (Pages 51 - 52)
10. To note and receive the minutes of the Christmas Lights and Town Events Sub Committees held on 23rd March 2021 and consider any recommendations. (Pages 53 - 55)

11. To reaffirm the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence.
12. To consider adopting Cornwall Council newly adopted Code of Conduct as recommended by the Committee on Standards in Public Life. (Pages 56 - 66)
13. To receive and note the schedule of meetings calendar for the year 2021-22 future meetings of this Town Council. (Pages 67 - 68)
14. To note the time and place of Full Council meetings up to and including the next Annual Meeting of Full Council.
15. To approve the co-option process to fill the Tamar and Essa vacant seat on this Town Council.
16. To appoint Members to the following committees:
(To note; Services, Policy & Finance, Planning & Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council)
 - a. Personnel
(Composition of six Members. All members of this Committee must undertake employment law training within 6 months of taking Office subject to course availability)
 - b. Joint Burial Board
(Membership established by separate constitution together with St Stephens PCC - composition of four STC Members)
17. To appoint Members to the following sub committees:
 - a. Devolution
(Composition of eight Members)
 - b. Property Maintenance
(Composition of eight Members)
 - c. Station Property
(Composition of eight Members)
 - d. Town Centre Vision
(Composition of eight Members)
 - e. Library
(Composition of eight Members)
 - f. Christmas Lights and Town Events
(Composition of eight Members)

18. To appoint Members to the following Working Parties:
- a. Neighbourhood Plan
(Composition of two Council representatives)
 - b. Saltash Team for Youth
(Composition of four Members)
 - c. S106 Working Party
(Composition of four Members)
 - d. Climate Change and Environmental Working Party
(Composition of five Members)
 - e. Waterfront Management
(Composition of six Members)
19. To appoint Members to outside Partnerships:
- a. Section S106 Steering Group
(Composition of two Members, Mayor and Deputy Mayor)
 - b. Town Team
(Composition of four Members)
20. To readopt the following Town Council policies:
Please note the following policies can be viewed on the website here:
<https://www.saltash.gov.uk/policies.php>
- a. Employees
 - i. Data Protection Criminal Records
 - ii. Data Protection Policy Employees
 - iii. Disability Employment
 - iv. Employee Handbook
 - v. Recruitment
 - vi. Staff Members Relations
 - b. Finance
 - i. Receipting of Income & Banking Procedures
 - ii. Annual Business Continuity Plan
(Pursuant to P&F held on 9.03.21 minute nr. 172/20/21)

- c. General
 - i. Acquisition or Sale of Land and Property
 - ii. Customer Feedback
 - iii. Communications Policy
(Pursuant to P&F held on 9.03.21 minute nr. 173/20/21)
 - iv. Data Retention and Disposal
 - v. Freedom of Information
 - vi. Grants Policy and Application
 - vii. Information and Data Protection
 - viii. Management of Transferable Data
 - ix. Model Publication Scheme
 - x. Planning Handbook
 - xi. Safeguarding
 - xii. Social Media
 - xiii. STC Seals and Logo
 - xiv. Terms of Reference – Committees
 - xv. Unreasonable Persistent Complaints
 - xvi. Zero Tolerance
- d. Health & Safety
 - i. Health and Safety Handbook
- e. Library
 - i. Library Computer Access and Usage
 - ii. Library Information Security
 - iii. Library Information Storage
 - iv. Stock Management
 - v. Wi-Fi Acceptable Use
- f. Members
 - i. Advisory Dress Code Councillors
 - ii. Code of Conduct
 - iii. Election of Mayor and Deputy Mayor

- 21. To note the Town Council insurance policies:
(Saltash Town Council are currently in a contract agreement with Zurich until October 2022)
 - a. Employers Liability (Page 69)
(Limit of Indemnity £10M)
 - b. Public Liability (Page 70)
(Limit of Indemnity £15M)
- 22. To receive any items for information purposes only.
- 23. To consider urgent non-financial items at the discretion of the Chairman.
- 24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

25. Date of next meeting: Thursday 3rd June 2021 at 7:00p.m.
26. 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.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held on the Virtual Zoom Platform on Thursday 1st April 2021 at 7.00 pm.

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Martin, S Miller, J Peggs, B Phillips, A Pinckney, J Rance (Vice-Chairman), B Samuels, P Samuels (Chairman) and D Yates.

ALSO PRESENT: 4 Members of the Public, Reverend Prebendary B Anderson, H Frank (Cornwall Council) and S Tamlin (Cornwall Council), S Burrows (Assistant Town Clerk), S Emmett (Finance Officer) and D Joyce (Administration Officer).

APOLOGIES: G Challen, M Fox and S Lennox-Boyd.

1/21/22 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

The Chairman reminded Members of the Pre-election period and requested Members be mindful of The Law and the Code as it conducts its business at this evening's meeting.

The Chairman informed Members of the absence of the Town Clerk due to health reasons. The council wish him a speedy recovery.

In the absence of the Town Clerk the Assistant Town Clerk is in attendance and will be clerking this evening's Full Town Council meeting.

2/21/22 PRAYERS

Reverend Prebendary Brian Anderson led prayers.

3/21/22 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.

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

None.

4/21/22 MONTHLY CRIME FIGURES

It was **RESOLVED** to note.

5/21/22 REPORT BY COMMUNITY ENTERPRISES PL12

No report.

6/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING

No report.

7/21/22 CNP ACTION POINTS FOR REPORTS

No actions.

8/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

Councillor Miller briefed Members of an additional meeting held since the report was distributed and informed Members of updates.

It was **RESOLVED** to note.

9/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

10/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

Two members of the public submitted questions to planning application **PA21/01757** both against the application.

The Chairman informed Members of questions received in relation to agenda item 20a – Applications for consideration: **PA21/01757** and that they would be received under agenda item 20a.

The Chairman announced that the next item of business to be received is agenda item 20a - Planning Application **PA21/01757**.

