



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)  
1 April 2022*

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th April 2022 at 7.00 pm.**

All persons are encouraged to wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are encouraged to continue wearing a face covering. We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings [Risk Assessment](#).

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk). Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

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

## Agenda

1. Health and Safety Announcements
2. Prayers.
3. Apologies.
4. Declarations of Interest
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report (Page 6)
6. Monthly Crime Figures (Pages 7 - 8)
7. Report by Community Enterprises PL12 (Pages 9 - 10)
8. Cornwall Gateway Community report for noting or matters arising (Pages 11 - 28)
9. Cornwall Gateway Community Action Points for Reports (Page 29)
10. To receive a report on behalf of Safer Saltash
11. To receive a report from Saltash Chamber of Commerce
12. To receive a report from the Climate Change and Environmental Working Group
13. To receive a report from Cornwall Councillors
14. To consider Risk Management reports as may be received
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To ratify minute number 421/21/22 of the Saltash Town Council Meeting held on the 3rd March 2022.
17. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 3rd March 2022 and the Extraordinary Full Town Council meeting held on Tuesday 15th March 2022 as a true and correct record (Pages 30 - 45)
18. Finance:

- a. To advise the following receipts in: (Page 46)
    - i. February 2022
  - b. To advise the following payments in: (Pages 47 - 48)
    - i. February 2022
  - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 28th February 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
19. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Policy and Finance held on Tuesday 8th March 2022 (Pages 49 - 71)
  - b. Extraordinary Personnel held on Thursday 10th March 2022 (Pages 72 - 75)
  - c. Planning and Licensing held on Tuesday 15th March 2022 (Pages 76 - 80)
  - d. Personnel held on Tuesday 29th March 2022 (Pages 81 - 88)
20. Correspondence:
- a. To receive a letter from The Lord Lieutenant's and Bishop of Truro's Cornish Platinum Jubilee Parade. (Page 89)
21. To receive and consider approving Cornwall Councils Town Vitality Grant Offer Letter and Terms and Conditions relating to the allocation of the Town Vitality Fund as the Accountable Body. (Pages 90 - 116)
22. To note the Declaration of Result of Poll for Saltash Neighbourhood Plan Referendum for the Saltash Neighbourhood area and consider any actions. (Page 117)

23. To receive, consider and approve the use of the Town Seals on all publications for the Queens Jubilee Celebrations. (Page 118)
24. To receive and consider the following s106 application:
  - a. Saltash Gateway CIC t/a Community Enterprises PL12. (Pages 119 - 126)
25. 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:

**PA22/00721**  
Mr Knipe – **Land North West of Dartana Forder Cornwall PL12 4QR**  
Conversion of redundant outbuilding into a single dwelling.  
**Ward: Trematon**  
Date received: 14/03/22  
Response date: 21/04/22  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R6A021FGJ5300>
26. Meet your Councillors: The next scheduled meeting date is Saturday 9th April 2022 outside Bloom Hearing, Fore Street.
27. 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.
28. To consider any items referred from the main part of the agenda.

29. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
  
30. To consider urgent non-financial items at the discretion of the Chairman.
  
31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
  
32. Date of next meeting: The Annual Meeting of Saltash Town Council to be held on Thursday 5th May 2022 at 7:00 p.m.
  
33. 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.

Date of Next Meeting: Annual Meeting of Saltash Town Council Thursday 9 June 2022 at 7.00 pm