



# ***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)

25 August 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st September 2022 at 7.00 pm.**

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 by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

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  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Chairman) R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent S Gillies S Martin J Peggs (Vice-Chairman) P Samuels	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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 5)
6. Monthly Crime Figures. (Pages 6 - 7)
7. Report by Community Enterprises PL12.
8. Cornwall Gateway Community report for noting or matters arising - No report, next meeting scheduled for 14th September 2022.
9. Cornwall Gateway Community Action Points for Reports - No Actions.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce - No report, next meeting to be held on Monday 5th September 2022.
12. To receive a report from the Climate Change and Environmental Working Group. (Page 8)
13. To receive a report from Cornwall Councillors. (Page 9)
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 4th August 2022 as a true and correct record. (Pages 10 - 22)

17. Finance:
  - a. To advise the following receipts: (Page 23)
    - i. July 2022.
  - b. To advise the following payments: (Pages 24 - 25)
    - ii. July 2022
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st July 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive an update on the Shared Prosperity Funding and consider any actions and associated expenditure.
19. To receive a Saltash Leisure Centre report and consider any actions and associated expenditure. (Pages 26 - 27)
20. To receive a Mayor of Cornwall verbal update.
21. To receive a verbal Town Team update on the Town Vitality funding project.
22. To receive a Christmas Fair report and consider any actions and associated expenditure. (Page 28)
23. To receive a report from the Beating of the Bounds Working Group and consider any actions and associated expenditure. (Pages 29 - 34)
24. To consider passing a resolution to sign up to the 'Civility and Respect Pledge'. (Pages 35 - 39)
25. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Planning and Licensing held on Tuesday 16th August 2022. (Pages 40 - 45)
  - b. Extraordinary Policy and Finance held on Tuesday 16th August 2022. (Pages 46 - 47)
26. To receive and note the minutes of the Station Property Sub Committee held on Wednesday 24th August 2022 and consider any recommendations. (Pages 48 - 56)

27. Planning: (Pages 57 - 58)  
a. Tree Notification:

**PA22/07588**

John Beale – **The Boat House Castle Hill Forder Saltash PL12 4QR**

Works to trees in a conservation area: To remove the remains of the Hornbean hedge in conjunction with/following works carried out under Exception notice PA22/01410/PREAPP.

**Ward: Trematon**

Date received: 18/08/22

Response date: 14/09/22

[https://planning.cornwall.gov.uk/online-](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RGSZWYFG1W400)

[applications/applicationDetails.do?activeTab=summary&keyVal=RGSZWYFG1W400](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RGSZWYFG1W400)

28. Meet your Councillors: The next scheduled meeting date Saturday 10th September 2022 outside Bloom Hearing, Fore Street.
29. 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.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
32. To consider urgent non-financial items at the discretion of the Chairman.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
34. Date of next meeting: Thursday 6th October 2022 at 7:00 p.m.
35. 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.

## MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 1 SEPTEMBER 2022

Since the last meeting, the Mayor has attended the following:

Wednesday 24 <sup>th</sup> August	4pm	Ukrainian Independence Day Celebration, Community Kitchen, Saltash
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## DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 1 SEPTEMBER 2022

Saturday 6 <sup>th</sup> August	2pm	Elms Care Home Summer Fete, Saltash
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Saturday 6 <sup>th</sup> August	3pm	Tincombe Tea Party, Saltash
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## Devon & Cornwall Police

Building safer communities together

### Crimes Recorded - 01/07/2022 to 24/08/2022 - Saltash Town

Offence	Recorded Crime 01/07/2022 to 24/08/2022	Recorded Crime 01/07/2021 to 24/08/2021	Recorded Crime % Difference
Violence with Injury	11	15	-26.7%
Violence without Injury	13	13	0.0%
Stalking and Harassment	20	27	-25.9%
Rape	0	3	-100.0%
Other Sexual Offences	5	6	-16.7%
Burglary Dwelling	0	2	-100.0%
Burglary Non-Dwelling	1	1	0.0%
Vehicle Offences	7	6	16.7%
Shoplifting	5	7	-28.6%
All Other Theft Offences	10	13	-23.1%
Criminal Damage	11	20	-45.0%
Public Order Offences	6	10	-40.0%
Possession of Weapons	1	0	-
Trafficking of Drugs	0	2	-100.0%
Possession of Drugs	2	0	-
Other Offences	3	1	200.0%
<b>Total</b>	<b>95</b>	<b>126</b>	<b>-24.6%</b>

Non Notifiable Offences	9	11	-18.2%
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**Devon & Cornwall Police**

Building safer communities together

**Incidents Recorded - 01/07/2022 to 24/08/2022 - Saltash Town**

Incident Closing Category	Incidents - 01/07/2022 to 24/08/2022	Incidents - 01/07/2021 to 24/08/2021	Incidents % Difference
Anti Social Behaviour	42	37	13.5%
Crime Not Recorded	0	3	-100.0%
Crime Recorded	40	57	-29.8%
Public Safety	141	153	-7.8%
Transport	49	70	-30.0%
<b>Total</b>	<b>272</b>	<b>320</b>	<b>-15.0%</b>

## STC - Climate Change and Environmental Working Group

As group we would like to seek permission to use the facilities at Isambard House without charge to stage events.

These would be public events to raise awareness around the issues of climate change and to help our community to deal the climate emergency. These events would include but not limited to workshops, film screenings and presentations.

The events would be staged and supported by the members / organisations represented in the working group such as Saltash Environmental Action (SEA).

Many thanks.



Report to STC September 2022

Cllr. Hilary Frank



## 1. Shared Prosperity Fund Update

As I've reported previously, as part of the UK Government's Levelling Up agenda, Cornwall and Isles of Scilly have been allocated £132 million to spend on local investment through the Shared Prosperity Fund. Details of the governance are still being finalised, and I've attached a draft of the Terms of Reference for the Economic Prosperity Board, which we will be debating at a meeting of the Constitution and Governance Committee that I'll be attending next week.