11/21/22 PLANNING:

a. Applications for consideration:

PA21/01757

c/o agent Barratt David Wilson (Exeter) Ltd - **Land At Broadmoor Farm Stoketon Cornwall**

Reserved matters application for Phase 1, which comprises: the construction of 387 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links, 1 substation and one governor and associated infrastructure. (Details following outline application PA14/02447 dated 13.10.2017) Resubmission of application no. PA19/08297 dated 09/04/20.

Ward: North

Public Questions:

1. Considering the various amounts, percentages and stages of payments proposed, do the various members of the town council consider the funding proposed as part of this development meets the town's needs adequately and at a sufficiently early stage in the development that the additional houses proposed will not unduly overload existing resources?

Councillor Dent advised this question would not be able to be taken at this evening's meeting due to it being outside the remit of the current application to be received and will be answered separately in due course.

2. Considering the traffic impact of the retail development on Gilston Road, do the various members of the Town Council consider that the spine road proposals onto the A388 are sufficient not to cause congestion problems on the A388 and the Main A38 Carkeel Roundabout? As is currently the case to the South of Carkeel Roundabout. This in particular given that the 2nd road junction onto the A38 is not due to be completed until much later in the development.

Councillor Dent advised this question would not be able to be taken at this evening's meeting due to it being outside the remit of the current application to be received and will be answered separately in due course.

3. Do the various members of the Town Council consider that the size and locations of the proposed green spaces on the development, are acceptable as proposed? This in particular considering that the large green space (incorporating the play area) is situated on land with historical drainage issues and the other smaller green area being on the periphery of the northern area of stage 1, immediately adjacent to a very busy road (the A388) where traffic rarely observes the existing 30mph speed restriction. The largest part of the stage 1 phase to the south containing no green areas at all.

Councillor Dent stated that the question relating to the green space available can be addressed under this current application as a reserved matter within Phase 1.

4. As a resident of Carkeel Barns and as such surrounding neighbours will be the people who are effected most if the development goes ahead. Meetings with developers have promised all sorts of things from a 10 meter buffer zone around the perimeter of Carkeel Barns to an Access road with traffic lights while the development is underway. Over the years the residents have met with a few developers but want to be sure that access during the build will be available and that residents are not inconvenienced. Up to now when there has been a digger delivered the drive way is blocked and this is our only entrance and exit.

Councillor Dent stated that the perimeter road to Carkeel Barns can be further considered under this current application.

Members discussed the application **PA21/01757**.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to refuse the application for construction of 387 dwellings due to:

1. The construction is over-dense especially in the central triangular area leading to an appearance of overdevelopment. There are only a few very small green spaces which are not sufficient for children's play areas. We would suggest the number of houses be cut back to a third of the overall number, 333 allowing a further spacing of houses.

2. The application, being urban in design, is not in keeping with the semi-rural area which is a Cornish site at the gateway to Cornwall. More Cornish stone and much lower pitch to the roofs would be more in keeping.
3. The current transport plan and parking lot should be in place before construction to ensure the existing houses are not inconvenienced throughout the development, especially the access road to Carkeel Barns.
4. Biodiversity in all areas of the construction development must be further considered. More trees needed across the site. The oak tree at the entrance to Carkeel Barns is to remain in situ.
5. The spring that runs through the play park to be further considered and dealt with correctly to avoid it being as marshy as it is at present
6. There is a lack of sustainably constructed housing and an ability of charge for electric cars.

12/21/22

TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4TH MARCH 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 Rance and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 4th March 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.

13/21/22 FINANCE:

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

It was **RESOLVED** to note.

- b. To advise the following payments in:
 - ii. February 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 28th February 2021 were reviewed as correct by the Chairman of Policy and Finance Committee and the Town Clerk.

Due to the Town Clerk's absence it was proposed by Councillor P Samuels, seconded by Councillor Rance and **RESOLVED** to defer to The Annual Meeting of Saltash Town Council to be held on Thursday 20th May 2021.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

14/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC90	Procurement of an additional office phone and power pack (including distribution) for the Administration Department	APPROVED	P&F	N/A
STC91	Reinstatement of library overdue fees as of September 2021	APPROVED	SERVICES	LIBRARY

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

15/21/22 CORRESPONDENCE:

a. Tamar Bridge Crossings - Tamar Bridge Resurfacing Project

It was **RESOLVED** to note.

b. BT Consultation Review – PC01 Lower Fore Street Phone Box

Councillor Yates asked if the calls had been monitored throughout the Covid-19 isolation period. The Assistant Town Clerk to pose the question to the Community Link Officer for further information.

It was proposed by Councillor J Rance, seconded by Councillor Pinckney and **RESOLVED** to object due to the phone box residing in an essential and prominent safety position with regard to the very well-used bus stop and taxi rank for residents and visitors of the town.

16/21/22 TO CONSIDER COVID-19 UPDATES

No further updates.

17/21/22 TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT

Councillor B Samuels informed Members of the changes to the report as follows:

1. Members to consider staff to continue working from home until 21st June 2021.
2. To consider the purchase of sufficient protective clear screens to be installed to all desks to future proof safe working practices.
3. Members to consider relocation of staff desks to accommodate the Annual Town Meeting to be held in the Guildhall (Long Room) on 20th May and any future face to face council meetings should the legislation not support continued online council meetings.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve the updated report subject to further Government Guidance as and when received.

Lateral flow testing to be further considered at a future Personnel Committee Meeting.

18/21/22 TO RECEIVE A REPORT AND ANY UPDATES TO THE FORE STREET REOPENING ACTION PLAN

Councillor Peggs updated Members on the Fore Street reopening action plan and areas for consideration:

1. To change the message on the two large banners one at the top and one at the bottom of Fore St to reinforce the message ready for the start of the reopening. The existing triangle banners situated on the trees and posts to remain.
2. To replace the existing mobile hand sanitisers with fixed units on the crossings with clear visible signs and utilise the existing units for future events in the town.

Councillor Peggs informed Members that current funding has been extended until the end of June 2021 and all costings will be allocated under the reopening of the High Street Funds.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to approve.

The Chairman announced a five-minute break. The meeting reconvened at 8:25 p.m.

19/21/22 TO RECEIVE, CONSIDER AND APPROVE THE COMPLETED FINAL DRAFT APPLICATION FOR SUBMISSION OF THE TOWN VITALITY FUNDING APPLICATION

Councillor Gillies spoke of the slight changes made since the initial draft application was received at last month's Full Council meeting. Councillor Gillies added that the amount of funding being requested is £84,000 to cover the costs of consultation and feasibility reports.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to approve and submit the final Town Centre Revitalisation Fund Application to the Vitality Towns at Cornwall Council by the 7th April 2021.

20/21/22 PLANNING:

b. Tree applications/notifications:

PA21/01008

Mr Redfern – **14 Ashton Way Saltash PL12 6JE**

Proposed crown lift and reduction T1. And proposal to fell T2.

Ward: North

It was proposed by Councillor Dent, seconded by Councillor Phillips and **RESOLVED** to approve subject to the Tree Officers recommendations.

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

None.

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

It was proposed by Councillor P Samuels, seconded by Councillor Bickford 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.

The Assistant Town Clerk informed Members that the meeting is now in Part Two and members of the public have been admitted to the waiting room. Due to the meeting being held virtually it was requested that Members raise their hands to confirm there is nobody else in the room with them and that this matter remains confidential.

22/21/22a TO CONSIDER THE OVERALL COST AND SETTLEMENT FIGURE FOR THE STATION PROJECT.

It was proposed by Councillor Dent, seconded by Councillor Rance and **RESOLVED** to approve the final settlement figure within budget of £715,000.00 and sign off on the project. Contractor to complete final works prior to retention monies being released in September 2021.

23/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

24/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Town Clerk Position

The Chairman advised Members that having sought advice from CALC, the job description of the Assistant Town Clerk allows the position to act up in the absence of the Town Clerk and fulfil the duties and responsibilities therefore the Assistant Town Clerk will assume the duties and responsibilities of the Town Clerk and will be meeting with Members of the Personnel Committee after the bank holiday.

Sustrans Walking and Cycling Map

Councillor Bickford updated Members on correspondence received from ward residents regarding the Active Walking and Cycling Map, produced by Sustrans, carrying the logos of Cornwall Council and Saltash Town Council listed as a 'useful contact' and the concerns raised as it provides incorrect information and contains a number of inaccuracies which need to be addressed.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that STC be consulted for further input prior to republishing should there be a reprint of the Active Walking and Cycling map.

25/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

26/21/22 DATE OF NEXT MEETING:

The Annual Meeting of Saltash Town Council to be held on Thursday
20th May 2021 at 7.00pm

27/21/22 COMMON SEAL:

It was proposed by Councillor P Samuels, seconded by Councillor J
Rance and **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: 9.10 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held on the Virtual Zoom Platform on Tuesday 9th March 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, J Dent, M Fox (Chairman), S Gillies, S Miller, J Peggs, B Phillips (Vice-Chairman), A Pinckney, B Samuels, P Samuels and D Yates.

ALSO PRESENT: R Lane (Town Clerk), S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillor: S Martin

151/20/21 ANNOUNCEMENTS.

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

152/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.

The Senior Policy and Data Compliance Monitoring Officer confirmed that the meeting would be recorded for the purpose of minute taking.

153/20/21 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registrable (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	Remained at the Meeting and did not vote
Bickford	22	Non-pecuniary	Worked with Ashtorre on project	Yes	n/a
Phillips	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuels B	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuels P	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a

- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

- c. To consider dispensations required.

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to issue a dispensation to all Members remaining in the meeting for the consideration of the Community Chest application.

154/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

155/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 12TH JANUARY 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Fox and seconded by Councillor Phillips and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 12th January 2021 were confirmed as a true and correct record.

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

156/20/21 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

157/20/21 PETTY CASH RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

158/20/21 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

159/20/21 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

160/20/21 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

161/20/21 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

162/20/21 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

163/20/21 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE INTERNAL AUDITOR.

The Finance Officer reported that she has carried out research on alternative local council internal auditors in the area and there don't seem to be any alternatives for this sector. CALC have also carried out research and have been unable to provide any other alternatives. It is a very niche area for auditing and there are not many auditors who are experienced to be able to undertake the work. Cornwall Council with CALC are currently putting an offer together for an internal audit service.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the three-year appointment of the Internal Auditor at a cost of £1,200 per annum.

164/20/21 TO NOTE A PERSONAL INJURY CLAIM AGAINST SALTASH TOWN COUNCIL AS A RESULT OF AN ACCIDENT ON FORE STREET INVOLVING A MEMBER OF THE PUBLIC.

It was **RESOLVED** to note.

165/20/21 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

166/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

167/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

Ref Nr.	Details	Decision Agreed	Committee
STC84	Website integration costs to allow for CIVICA Modern.gov application	APPROVED	P&F
STC85	Renewal of CANVA subscription	APPROVED	P&F
STC86	The procurement of an additional SSL certificate from April 2022 for two years due to CIVICA application requirements	APPROVED	P&F
STC87	Approve Transfer of £250,000 from Cornwall Council Investment A/C to Barclays Active Saver for operational expenditure up to 31 st March 2021	APPROVED	P&F
STC88	To renew Annual Fleet Motor Insurance with WPS	APPROVED	P&F

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

Councillors Phillips, B Samuels and P Samuels declared an interest in the next item and left the meeting.

168/20/21 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest

Application number.	Organisation	Amount requested
246	Rotary Club of Saltash	£1,000

It was proposed by Councillor Challen, seconded by Councillor Dent and **RESOLVED** to award £1,000.

b. Festival Fund

None.

169/20/21 TO RECEIVE A REPORT REGARDING THE PURCHASE OF IT EQUIPMENT FOR MEMBERS - COUNCILLOR BICKFORD.

Councillor Bickford gave a verbal report updating Members on the status of this item.

It was **RESOLVED** to note.