Details of how to apply for SPF funding can be found on the Good Growth website: [ciosgoodgrowth.com](https://ciosgoodgrowth.com)

## 2. Community Capacity and Facilitation Programme Areas Update

I've also attached a presentation on the programme it is envisaged will be in place to facilitate and support communities to create a pipeline of projects to feed into SPF funds. A few key points for us in Saltash are:

- One of the key aims is that the delivery plan must expand on the existing programme of Town Vitality Funding
- Priority will be given to development work contributing to regenerating neighbourhood shopping areas, and creating a cleaner, safer, greener Cornwall
- Particularly strong encouragement will be given to places in North and South-East Cornwall where Town Vitality funding has been comparatively lower
- A Local Good Growth Delivery Framework will need to be created for each area to underpin year 2 and 3 delivery. This Framework will be worked up over the next month between Cornwall Good Growth officers in consultation with the Chairs and Vice Chairs of the Community Network Areas

## 3. Double Yellow Lines on Station Road

I have been made aware that the double yellow lines on Station Road were not reinstated after the road was resurfaced. I've asked the Surfacing Team for an update on when the lining works will be completed. I was hoping to have a response in time for this meeting, but I haven't received it yet. I will inform the Town Council as soon as I have been informed of a date.

## 4. Relocation of bin to Callington Road

The bin located near the entrance to The Core, by the gate to the cinder path has seen very little use since the gate was closed by Fountain Head House School. We have therefore agreed to relocate it to the bus stop on Callington Road, by the Burraton traffic lights, a spot which has witnessed an increase in litter since the opening of McDonalds.

Please note that each bin has a number, and there is a handy online form on the Cornwall Council website where anyone can report issues with emptying or repairing litter bins. In my experience, issues reported via the website are dealt with extremely quickly.

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th August 2022 at 7.00 pm**

**PRESENT:** Councillors: R Bickford (Chairman), J Dent, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Martin, S Miller, J Peggs (Vice-Chairman), P Samuels, B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), D Joyce (Administration Officer) and D Orton (Community Hub Team Leader).

**APOLOGIES:** Councillors: R Bullock, G Challen, L Challen and B Samuels.

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

**135/22/23    PRAYERS.**

In the absence of the Mayor's Chaplain, Councillor Yates led prayers.

**136/22/23    HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**137/22/23    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.

Cllr	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting	Remained but did not vote
Stoyel	21	Non-Pecuniary	Trustee of Scrapstore	No	Yes

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

None.

**138/22/23     CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**139/22/23     MONTHLY CRIME FIGURES.**

No report.

**140/22/23     REPORT BY COMMUNITY ENTERPRISES PL12.**

No report.

**141/22/23     CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT.**

No report.

**142/22/23     CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.**

No Actions.

**143/22/23     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

It was **RESOLVED** to note.

**144/22/23     TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No report.

**145/22/23     TO RECEIVE A VERBAL REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies provided a verbal report on behalf of the Climate Change and Environmental Working Group advising Members of ongoing consultations with residents for tree placement and planting October / November.

It was **RESOLVED** to note.

**146/22/23     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Frank provided an update to Members on the recent discussions held with Cabinet and Chairman's / Vice Chairman's of Cornwall Council Community Network Panels regarding the draft proposal to review the number and size of network panel areas. A further update will be provided to the Town Council at a future meeting.

The Chairman thanked Cornwall Councillor Frank for the written report and requested further discussions on the available funding, provided by the Shared Prosperity Fund, and its suitability for any future Town Council projects. It was agreed to meet at a future date.

Councillor Yates added that many proposed and supported projects, that may be suitable for further progression and applications for funding, are contained within the Saltash Neighbourhood Plan which can be reviewed at <https://plan4saltash.co.uk/>

Cornwall Councillor Worth provided a verbal update informing Members of positive and progressive conversations being held with various stakeholders in regards to bus services and community network services in Southwest Cornwall. A further update is to be provided to the Town Council at a future meeting.

It was **RESOLVED** to note.

**147/22/23     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**148/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**149/22/23     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 7TH JULY 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7<sup>th</sup> July 2022 were confirmed as a true and correct record.

**150/22/23    FINANCE:**

a. To advise the following receipts:

i. June 2022

It was **RESOLVED** to note.

b. To advise the following payments:

ii. June 2022

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30<sup>th</sup> June 2022 were reviewed as correct by the Chairman of the Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**151/22/23    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on Tuesday 12th July 2022

It was **RESOLVED** to note the minutes and consider the following recommendations;

**RECOMMENDATION 1:**

**44/22/23    TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICIES TO FULL COUNCIL:**

a. Data Retention and Disposal

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Data Retention and Disposal Policy as attached.

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

**RECOMMENDATION 2:**

b. Receiving Public Questions at Meetings

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Receiving Public Questions at Meetings Policy as attached.

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

**RECOMMENDATION 3:**

c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to Standing Orders as attached.

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

#### **RECOMMENDATION 4:**

##### **d. Terms of Reference STC Committees and Sub Committees**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Terms of Reference STC Committees and Sub Committees document as attached.

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

#### **RECOMMENDATION 5:**

##### **e. Customer Feedback**

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to adopt the replacement Code of Practice for Handling Complaints Policy, in place of the Customer Feedback Policy as attached.

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

#### **RECOMMENDATION 6:**

##### **f. Unreasonable Customer Behaviour and Persistent Complaints**

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints Policy as attached.

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

#### **RECOMMENDATION 7:**

##### **g. Provision of IT Equipment and Acceptable Use**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Provision of IT Equipment and Acceptable Use Policy as attached.

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

b. Planning and Licensing held on Tuesday 19th July 2022

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

c. Extraordinary Services held on Tuesday 26th July 2022

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

d. Personnel held on Thursday 28th July 2022

It was **RESOLVED** to note the minutes and consider the following recommendations;

**RECOMMENDATION 1:**

32/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE MEMBER/OFFICER RELATIONS POLICY.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** the amendments to the Member / Officer Relations Policy to Full Council to be held on Thursday 4th August 2022 as attached.

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

**RECOMMENDATION 2:**

33/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy to Full Council to be held on Thursday 4th August 2022 as attached.

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



### **RECOMMENDATION 3:**

39/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.

Assistant Service Delivery Manager:

It was proposed by Councillor Martin, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to:

1. Uplift the Assistant Service Delivery Manager scale to reflect the temporary duties and responsibilities backdated to 26th May 2022 to 31st July 2022 (P&C letter retained for internal auditor check);
2. Review and uplift the Assistant Service Delivery Manager scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check);

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

152/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS.