170/20/21 TO CONSIDER A REPORT FOR FUNDING FOR SCHOOL IT EQUIPMENT - BRUNEL FRIENDS ASSOCIATION.

It was proposed by Councillor Phillips, seconded by Councillor Miller and **RESOLVED** to refuse the application for funding.

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

171/20/21 TO CONSIDER THE FORMAL ADOPTION AND MAINTENANCE OF THE SALTASH FERRY SCULPTURE SITUATED ON TAMAR STREET.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to formally adopt and maintain the Saltash Ferry Sculpture situated on Tamar Street.

Councillor Bickford was invited and returned to the meeting.

172/20/21 POLICIES:

a. Annual Statement of Internal Control

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

b. Annual Business Continuity Plan

It was **RESOLVED** to defer this item to the next Full Council meeting.

c. Annual Internal Audit Business Risk Assessment

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

d. Annual Treasury Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL** subject to the document being reformatted.

e. Annual Reserves Policy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

g. Finance Schedule and Precept Plan

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

h. Scheme of Delegation

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

i. Financial Regulations

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

j. Risk Management Plan Statement

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

k. Risk Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

l. Receiving Public Questions at Meetings

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

173/20/21 TO ADOPT THE FOLLOWING POLICIES:

a. Co-option Policy

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the removal of the requirement for a Proposer and Seconder on page 5 of the policy.

b. Equality and Diversity Policy

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

c. Communication Policy

It was **RESOLVED** to defer this item to the next Full Council Meeting.

d. Provision of IT and Acceptable Use Policy

It was proposed by Councillor Fox, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL**.

174/20/21 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group is in the process of identifying an examiner.

b. Saltash Team for Youth

No report

c. Section 106 Steering Group

No report

175/20/21 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.

176/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

177/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

178/20/21 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

179/20/21 **PRESS AND SOCIAL MEDIA RELEASES.**

None.

DATE OF NEXT MEETING

Thursday 27 May 2021 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Planning and Licensing Committee held on the Virtual Zoom Platform on Tuesday 16th March 2021 at 6:30 p.m.

PRESENT: Councillors: R Bickford, R Bullock, G Challen, J Dent (Chairman), M Fox (Vice-Chairman), S Gillies, S Lennox-Boyd, S Martin, S Miller, J Peggs, B Phillips, A Pinckney, P Samuels and D Yates.

ALSO PRESENT: 4 Members of the Public, D Holley (Cornwall Councillor) and S Tamlin (Cornwall Councillor), R Lane (Town Clerk), S Burrows (Assistant Town Clerk), F Morris (Planning and General Administrator) and D Joyce (Administration Officer).

APOLOGIES: None.

55/20/21 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

56/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

57/20/21 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
G Challen	PA21/00921	Non-Pecuniary	Family Friend	Yes
S Lennox-Boyd	PA21/00980	Non-Pecuniary	Friend	Yes

c. To consider dispensations required:

None.

58/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

None.

59/20/21 TO NOTE AND RECEIVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH FEBRUARY 2021 AS A TRUE AND CORRECT RECORD

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

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16th February 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.

60/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

No report.

61/20/21 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:

PA21/00837

Discombe – **11 Hawks Park Lower Burraton PL12 4SP**

Two storey side extension and internal alterations.

Ward: West

It was proposed by Councillor Challen, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the neighbours having no objections.

PA21/01198

Ross McConnell - **Wills Tenement Trehan Saltash PL12 4QN**

Listed Building Consent for replacement of concrete and roofing slate external window sills with solid slate sills; adding solid slate sill to window with no sill and replacement of quarry tiles with slate on plinth base of granite column.

Ward: West

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

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

PA21/00921

Mr J Richards - **9 Lower Port View St Stephens Saltash PL12 4BY**

Demolish existing single garage and replace with double detached garage with home office / work space below.

Ward: East

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the annex only being used for home office/work space as described with a separate application required if it is to be used as a separate dwelling.

Councillor Challen was invited and returned to the meeting.

PA21/01103

Mr Johannes Jansen - **7 Clover Walk Saltash Cornwall PL12 4UU**

First floor extension over existing garage. Previously approved in 2012.

Ward: West

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

PA21/01232

Robert Morrish - **102 Grenfell Avenue Saltash Cornwall PL12 4JE**

Two storey rear extension.

Ward: North

It was proposed by Councillor Phillips, seconded by Councillor B Samuels and resolved to **RECOMMEND REFUSAL** on the ground of:

1. The proposed design is overbearing affecting the neighbour's amenities.
2. The street scene adversely degrades the surrounding street scene with the design of a flat roof.

PA21/01433

Saltash Town Council - **Saltash Town Council The Guildhall 12 Lower Fore Street Saltash PL12 6JX**

Installation of LED lighting to north and west elevations.

Ward: East

It was **RESOLVED** to note.

PA21/01434

Saltash Town Council - **Saltash Town Council The Guildhall 12 Lower Fore Street Saltash PL12 6JX**

Listed Building Consent for the installation of LED lighting to north and west elevations.

Ward: East

It was **RESOLVED** to note.

PA21/02182

C/O Agent CEG Land Promotions Ltd, WH Bond & Sons Limited and Bond - **Land At Broadmoor Farm Stoketon Cornwall**

Application for non material amendment following grant of planning permission PA19/08250 namely various minor amendments

Ward: North

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

PA21/01757

c/o agent Barratt David Wilson (Exeter) Ltd - **Land At Broadmoor Farm Stoketon Cornwall**

Reserved matters application for Phase 1, which comprises: the construction of 387 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links, 1 substation and one governor and associated infrastructure. (Details following outline application PA14/02447 dated 13.10.2017) Resubmission of application no. PA19/08297 dated 09/04/20.

Ward: North

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and resolved to **RECOMMEND** deferral until after the meeting to be held on 25th March 2021 with the Planning Officer and Councillors to further discuss the changes in the application that has been submitted.

PA21/00082

Mr James Crump – **12 Gallacher Way Saltash Cornwall PL12 4UT**

Retention of conversion of double garage into an additional bedroom with ensuite with no amendments to size.

Ward: West

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

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

PA21/00980

Mr & Mrs K Hodge – **Longlands Bungalow Longlands Lane Burraton Coombe Saltash**

Proposed Extension

Ward: West

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

Councillor Lennox-Boyd was invited and returned to the meeting.

d. Tree applications:

PA20/11518

Matthew Smith - **Coombe Barn Babis Lane St Stephens PL12 4ET**

Proposal to fell T1 and T2.

Ward: South

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

PA21/01008

Mr Redfern – **14 Ashton Way Saltash PL12 6JE**

Proposed crown lift and reduction T1. And proposal to fell T2.

Ward: North

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** deferral until the Tree Officer's report has been received.

e. Tree notifications: None.

62/20/21 CONSIDERATION OF LICENCE APPLICATIONS

None.

63/20/21 CORRESPONDENCE

a. St Austell China Clay Restoration and Tipping Supplementary Planning Document Consultation.

It was proposed by Councillor Fox, seconded by Councillor Challen and **RESOLVED** to note and that Members respond individually should they so wish.

64/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

65/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

66/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

67/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

68/20/21 PRESS AND SOCIAL MEDIA RELEASES

None.

69/20/21 DATE OF NEXT MEETING

Tuesday 20 April 2021 at 6:30 p.m.

Rising at: 7:48 p.m.

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held on the Virtual Zoom Platform on Tuesday 13th April 2021 at 6.30 pm

PRESENT: Councillors: J Dent, M Fox, S Martin, J Peggs, J Rance (Vice-Chairman) and B Samuels (Chairman).

ALSO PRESENT: S Burrows (Assistant Town Clerk) and S Emmett (Finance Officer)

APOLOGIES: None.

1/21/22 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman led Members into a minute's silence as a mark of respect for the passing of His Royal Highness The Prince Philip, Duke of Edinburgh.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

2/21/22 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two

Due to the meeting being held virtually it was requested that Members raise their hands to confirm there is nobody else in the room with them and that the meeting remains confidential.

3/21/22 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.

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

None.

4/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26TH JANUARY 2021 AND THE EXTRAORDINARY PERSONNEL MINUTES HELD ON 2ND MARCH 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 26th January 2021 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Tuesday 2nd March 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.

5/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

6/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

The Chairman announced that agenda items 8 and 9 would be taken together.

7/21/22 TO RECEIVE UPDATES TO THE PENSION POLICY.

The Finance Officer updated Members on the Pension Policy updates and the monthly re-attribution calculations.

It was proposed by Councillor Dent, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to adopt the updates to the Local Government Pension Scheme Policy.

8/21/22 TO RECEIVE A REPORT ON REVISED PENSION POLICY REGARDING MONTHLY RE-ATTRIBUTIONS CALCULATIONS.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to approve:

1. The new exemption rule for the pension policy for the monthly pension employee contribution attribution rate.
2. The following pay elements not be considered when the monthly attribution calculation is made for back pay, lump sums, overtime and error correction.
3. The exemption rule to be back dated to August 2018 and existing employees reimbursed accordingly.

The Finance Officer left the meeting.

9/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

None.

10/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve a PAT Testing Course for the Assistant Service Delivery Manager at a cost of £250 allocated to budget Service Delivery Staff Training.

It was **RESOLVED** to note training attended.

It was **RESOLVED** to note the Chairman had under delegated authority approved the following training requests:

1. ICCM Cemetery Course and Management of Memorials for five Service Delivery General Assistants at a cost of £270 each allocated to budget Service Delivery Staff Training.
2. Manual Handling and Abrasive Wheels for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.
3. Chapter 8 for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.
4. STC premises / STC land for practical – Ride-on-Mower / Pedestrian Mower for six Service Delivery General Assistants at a cost of £550 allocated to budget Service Delivery Staff Training.

11/21/22

TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT - RISK ASSESSMENT TO BE WORKED UP FOLLOWING ANY AMENDMENTS.

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

1. The reopening of the Guildhall reception area only to members of the public from the 17th May 2021 under step 3 of the roadmap out of lockdown.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve delegated authority to the Assistant Town Clerk to reallocate staff workstations to appropriate areas of the Guildhall to facilitate future physical Town Council meetings.

It was **RESOLVED** to note that an informal Councillors Briefing Session be arranged to consider the Guildhall Physical Council Meetings Risk Assessment and process on the day.

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

1. Call upon a Casual Library and Information Assistant with immediate effect to cover one day a week at the Library for an initial period of 3 months.
2. Add to the next Personnel Committee agenda – To consider the staff structure of the council.

12/21/22 TO RECEIVE THE NOTES OF THE INFORMAL MEETING WITH THE PERSONNEL MEMBERS HELD ON TUESDAY 6TH APRIL 2021 AND CONSIDER ANY RECOMMENDATIONS.

The Chairman updated Members on staffing matters.

It was **RESOLVED** to note.

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

1. Recruit a full time temporary to permanent Receptionist / Mayors Secretary to cover the vacant post at the earliest opportunity.
2. Recruit a full time temporary HR / Admin Assistant due to staff shortage at the earliest opportunity.

13/21/22 TO APPROVE THE AMENDED JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF RECEPTIONIST / MAYOR'S SECRETARY.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the updated Receptionist / Mayors Secretary Job Description and Person Specification.

14/21/22 STAFFING:

- a. To report back on annual appraisals, incremental point progression and any agreed actions and associated expenditure.

It was **RESOLVED** to note all staff appraisals had been successfully completed apart from one Service Delivery General Assistant that will be undertaken at a future date as it had been delayed due to sickness absence.

It was proposed by Councillor Rance, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to:

1. Approve all incremental point progressions for eligible staff.
2. Reflect the duties and responsibilities of the post of Assistant Service Delivery Manager at scale 13 - 17 and to receive an uplift from point 13 to 15 back dated to 1st April 2021 in recognition of work undertaken to date.
3. Increase the Assistant Town Clerk scale from 29 - 32 to 37 - 41 starting on point 39 and to be back dated to 1st April 2021 until such time the Town Clerk resumes his normal duties and as the Town Council circumstances change.