It was **RESOLVED** to note the minutes and consider the following recommendation;

### **RECOMMENDATION 1:**

7/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE PROPERTY MAINTENANCE SUB COMMITTEE TERMS OF REFERENCE TO FULL COUNCIL.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference to Full Council to be held on Thursday 4th August 2022.

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

**153/22/23     TO RECEIVE AND CONSIDER APPROVING A SCRAPSTORE GRANT APPLICATION FOR SALTASH LIBRARY HUB.**

The Community Hub Team Leader (CHTL) provided Members a brief verbal overview of the report received.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to approve the Saltash Library Hub grant application to Scrapstore at a value of £450.00 to provide a unique session of music workshops to inspire children and adults and promote re-cycling in a creative and fun manner.

The CHTL left the meeting.

**154/22/23     TO RECEIVE AND NOTE A REPORT ON SALTASH YOUTH COUNCIL CELEBRATES ITS 30TH ANNIVERSARY.**

It was **RESOLVED** to note.

**155/22/23     SALTASH TOWN COUNCIL VIEW ON A MAYOR OF CORNWALL AND CONSIDER ANY ACTIONS.**

The Chairman apologised to Members for any confusion on the title of the agenda item. The Chairman added that this agenda item is not for discussions to be held on the Town Council's view of an elected Mayor for Cornwall.

The correspondence asks if the Town Council agrees on a referendum to let the people of Cornwall decide if there should be a Mayor of Cornwall.

Members discussed the pros and cons of having a Mayor of Cornwall. All Members agreed that, due to lack of information on the proposal, consideration to support a referendum as a suitable course of action cannot be further considered at this stage.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to defer to a future Full Council meeting upon sufficient information on the proposal being available for further discussion.

**156/22/23     TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Town Vitality

Councillor Gillies informed Members of the slight amendment to the application, from holding a Charrette to working up a specification to appoint an architect and to carry out consultations with the residents. Councillor Gillies confirmed Cornwall Council Town Renewal Team approved the amendment.

Members asked Town Team representatives if a specification had been further considered and drafted for the Town Council's approval.

Councillor Gillies informed Members that discussions on the specification to appoint a contractor are to be held at the next Town Team meeting on Wednesday 17<sup>th</sup> August 2022.

Councillor Yates offered to share relevant details that assisted the Saltash Neighbourhood Plan when composing draft specifications for feasibility studies.

Town Speakers

Members considered the possibility of the Town speakers being regularly used on a Saturday morning with the Saltash community radio.

The Town Clerk advised Members further consultation must be given to residents in close proximity of the installed speakers prior to any further developments of regular use. There is a possibility of relocating speakers that have a direct impact on residents, this is yet to be further investigated.

Members considered the first regular Saturday morning to be September's Meet Your Councillor Session, subject to the Town Clerk's approval.

Members commended the Town Team for projects undertaken to date.

It was **RESOLVED** to note.

**157/22/23     TO RECEIVE A REPORT AND REVIEW THE IT PROVISIONS FOR TOWN COUNCIL MEMBERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of the amendments in the procurement cost due to a change in IT provider and inflation.

The Town Clerk reported that cost previously provided to Members were received in November 2021 and have since fluctuated. The report received at this evening's meeting shows the revised cost impact on both the capital cost including additional equipment, IT set up, hourly fee for support, and ongoing monthly cost (anti-virus and Office 365).

The Town Clerk reiterated that the procurement of Town Council devices for Members protects the security of the Town Council as a whole and not just individual Members.

Saltash Town Council has a responsibility to protect personal data under the requirements of the UK GDPR and that includes being able to demonstrate compliance with good systems and practices in place. Members of the Town Council have a responsibility to ensure they comply and follow those good practices.

It was proposed by Councillor Peggs, seconded by Councillor Foster and unanimously **RESOLVED**:

1. To approve the capital cost of £7,143.51 for the procurement of Town Council Members IT Equipment inclusive of additional equipment items, system set up and one hour IT support from the Town Council's IT Consultant.
2. To approve the hourly rate of £60.00 within budget for the IT Consultant to provide additional support should it be required by Members.
3. To approve the pro rata annual cost of £2,172.80 for the provision of software (anti-virus) and subscriptions (Office 365) for all Members.
4. To allocate the above costs at a pro rata total of £9,316.31 to budget code EMF 6370 Computer Equipment Renewal.
5. That the monthly ongoing annual cost of £3,259.20 for Members subscriptions and software be included in the precept for the year 2023/24.

**158/22/23     TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Mayor's Secretary for researching and drafting the report received.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve and adopt the proposed plans and protocol for the Town Council Remembrance Civic Service for the year 2022-23, subject to the amendment of a wreath and or petal laying at the Waterside, a wet weather contingency plan, and clear instructions in the invite letter.

**159/22/23     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13TH AUGUST 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 13<sup>th</sup> August 2022 outside Bloom Hearing, Fore Street.

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

Cornwall Councillor Frank gave her apologies as she is unable to attend this month's Meet Your Councillors.

**160/22/23     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.

**161/22/23     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**162/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

163/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

164/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Saltash Town Council Remembrance Civic Service.

165/22/23 **DATE OF NEXT MEETING: 1ST SEPTEMBER 2022 AT 7:00 P.M.**

Thursday 1<sup>st</sup> September 2022 at 7.00pm

166/22/23 **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.31 pm

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

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

## Saltash Town Council

### Bank Receipts

For the period 1 July 2022 to 31 July 2022

Contact	Description	Net	VAT	Gross
Allotment Deposits		£ 100.00	£ -	£ 100.00
Allotment Income		£ 96.07	£ -	£ 96.07
Allotment Rent Refund		£ (29.16)	£ -	£ (29.16)
Barclays	Loyalty Reward	£ 2.00	£ -	£ 2.00
Churchtown Cemetary Income		£ 888.00	£ -	£ 888.00
Daily Moorings Income		£ 177.09	£ 35.41	£ 212.50
Guildhall Bookings		£ 53.90	£ -	£ 53.90
Isambard Bookings		£ 54.17	£ 10.83	£ 65.00
Library Income	Library Fines	£ 15.49	£ 3.10	£ 18.59
Library Income	Library Fines - Old Balance paid by CC	£ 3.25	£ 0.65	£ 3.90
Library Income	Photocopying Fees	£ 247.67	£ 49.54	£ 297.21
Public Sector Deposit Interest		£ 157.39	£ -	£ 157.39
Sale of Computer Equipment		£ 116.67	£ 23.33	£ 140.00
Seagull Bags	Seagull Bags Income	£ 158.68	£ 30.32	£ 189.00
St Stephen Parish Church	St. Stephens Cemetary Income	£ 2,405.00	£ -	£ 2,405.00
TK Funding Income		£ 385.00	£ -	£ 385.00
Trusted Boat Scheme		£ 41.67	£ 8.33	£ 50.00
Western Power Distribution (South West) plc	Wayleave Payment	£ 14.32	£ -	£ 14.32
Ziffit	Book Sales	£ 91.17	£ 18.23	£ 109.40

Grand Totals **£ 4,978.38 £ 179.74 £ 5,158.12**

## Saltash Town Council

### Bank Payments

For the period 01 July 2022 to 31 July 2022

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - May and June 2022	£ 70.00	£ -	£ 70.00
Animal Encounters With Chris Johnson	TK Funding Expenses	£ 320.00	£ -	£ 320.00
Aquastorage System Cleaning Ltd	The Guild Hall, Library and Maurice Huggins Room - Legionella Risk Assessments	£ 105.00	£ 21.00	£ 126.00
ATS Euromaster Ltd.	4 New Tyres For The RTV Ride-On Mower Fitted And Supplied.	£ 402.18	£ 80.44	£ 482.62
Bailey Partnership	Saltash Library Property Refurbishment	£ 5,750.00	£ 1,150.00	£ 6,900.00
Barclays	Bank Charges	£ 15.15	£ -	£ 15.15
Barclays Credit Card	Card Fee	£ 32.00		£ 32.00
Brandon Hire	Hire of Equipment	£ 86.31	£ 17.26	£ 103.57
BrightHR	HR software for 24 employees	£ 540.00	£ 108.00	£ 648.00
Cleansing Service Group Ltd	Saltash Town Council Saltash Sea Cadet Car Park Waste removal	£ 160.00	£ -	£ 160.00
Cornwall Association of Local Councils	Staff and Councillor Training	£ 100.00	£ 20.00	£ 120.00
Cornwall Council	Legal Fees for May 2022	£ 42.60	£ 8.52	£ 51.12
Cornwall Council	Rent and Insurance for Garage and Depot at Longstone Park Glebe Avenue	£ 385.00	£ -	£ 385.00
Cornwall Council	Return of S106 Funds	£ 2,459.50	£ -	£ 2,459.50
Cornwall Council	Non Domestic Rates 2022/23 - Maurice Huggins Room	£ 54.00	£ -	£ 54.00
Cornwall Council	Non Domestic Rates 2022/23 - Guildhall	£ 861.00	£ -	£ 861.00
Cornwall Council	Non Domestic Rates 2022/23 - Saltash Library	£ 1,347.00	£ -	£ 1,347.00
Cornwall Council	Non Domestic Rates 2022/23 - Station	£ 354.00	£ -	£ 354.00
Cornwall Council (Credit Card)	Saltash Library Property Refurbishment	£ 473.34	£ 94.66	£ 568.00
Cornwall Pension Fund	Pension Payment - July 2022	£ 8,469.94	£ -	£ 8,469.94
Dainton Group Services	Pontoon Accomodation	£ 332.13	£ 66.43	£ 398.56
Denmans	Churchtown Cemetery General Maintenance Site Costs	£ 210.04	£ 42.01	£ 252.05
Devon & Cornwall Maintenance Solution	Materials for Heritage Centre	£ 2,071.00	£ 414.20	£ 2,485.20
Devon Contract Waste Ltd	Recycling - Longstone Depot	£ 12.96	£ 2.59	£ 15.55
Diverse Events	Jubilee 2nd June event	£ 1,969.30	£ -	£ 1,969.30
EE	Staff Mobiles	£ 374.77	£ 74.95	£ 449.72
Efficient Comms Ltd	Telephone Charges	£ 277.22	£ 55.44	£ 332.66
Friends of Tintcombe	Community Chest	£ 335.00	£ -	£ 335.00
High Street Safari	Civic Occasion	£ 499.00	£ -	£ 499.00
HMRC	PAYE Payment - July 2022	£ 7,509.75	£ -	£ 7,509.75
Human Resources Support Consultancy	HR Consultancy Services For work carried out during the month of June 2022	£ 400.00	£ 80.00	£ 480.00
ICS Industrial Component Supplies	Tools and Equipment	£ 35.19	£ 7.04	£ 42.23
Kernow Installations Limited	Quora Funding	£ 80.00	£ 16.00	£ 96.00
Kernow Property Developments Ltd	Replace broken sealed unit window in property of 3, Honeysuckle Way, Saltash due to damage whilst strimming in park area.	£ 97.55	£ 19.51	£ 117.06
Kernow Property Developments Ltd	Replace broken sealed unit window in property of 3, Honeysuckle Way, Saltash due to damage whilst strimming in park area.	£ 40.00	£ 8.00	£ 48.00
Laser - Guildhall Gas	Gas and Electric Charges	£ 1,120.20	£ 140.14	£ 1,260.34
Lisa Schneidau	Tresory Kernow Storytelling sessions	£ 170.00	£ -	£ 170.00
Livewire Youth Music Project	Commissioning Youth Work	£ 5,877.33	£ -	£ 5,877.33
Livewire Youth Music Project	Video and Music Installation - TK Funding Expenditure	£ 200.00	£ -	£ 200.00
Mike Pitches	Photography for Jubilee event	£ 50.00	£ -	£ 50.00
Mole Valley Farmers Ltd	General Grounds and Maintenance	£ 66.53	£ 13.30	£ 79.83
Moorepay	MBFY0 - Pay Docs – Per Print - Period 03	£ 0.16	£ 0.03	£ 0.19
Moorepay	MBFY0 - Bureau Payroll per person - Period 03	£ 72.10	£ 14.42	£ 86.52
Moorepay	MBFY0 - Pay Docs - Print Run - Period 03	£ 8.09	£ 1.62	£ 9.71
Moorepay	MBFY0 - Pay Docs - Posted collective - Period 03	£ 8.09	£ 1.62	£ 9.71
Moorepay	MBFY0 - Web Archive - Period 03	£ 5.40	£ 1.08	£ 6.48
Moorepay	HR / Employment law Consultancy -	£ 343.93	£ 68.79	£ 412.72
Moorepay	HR / Employment law Consultancy -	£ 74.37	£ 14.87	£ 89.24
Moorepay	MBFY0 - Bureau Payroll per person - Period 03	£ 88.90	£ 17.78	£ 106.68
Network Rail	Contribution to New Heritage Railings and associated Boundary Works at Saltash	£ 35,000.00	£ 7,000.00	£ 42,000.00
Number 62	No 62 finger buffet food in for Mayor's thank you event for firefighters	£ 119.17	£ 23.83	£ 143.00
Opayo (previously Sage)	Card Machine Charges	£ 15.40	£ 3.08	£ 18.48
Opayo (previously Sage) Fees	Card Machine Charges	£ 13.17	£ -	£ 13.17
Otis Ltd	Lift Service and Maintenance	£ 1,912.68	£ 382.54	£ 2,295.22
Paul Mattock	Inscribe Book of Oaths	£ 150.00	£ -	£ 150.00
PEAC Finance	Photocopier Lease 26/07/2022 - 25/10/2022	£ 649.28	£ 129.86	£ 779.14
Print Copy Scan Ltd	INK for photocopiers	£ 30.38	£ 6.07	£ 36.45
Rosevale Accountants Ltd	Professional Fees - Finance Consultancy	£ 6,810.50	£ 1,362.10	£ 8,172.60
Saltash & District Observer	Town Messenger - May 2022	£ 300.00	£ -	£ 300.00
Saltash & District Observer	Town Messenger - June 2022	£ 300.00	£ -	£ 300.00