- b. To report back on 6-month probation reviews

It was **RESOLVED** to note that the Community Hub Team Leader, Service Delivery Manager and two Service Delivery General Assistants successfully passed their six month probation period.

- c. To report back on end of year annual leave

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the remaining leave for two members of staff at year-end of eight days each due to Town Council work commitments and that remaining staff are within the carry over policy limit of 5 days.

- d. To consider personnel matters as reported by the Town Clerk

The Assistant Town Clerk updated Members on staffing matters.

It was **RESOLVED** to note.

The Chairman reported a member of staff was awarded 5 days bereavement leave under delegated powers under policy.

It was **RESOLVED** to note.

15/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

16/21/22 **DATE OF NEXT MEETING**

Tuesday 25 May 2021 at 6.30 pm

Rising at: 9.05 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held on the Virtual Zoom Platform on Tuesday 20th April 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, G Challen, J Dent (Chairman), M Fox (Vice-Chairman), S Gillies, S Lennox-Boyd, S Martin, S Miller, J Peggs, B Phillips, A Pinckney, B Samuels, P Samuels and D Yates.

ALSO PRESENT: 5 Members of the Public, Cornwall Councillor D Holley, Cornwall Councillor S Tamlin, S Burrows (Assistant Town Clerk), D Joyce (Administration Officer) and F Morris (Planning and General Administrator).

APOLOGIES: Councillor R Bickford

1/21/22 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

2/21/22 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 Meeting
S Lennox-Boyd	PA20/10869	Non-Pecuniary	Friend	Yes
M Fox	PA21/02818	Non-Pecuniary	Known to applicant.	Yes
R Bullock	PA21/02939	Non-Pecuniary	Known to applicant.	Yes
B Phillips	PA21/02939	Non-Pecuniary	Known to applicant.	Yes

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

None.

3/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members of a statement received in relation to Agenda Item No. 8c – Applications for consideration: PA21/03568 – 127 Old Ferry Road, Saltash. The Chairman announced that this statement would be taken under Agenda Item No. 8c.

4/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

5/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH MARCH 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Dent, seconded by Councillor Fox and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16th March 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.

6/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

Ref Nr.	Details	Decision Agreed	Committee
PL 123	Pavement Licensing Application The Bookshelf & Tea Rooms 96 Fore Street Saltash PL12 6JW	APPROVED	Planning & Licensing

(Members Declarations of interests in relation to the applications are held at the Office and available online.

https://www.saltash.gov.uk/planning_applications.php

It was proposed by Councillor Dent seconded by Councillor Fox and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

7/21/22

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. Applications for consideration:

Councillor S Lennox-Boyd declared an interest in the next agenda item and left the meeting.

PA20/10869

Anthony Draper & Peter Gain - **Ince Castle Ince Barton Saltash PL12 4QZ**

Reconstruction of Boat House.

Ward: West

Date received: 25/03/21

Response date: 23/04/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the conditions as submitted by the Tamar Valley AONB dated 20th April 2021 being imposed upon any planning consent.

Councillor S Lennox-Boyd was invited and returned to the meeting.

PA21/00054

Mr Malcolm Pollard - **190 Callington Road Saltash PL12 6LL**

Vehicle crossing.

Ward: North

Date received: 15/03/21

Response date: 23/04/21

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

PA21/01828

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, some terracing, a decking area and steps.

Ward: South

Date received: 31/03/21

Response date: 23/04/21

It was proposed by Councillor Fox, seconded by Councillor Challen and resolved to **RECOMMEND APPROVAL**.

PA21/02242

Mr K Routley - **10 Clear View Saltash PL12 6HB**

Full application for proposed loft extension and alterations.

Ward: East

Date received: 15/03/21

Response date: 23/04/21

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

PA21/02285

Mr Colin Crago - **74 Callington Road Saltash PL12 6DY**

Rear first floor extension over existing kitchen/diner.

Ward: East

Date received: 26/03/21

Response date: 23/04/21

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

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

PA21/02818

Mr & Mrs M Dustan – **8 Castlemead Close Saltash PL12 4LF**

First floor extension (above existing ground floor extension) to enlarge bedrooms and bathroom

Ward: South

Date received: 07/04/21

Response date: 28/04/21

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

Councillor M Fox was invited and returned to the meeting.

PA21/03333

H M & S M Kitt – Cumbletor Farm Cumble Tor Lane Trematon Saltash PL12 4RU

Variation of condition 2 of application no. PA17/07149 dated 20/09/17 (Conversion of Barn (formerly a dwelling) into dwelling with parking and installation of new septic tank and stock proof fence around the plot).

Ward: West

Date received: 07/04/21

Response date: 28/04/21

It was proposed by Councillor Yates, seconded by Councillor Challen and resolved to **RECOMMEND APPROVAL**.

Members requested that an email be sent to a Senior Planning Officer at Cornwall Council to state that future Planning Applications requiring a variation of conditions should clearly show the amendments to be considered. If such information is not provided, the Town Council will not be able to send a response.

PA21/02703

Mr L Stuart – Cornwall Council Public Conveniences Callington Road Saltash

Construction of dwelling.

Ward: North

Date received: 08/04/21

Response date: 29/04/21

It was proposed by Councillor B Samuels, seconded by Councillor Phillips and resolved to **RECOMMEND REFUSAL** due to:

1. Lack of amenity space.
2. Overdevelopment of the site.
3. Inadequate parking. Any parking arrangement with a neighbour should be fully outlined and included as a condition.
4. No protection between the property and adjoining sports field to the rear of the property. A fence to be provided of sufficient stature to prevent breakage to windows by footballs/rugby balls. The fence to be installed by the applicant to prevent the cost falling on the public purse.

PA21/02802

Mrs D Bradley – **16 Essa Road Saltash PL12 4ED**

Proposed larger porch to front of property with low threshold doors for wheelchair access.