Saltash Regatta	Festival Fund	£ 2,943.00	£ -	£ 2,943.00
Saltash Town Band	To play for the Queen's Jubilee on 2nd June	£ 250.00	£ -	£ 250.00
Saltash Window Cleaning	Cleaning of Saltash Council Office	£ 90.00	£ -	£ 90.00
Seadream Education	Dive into the Sea workshops - TK Funding Expenditure	£ 250.00	£ -	£ 250.00
SOS Consultancy	Guildhall Business Internet	£ 72.00	£ 14.40	£ 86.40
SOS Consultancy	ICT Maintenance and Services	£ 2,575.80	£ 515.16	£ 3,090.96
South West Councils	Staffing Legal Fees	£ 1,071.60	£ 214.32	£ 1,285.92
South West Water - Belle Vue Toilets	Water and Sewerage Charges and For Services at Longstone Bowling Green Irrigation	£ 1,364.83	£ 77.35	£ 1,442.18
South West Water - Belle Vue Toilets	Water Charges - 19/03/2022 to 31/03/2022	£ 201.42	£ -	£ 201.42
South West Water - Longstone Depot	For Services at Longstone Bowling Green Irrigation Tank - 04/05/2022 to 01/06/2022	£ 361.27	£ 28.32	£ 389.59
South West Water - Longstone Depot	For Services at Longstone Bowling Green Irrigation Tank - 02/04/2022 to 30/05/2022	£ 346.98	£ 27.21	£ 374.19
South West Water - Longstone Toilets	For Services at Bowling Pav Longstone Park Saltash- 02/04/2022 to 03/05/2022	£ 110.23	£ 8.74	£ 119.97
South West Water - Longstone Toilets	For Services at Bowling Pav Longstone ParkSaltash - 04/05/2022 to 01/06/2022	£ 93.63	£ 7.43	£ 101.06
South West Water - Maurice Huggins Room	For Services at Victoria Park Callington Rd Saltash - 04/05/2022 to 01/06/2022	£ 65.24	£ 5.65	£ 70.89
South West Water - Waterside	Water Charges - 19/03/2022 to 31/03/2022	£ 186.06	£ -	£ 186.06
SPD UK	Repair of Notice Baords	£ 30.20	£ 6.03	£ 36.23
Spot-On-Supplies	Longstone and Guildhall Cleaning Equipment and Maintenance	£ 544.91	£ 108.98	£ 653.89
Staff Expenses	Mileage for Staff	£ 8.65	£ -	£ 8.65
Staff Expenses	Clothing Expense Claim - May 22	£ 44.10	£ -	£ 44.10
Staff Salaries	Staff Salaries	£ 30,367.12	£ -	£ 30,367.12
Sumup Fees	Card Machine Charges	£ 2.75	£ -	£ 2.75
Tamar Tree Care	Tree Survey and Tree Maintenance (Pillmere Estate)	£ 2,100.00	£ 420.00	£ 2,520.00
Tamar Tree Care	Tree Survey and Tree Maintenance (Ellwell Woods)	£ 1,550.00	£ 310.00	£ 1,860.00
Tamar View Nurseries	Reimbursement to Resident for Damage to Garden	£ 20.00	£ -	£ 20.00
The Bookshelf	Personnel training - June 2022	£ 38.59	£ 7.71	£ 46.30
The Core (THECORE)	Commissioning Youth Work	£ 5,961.66	£ -	£ 5,961.66
The Tamar Protection Society	Replace unsafe garden furniture	£ 500.00	£ -	£ 500.00
Thirsty Work	Covid 19 Materials and Equipment	£ 421.00	£ 84.20	£ 505.20
Thrussells Cornwall	S106 Expenditure - Town Vision	£ 2,000.00	£ -	£ 2,000.00
TJ Electrical	General Repairs and Maintenance - Guildhall	£ 902.20	£ 50.43	£ 952.63
Trade UK Account	Repair and Maintence Cost on Public Toilets	£ 283.16	£ 56.61	£ 339.77
Trade UK Account	Tools, Equipment and Materials	£ 278.14	£ 55.63	£ 333.77
Tudor Environmental	Tools, Materials and Maintenance	£ 591.67	£ 118.33	£ 710.00
Tudor Environmental	Tools and Equipment	£ 455.54	£ 91.14	£ 546.68
UK Fuels Ltd	Fuel and Maintenance for Vehicles	£ 425.37	£ 85.08	£ 510.45
Under Pressure Media	Environmental Reading and workshop	£ 25.00	£ 5.00	£ 30.00
VJ&MS Smith	Library Activies	£ 15.50	£ -	£ 15.50
West Country Embroidery	Clothing Expenses - May 2022	£ 379.75	£ 75.94	£ 455.69
Westcare Supply Zone	Library and Longstone Office Costs	£ 119.63	£ 23.93	£ 143.56
Westcountry Skip Hire	Refuse Disposal	£ 675.12	£ 135.02	£ 810.14
WesternWeb Ltd	Changes to Mayor's page on website to archive photo gallery	£ 75.00	£ 15.00	£ 90.00
Xero	Monthly Xero Subscription	£ 26.00	£ 5.20	£ 31.20
Zurich Municipal	Change to Insurance Policy	£ 67.37	£ -	£ 67.37
Grand Total:		£ 147,547.10	£ 14,019.99	£ 162,957.22

## Saltash Leisure Centre Update

### Finance:

July was a positive month. Income for month = £78k, that is £28k above budget. Expenditure £54k, on budget. Centre performed £27k better than budget for the month. This was all due to some delayed invoicing and some additional funding that has come through for the Centre.

Casual Swimming did not hit income target and was £3k down, mainly due to the hot weather, this trend is following through in to August.

Year to date the Centre is trading at a £22k loss, but £56k better than budgeted which is extremely positive when you consider utilities are £23k overspent.

### Membership:

Centre membership was 639 at end of P7. A growth of 8 heads in the month. Centre is now at 75% of pre-Covid levels, but moving in the right direction still.

Swim School is at 487 heads at end of P7. A growth of 13 heads in the month. Centre is now 86% of pre-Covid levels.

### Other Information:

- Centre external decoration and signage is all complete and looks much better.
- Another 28 foundation swimming lesson places have been made available for September. These will fill quickly as this is the entry level.
- School bookings for 2022-23 are the highest ever level the Centre has had. 16 schools have booked the Centre including the new Fountain Head House SEN school in Saltash who have booked 8 weeks.
- Centre has engaged with the developer at Treleden to promote the Centre and memberships. New people are moving in now so literature is being given out in the welcome packs. This is a positive partnership which we hope will drive some new business to the Centre.
- Covid Junior vaccines are still being administered from the Centre every other Wednesday as part of a partnership with the NHS.
- There has been local concern about the bushes and undergrowth along the footpath by the school encroaching on the path. This is being cut back next week and Cormac have got to remove two diseased trees. The area will be much improved for the new academic year.

- Free swimming initiative continues until the end of August and has been well received by local families. The Sunday swimming for half price has also been a hit with local families.
- The Café have been very busy throughout July and August. New staff have been recruited for this area.
- The Café now has a children's party menu to support the ongoing growth in our party market.
- GLL are meeting with the Café team to discuss the soft play project after the summer holidays, we will report back next month.
- GLL are working with the Café team to improve the seating availability during swimming lessons.

Next Meeting Date:

22<sup>nd</sup> September for the next working group meeting.

The proposal is to host a craft/Christmas fair in the Guildhall and/or Isambard House in the run up to Christmas.

The aims are:

- To provide an additional activity for Saltash residents
- Boost the desire to visit the Lower Fore Street area (benefiting TPS, Saltash Heritage and other Lower Fore street businesses).
- Support local (Saltash) small businesses, sole traders by giving them an affordable and easy to use event.
- Provide us with information for a longer-term plan to host more markets/fairs.

It is possible that this could coincide with the Saltash Chamber Christmas event, which could work as there would be significant footfall in the Town Centre on that day, also that the Christmas event team would help us advertise any town council hosted market. Importantly, if we consider the type of trader we would attract, they probably wouldn't want an outside pitch anyway, so we would not be taking any traders away from the main event.

Any event is unlikely to generate revenue immediately, but could provide STC with valuable data that would help us decide on future ideas, and possible funding bids for more regular markets. Fees would be kept low at the outset to ensure affordability and encourage attendance.

If the idea is supported, we must acknowledge that we will be committing space and officer time to organise and manage the event.

**End of Report**  
**Cllr Bickford**

# Agenda Item 23

## A “Beating the Bounds” report from the Working Group – Pete Samuels, Brian Stoyel, Julia Peggs, Rachel Bullock and Martin Lister

The group have met twice to organise this forthcoming event.

### **Key facts:**

- The date of the event is Saturday 8<sup>th</sup> October 2022
- People will meet at the Waitrose car park side of the Waitrose bridge at 10.30am
- The walk will take approximately 3 hours passing through Moditonham Quay, Botus Fleming, Hatt and Notter Bridge. The walk is approximately 5 miles.
- There are 5 boundary stones in which the walkers will pass. At each stone there will be a blessing before Mayor is bumped on the stone!
- At Notter Bridge the walkers will stop for a brief rest, a picnic or a drink/snack in the pub if they wish. The Notter Bridge Inn has been informed of this event. They have said they can't cater for a large amount of people at once, but they can serve drink and bar snacks, sandwiches and chips etc. We will suggest to participants that they take a picnic and plenty of drink for their journey.
- At 2.30pm we will be collected from Notter by the 3 Saltash Red Buses. The buses will transport us to St Germans for the final leg of the trip. The three buses hold 45 people in total and are hired for 4 hours, so they can go back and forth to St Germans if more than 45 people attend the event.
- At St Germans we will then catch the 3.29pm train back to Saltash.
- The day will end in Isambard House with scones and cream for the participants.
- The Saltash Red Bus will be on standby for anyone wishing to return to Carkeel after the event if need be.
- Rachel Bullock will shop for the scones. There will be fruit scones, plain scones and cheese scones on offer along with Jam, cream, butter, cream cheese and caramelised onion chutney (for those who prefer savoury to sweet).

### **Event costing:**

The hire of Saltash Red buses is £75 per bus for 4 hours use = £225.00

To purchase scones, jam cream, etc is approx as we don't know how many we need, it will depend on how many tickets we sell. So approx cost for the scones is £20.00.

There will be no costing prior to the event. Saltash Red Bus are happy to invoice the Town Council after the event.

### **Ticket prices:**

As this is a STC event which isn't a regular occurrence, it would be nice to have as many people involved as possible. Also due to the current economic climate, the working group decided tickets would be sold at £5 per adult, under 16s are free. This means that the event could potentially run at a loss.