Ward: East

Date received: 09/04/21

Response date: 30/04/21

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

PA21/03178

Miss H Matthews - **Physiotherapy Clinic 118 Callington Road Saltash PL12 6EA**

Alterations and extension to Physio clinic with associated works.

Ward: North

Date received: 09/04/21

Response date: 30/04/21

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

PA21/03568

Mr V Welch Welkin Development SW Ltd - **127 Old Ferry Road Saltash PL12 6BL**

Outline application for the construction of up to six dwellings and associated works with all matters reserved except access

Ward: East

Date received: 09/04/21

Response date: 30/04/21

A member of the public read a statement in support of Planning Application PA21/03568 - 127 Old Ferry Road Saltash PL12 6BL. Councillor Fox read out two objections to the same Planning Application from members of the public.

It was proposed by Councillor P Samuels, seconded by Councillor Pinckney and resolved to **RECOMMEND REFUSAL** due to:

1. The building is of historical significance to Saltash and in particular the open green space is historically known as a Market Garden as designated in the emerging Saltash Neighbourhood Plan.
2. The proposed development would result in the loss of the essentially open nature of this site which creates a green space in this area of Saltash and is an important part of the street scene.
3. Members considered the applicants report to be under researched and therefore not valid.

Councillor R Bullock and Councillor B Phillips both declared an interest in the next agenda item and left the meeting.

PA21/02939

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

Front and rear extensions.

Ward: North

Date received: 14/04/21

Response date: 05/05/21

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

Councillor Bullock and Councillor Phillips were invited and returned to the meeting.

d. Tree applications:

PA21/02979

Mr Luke Catchpole The Tree Surgery Co. Ltd – **26 Churchill Walk Saltash PL12 4PG**

T1 - Lawsons Cypress - Remove to ground level due to tree encroaching on public path and lifting boundary wall.

Ward: South

Date received: 12/04/21

Response date: 03/05/21

It was proposed by Councillor Pinckney, seconded by Councillor B Samuels and resolved to **RECOMMEND REFUSAL** on the grounds that the tree is a significant part of the street scene and as such represents one of few front garden trees.

e. Tree notifications:

None.

8/21/22

CONSIDERATION OF LICENCE APPLICATIONS:

None.

9/21/22 SALTASH NEIGHBOURHOOD PLAN CONSULTATION RESULTS

PA21/00004/NDP

Plan Proposal Submitted for Saltash Neighbourhood Development Plan.

Saltash Parish Council Cornwall.

Councillor Yates provided a brief update to Members concerning the comments made in regard to the Plan Proposal Submitted for Saltash Neighbourhood Development Plan. Councillor Yates advised Members to review the SNDP comments on the Cornwall Council Website and to make a comment if they so wished.

It was **RESOLVED** to note.

10/21/22 CORRESPONDENCE.

The Chairman informed the Members of correspondence received concerning a proposal to form a group of Saltash Town Council Volunteer Tree Wardens.

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

1. A group up to 6 Volunteer Tree Wardens for Saltash Town Council, to improve the level of recommendations to the Town Council, liaise with the residents of the town, and assist in promoting the protection of existing trees and planting of new trees throughout Saltash
2. Adrian White to remain the point of contact for Saltash Town Council.

11/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

12/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

13/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

14/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

15/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

16/21/22 DATE OF NEXT MEETING

Wednesday 26 May 2021 at 6.30 pm

Rising at: 8.20 am

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Extraordinary Personnel Committee held on the Virtual Zoom Platform on Thursday 29th April 2021 at 6.00 p.m.

PRESENT: Councillors: J Dent, S Martin, J Peggs, J Rance (Vice-Chairman) and B Samuels (Chairman).

ALSO PRESENT: S Burrows (Assistant Town Clerk)

APOLOGIES: M Fox

17/21/22 ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

18/21/22 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.

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

None.

19/21/22 TO REPORT BACK ON ANNUAL LEAVE

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve remaining leave of ten days for a member of staff at year-end due to Town Council work commitments during the period of Covid-19.

20/21/22 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

Due to the meeting being held virtually it was requested that Members raise their hands to confirm there is nobody else in the room with them and that the meeting remains confidential.

21/21/22 STAFFING MATTERS

Due to the nature of the business to be transacted and in accordance with GDPR regulations the Personnel Committee considered minute number 20/21/22 a confidential matter of the Personnel Committee and to remain confidential.

The Chairman updated members on staffing matters.

It was **RESOLVED** to note.

22/21/22 DATE OF NEXT MEETING

Tuesday 25 May 2021 at 6.30 pm

Rising at: 6:48pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Christmas Lights & Town Events Sub Committee held on the Virtual Zoom Platform on Tuesday 23rd March 2021 at 5.00 pm

PRESENT: Councillors: G Challen, M Fox, S Miller, J Peggs (Chairman), A Pinckney, J Rance, B Samuels (Vice-Chairman) and P Samuels.

ALSO PRESENT: Councillor R Bullock, S Mason - CALC, D Holley (Cornwall Council), S Lennox-Boyd and S Martin – Chamber of Commerce, H Frank – Lead Organiser of the Chamber of Commerce Window Wanderland, R Lane (Town Clerk) and S Burrows (Assistant Town Clerk)

APOLOGIES: Councillors: None.

ANNOUNCEMENTS:

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

The Chairman reminded Members of the Pre-election period and requested Members be mindful of The Law and the Code as it conducts its business at this evening's meeting.

57/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

Councillors G Challen and P Samuels and S Martin – Chamber of Commerce confirmed that the meeting would be recorded.

58/20/21 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.
- c. To consider dispensations required.
None.

59/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE HELD ON THURSDAY 21ST JANUARY 2021 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Challen, seconded by Councillor Pinckney, and **RESOLVED** to amend minute number 50/20/21 to read:

Saltash Town Council lead, participate, promote, and encourage all businesses and residents to partake in the Window Wanderland 2021 Festival by working with Cornwall Councillors (whoever they might be) regarding prizes to be awarded to winners to attend the Theatre Royal Christmas Panto.