The tickets will be sold from the Guildhall and the Library.

There are 2 options:

- 1) Charge £5 a ticket and any losses to be allocated to the below Town Council budget;
- 2) Increase the cost for the tickets to avoid the Town Council incurring any expense. This could mean less people would attend the event.

### **Budget codes:**

P&F Events and Consultation - Available balance: £1,500.

Services Isambard House Tresorys Kernow – Available balance: £1,216.67.

### **Town Seals:**



The Working Group are seeking permission from the Town Council to use the Town Seals in the advertising of this event. The Town Seals are on some of the boundary stones, it is only right that we use them on the advertising posters only.

### **Advertising:**

The Working Group would like to use some old photos of the event on the poster. Permission from Terry Cummings of Saltash Heritage has been granted.

### **Risk assessment:**

To be worked up and signed off by the Town Clerk to Saltash Town Council.

The Town Council Risk Assessment will be uploaded to the Town Council website and notice boards and referenced on the tickets.



# Saltash Town Council



presents...

## "BEATING THE BOUNDS"

Saturday 8<sup>th</sup> October - 10.30am

Meet at Waitrose foot bridge – Waitrose car park

Beating the bounds is an ancient custom which is still observed in some English and Welsh parishes. The custom dates from Anglo-Saxon times.

A group of old and young members of the community would walk the boundaries of the parish to share the knowledge of where they lay.

This walk will be approximately 5 miles and will take you to the boundaries of Saltash - Moditonham Quay, Hatt and Notter Bridge. At these boundary markers the mayor Councillor Richard Bickford will be "bumped" on the boundary stones, ( see photo below) something not to be missed!

From Notter Bridge a bus will take everyone to St Germans where a train ride back to Saltash will confirm the boundaries of the river. The day will end with a cream tea in Isambard House, Saltash Station. Please bring a packed lunch and train fare. Well behaved dogs on leads are welcome!

**Tickets**

**£5**

**per person**

**Under 16's free**

**Ticket includes the walk,**



*Tickets are available to purchase from:*

**Saltash Library or Saltash Guildhall. Tel: 01752 844846**

### ***The History of BTB – taken from Saltash Heritage***

*Beating the bounds is an ancient custom which is still observed in some English and Welsh parishes. In England, the custom dates from Anglo-Saxon times, as it is mentioned in laws of Alfred the Great. It was often followed by an ale feast which guaranteed its popularity.*

*A group of old and young members of the community would walk the boundaries of the parish, usually led by the parish priest and church officials, to share the knowledge of where they lay, and to pray for protection and blessings for the lands.*

*There are records of Saltash Beating the Bounds in 1871 and in 1890. The first photographs I could find were from 1934. It was the custom for both the Mayor and Town Clerk to be bumped on the first and last stone*

*Since WWII Beating the Bounds has been carried out a number of times including 19<sup>th</sup> July 1951, 18<sup>th</sup> Sep 1971 and 24<sup>th</sup> March 1974*

*Although an annual event in many places Saltash seemed to ‘Beat the Bounds’ on special occasions like in 1974 to commemorate the ending of Saltash Borough Council and the start of Saltash Town Council. John Bryant became first Town Mayor.*

*As the Rivers Lynher and Tamar are part of Saltash’s boundary, in 1951 the participants completed the trip round the town boundary by boat*

*After a long gap it was revived in 1977 for the Queen’s Silver Jubilee and lead by Vic Harding.*

*In more recent years the ceremony was carried out on 23<sup>rd</sup> May 2009 with Mayor Sue Hooper and on the 4<sup>th</sup> June 2012 with Mayor Martin Gee for the Queen’s Diamond Jubilee. The last two occasions were led by Martin Lister.*

**End of Report**

**Councillor Bullock**



# BEATING THE BOUNDS

## TICKET - £5 INC VAT

Saturday 8<sup>th</sup> October. 10.30am start  
Meet at the Waitrose bridge – by Waitrose car park

Ticketholders name:

Ticket no:

The Town Council Risk Assessment can be located on [www.saltash.gov.uk](http://www.saltash.gov.uk) or the notice boards.  
It is your responsibility to review the Risk Assessment prior to attending the event.

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Ticketholders name:

Ticket no:

The Town Council Risk Assessment can be located on [www.saltash.gov.uk](http://www.saltash.gov.uk) or the notice boards.  
It is your responsibility to review the Risk Assessment prior to attending the event.

# CIVILITY AND RESPECT PROJECT

## Agenda Item 24 Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 4 | AUGUST 2022

### SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

#### PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



## CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



**Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.**

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

### **\*\*Resilience and Emotional Intelligence - What it means in practice for clerks and council officers\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

### **\*\*Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

### **\*\*Respectful Social Media — How to deal with attacks and negative engagement\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



### **\*\*Civility and respect — Uncovering the issues for the public sector\*\***

**Delegate fee £15**

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**

### **\*\*What makes people become challenging?\*\***

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 22 September 2022 – 11am (60 minutes) **SLCC | What makes people become challenging?**

### **\*\*Personal resilience and self-protection\*\***

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 6 October 2022 – 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

### **\*\*Understanding psychopathic and narcissistic behaviour\*\***

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd  
Supporting Local Governance

### **\*\*The (New) Code of Conduct\*\***

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

**Councillors only session** - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 28 September 2022 – 10am (120 minutes) **SLCC | The New Code of Conduct.**

**For more information about the training available, please contact [michelle.moss@nalc.gov.uk](mailto:michelle.moss@nalc.gov.uk).**



# COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

## **\*\*Managing conflict and difficult conversations\*\***

**Delegate fee - £90**

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from [www.noblelearning.co.uk](http://www.noblelearning.co.uk), a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

**For clerks only** - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC | Managing Conflict and Difficult Conversations](#).

## DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

**It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.**

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

**Dignity at Work Policy**



Please visit our dedicated civility and respect pages  
for lots more information and support

[SLCC | Civility and Respect Project](#) and  
[NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

## Civility and Respect Pledge suggested agenda item:

### 'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th August 2022 at 6.30 pm**

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

**ALSO PRESENT:** 1 Member of the Public, S Burrows (Town Clerk), F Morris (Planning and General Administrator) and S Webber (Service Delivery Manager)

**APOLOGIES:** G Challen, L Challen, J Foster, S Lennox-Boyd and S Martin.

#### **51/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **52/22/23 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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Griffiths	PA22/06714	Non-Pecuniary	Next door neighbour	Yes

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

None.