Councillor Rance left the meeting.

It was proposed by Councillor Challen, seconded by Councillor Pinckney, that the minutes of the Christmas Lights and Town Events held on Thursday 21st January 2021 were confirmed as a true and correct record as amended by Councillor Challen.

The proposal did not carry.

It was proposed by Councillor Miller, seconded by Councillor B Samuels, and **RESOLVED** to approve the original minutes of the Christmas Lights and Town Events as circulated to this meeting held on Thursday 21st January 2021 as a true and correct record.

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

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

60/20/21 **DATE OF NEXT MEETING:**

To be confirmed.

Rising at: 6.20 pm

Signed: _____
Chairman

Dated: _____

Cornwall Council

Code of Conduct for Members and Co-opted Members of Local Councils

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

"dispensation" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

"interest" means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

"meeting" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

"Member" includes an Elected Member and a Co-opted Member

"non-registerable interest" mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

"register" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

"sensitive interest" means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

"trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.

- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.

- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) have the prior formal permission of the Council;
 - (ii) act in accordance with the reasonable requirements of the Council;
 - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Proper Officer, RFO or Monitoring Officer.
- 2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.
- 2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the

Monitoring Officer for inclusion in the register.

- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
 - (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable

pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.

- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)
(b)(iii)	Contracts	Any contract which is made between the

		relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

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SALTASH TOWN COUNCIL
SCHEDULE OF MEETINGS 2021/22

	OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY		MARCH					
Monday				1														Monday		
Tuesday				2									1			1		Tuesday		
Wednesday				3			1						2			2		Wednesday		
Thursday				4			2						3			3		Thursday		
Friday	1			5			3						4			4		Friday		
Saturday	2			6			4			1			5			5		Saturday		
Sunday	3			7			5			2			6			6		Sunday		
Monday	4			8			6			3			7			7		Monday		
Tuesday	5			9			7			4			8			8		Tuesday		
Wednesday	6			10			8			5			9			9		Wednesday		
Thursday	7			11	REMEMBRANCE DAY		9			6			10			10		Thursday		
Friday	8			12			10			7			11			11		Friday		
Saturday	9			13			11			8			12			12		Saturday		
Sunday	10			14	REMEMBRANCE SE		12			9			13			13		Sunday		
Monday	11			15			13			10			14			14		Monday		
Tuesday	12			16			14			11			15			15		Tuesday		
Wednesday	13			17			15			12			16			16		Wednesday		
Thursday	14			18			16			13			17			17		Thursday		
Friday	15			19			17			14			18			18		Friday		
Saturday	16			20			18			15			19			19		Saturday		
Sunday	17			21			19			16			20			20		Sunday		
Monday	18			22			20			17			21			21		Monday		
Tuesday	19			23			21			18			22			22		Tuesday		
Wednesday	20			24			22			19			23			23		Wednesday		
Thursday	21			25			23			20			24			24		Thursday		
Friday	22			26			24			21			25			25		Friday		
Saturday	23			27			25			22			26			26		Saturday		
Sunday	24			28			26			23			27			27		Sunday		
Monday	25			29			27			24			28			28		Monday		
Tuesday	26			30			28			25						29		Tuesday		
Wednesday	27						29			26						30		Wednesday		
Thursday	28						30			27						31		Thursday		
Friday	29						31			28								Friday		
Saturday	30									29								Saturday		
Sunday	31									30								Sunday		
Monday										31								Monday		
Tuesday																		Tuesday		
Annual FTC							Elections 6th May 2021													
Town Council															Attendance (by invitation) for Civic Parade:					
Planning and Licensing							Additional Meetings:								May Fair				1st May 2021	
Policy & Finance							Annual Meeting of Full Council 20th May 2021 @ 7 p.m.								1941 Blitz				2nd May 2021	
Services							Annual Meeting With Parisioners 3rd March 2022 @ 6:30 p.m.								Regatta				19th June 2021	
Personnel															Remembrance				14th November 2021	
Burial Authority							TBC			Civic Events:										
Burial Board							Mayor Choosing			TBC										
Bank Holiday							Civic Service			TBC										

To readopt the following Town Council policies:

Please note the following policies can be viewed on the website here:

<https://www.saltash.gov.uk/policies.php>



Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-2720862183
 1. Name of policyholder Saltash Town Council
 2. Date of commencement of insurance policy 10/10/2020
 3. Date of expiry of insurance policy 09/10/2021

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

A public limited company
 incorporated in Ireland.
 Registration No. 13460.
 Registered Office: Zurich House,
 Ballsbridge Park, Dublin 4,
 Ireland.

UK Branch registered in England
 and Wales Registration No.
 BR7985. UK Branch Head Office:
 The Zurich Centre, 3000 Parkway,
 Whiteley, Fareham, Hampshire
 PO15 7JZ.

Zurich Insurance plc is authorised
 by the Central Bank of Ireland and
 authorised and subject to limited
 regulation by the Financial
 Conduct Authority. Details about
 the extent of our authorisation by
 the Financial Conduct Authority
 are available from us on request.
 Our FCA Firm Reference Number
 is 203093.

Communications may be
 monitored or recorded to improve
 our service and for security and
 regulatory purposes.

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 allowed under copyright laws.

Signed on behalf of Zurich Insurance plc (Authorised Insurer).
 Signature

Tulsi Naidu
 Chief Executive Officer of Zurich Insurance plc, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

To Whom It May Concern

Name of Insured: Saltash Town Council

This is to confirm that Saltash Town Council have in force with this Company until the policy expiry on 9th October 2021 insurance incorporating the following essential features:

Policy Number: YLL-2720862183

Renewal Date: 10th October 2021

Limits of Indemnity:

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Employers' Liability:	£10,000,000 any one event inclusive of costs
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Employers' Liability: Nil any one claim

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

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Details about the extent of our
authorisation by the Financial
Conduct Authority are available
from us on request. Our FCA
Firm Reference Number is
203093.

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