#### **53/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.



**54/22/23      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 19TH JULY 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 19<sup>th</sup> July 2022 were confirmed as a true and correct record.

**55/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**56/22/23      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:

**PA22/06305**

Mr D Bennetts Modol Ltd – **Cornwall Council Public Conveniences Callington Road Saltash**

Erection of one detached dwelling.

**Ward: Tamar**

Date received: 13/07/22

Response date: 19/07/22

It was proposed by Councillor Peggs, seconded by Councillor Miller to resolve to **RECOMMEND REFUSAL**, but following a vote, the proposal did not carry.

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

**PA22/06358**

Mr Dominic Maunder – **309 New Road Saltash PL12 6HL**

Creation of vehicular parking area including new permeable drive, retaining walls and drop kerb.

**Ward: Tamar**

Date received: 25/07/22

Response date: 19/08/22

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

**PA22/06572**

Mr & Mrs Hutchings – **Tredown Farm Road From Elmgate Crossways To Cattle Grid South West of Tredown Farm Elmgate Saltash PL12 4QY**

Siting of two glamping pods and associated works.

**Ward: Trematon**

Date received: 25/07/22

Response date: 19/08/22

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

**PA22/06581**

Mr T Smith – **The Stables Manor Farm Trematon Saltash**

Creation of garages for the Stables and The Shippen (revision of Application No. PA18/03187).

**Ward: Trematon**

Date received: 27/07/22

Response date: 19/07/22

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

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

**PA22/06714**

Mr Mark Kelly – **25 Essa Road Saltash PL12 4EE**

Demolition of porch to North West side of dwelling and construction of new porch to North East side. Conversion and extension of integral garage at lower ground floor level to create kitchen/dining and living room. Creation of new South West facing balcony at ground floor level.

**Ward: Essa**

Date received: 01/08/22

Response date: 22/08/22

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

Councillor Griffiths was invited and returned to the meeting.

**PA22/06957**

Lindsey East – **3 Wearde Quay Wearde End Cottage Wearde Road St Stephens PL12 4AT**

Conservatory and two roof dormers

**Ward: Essa**

Date received 09/08/22

Response date: 30/08/22

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

**PA22/06958**

Lindsey East – **3 Wearde Quay Wearde End Cottage Wearde Road St Stephens PL12 4AT**

Listed building consent for a Conservatory and two roof dormers.

**Ward: Essa**

Date received: 09/08/22

Response date: 30/08/22

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

d. Tree Applications:

**PA22/06284**

Matt Philips Cornwall Council – **Milestone New Road Saltash**

Fell dying Ash Tree in addition to works approved under PA22/02132.

**Ward: Tamar**

Date received: 09/08/22

Response date: 30/08/22

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

**PA22/06297**

Mr & Mrs Elizabeth & Alexander Warren – **Coombe Florey Babis Lane Saltash PL12 4ET**

Works to trees subject to a Tree Preservation Order (TPO), works include cut back trees/bushes as per tree report attached.

**Ward: Essa**

Date received: 18/07/22

Response date: 19/08/22

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to clarification that the oak tree will be retained.

**57/22/23      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.

**58/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**59/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

60/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

61/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Tuesday 20 September 2022 at 6.30 pm

Rising at: 7.00 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 16th August 2022 at 7.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), S Webber (Service Delivery Manager) and F Morris (Planning and General Administrator)

**APOLOGIES:** G Challen, L Challen, J Foster, S Lennox-Boyd and S Martin.

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#### **56/22/23      HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **57/22/23      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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **58/22/23      TO RECEIVE A REPORT ON THE TOWN COUNCIL HEALTH AND SAFETY CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk and Service Delivery Manager provided Members an overview on the existing provider of the Town Council's Health and Safety provision and the urgency for review to ensure the Town Council's compliance.

Councillors discussed the report and quotations received.

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

1. To note the reports and quotes received;
2. To terminate the Town Council's current Health and Safety Contract with Moorepay with immediate effect; providing the required 30 days' notice based on a three month termination notification;
3. To appoint Contractor B as Health and Safety consultants for Saltash Town Council as itemised a-c below at a total cost of £1,252.00 plus VAT allocated to Budget Code 6214 P&F Health and Safety:
  - a. Item 4: The preparation of a bespoke Health and Safety Policy, Procedures and Arrangements at a cost of £657.00 plus VAT;
  - b. Item 6: The completion of one full Health and Safety Audit and Review. This audit will include an inspection of the site and a review of business activities. The audit will encompass Health and Safety, Legionella and Fire Safety along with a check on existing policies, procedures and risk assessments. A detailed report and action plan will be prepared and a total audit score will also be provided.

This will include a review of Health policies and procedures and updates in line with current legal requirements. Ongoing email or telephone support for that year at a cost of £595.00 plus VAT;
  - c. Item 7: On-going advice and support with respect to Health and Safety by telephone and e-mail as required for the duration of the contract. No additional charge as items 4 & 6 are included in the contract;
4. Delegate authority to the Town Clerk to proceed with any required actions as may be identified by the audit up to the existing budget allocation of £5,643.00.

#### **DATE OF NEXT MEETING**

Tuesday 13 September 2022 at 6.30 pm

Rising at: 7.25 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Wednesday 24th August 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock (Chairman), S Gillies, S Miller (Vice-Chairman), P Samuels and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), A Primmer (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor J Peggs.

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Councillor Bickford in the Chair.

#### **1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/22/23 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor Bullock as Chairman of the Station Property Sub Committee.

Councillor Bullock in the Chair.

#### **3/22/23 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Miller as Vice Chairman of the Station Property Sub Committee.

#### **4/22/23 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.



**5/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON THURSDAY 5TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on Thursday 5<sup>th</sup> August 2021 were confirmed as a true and correct record.

**7/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**8/22/23      TO RECEIVE AND NOTE THE BUDGET STATEMENT.**

The Town Clerk provided an overview of the current budget statement for the year 2022/23.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to note the Town Clerk's overview and to vire:

1. £1,500 from budget code 6822 Activities & Events and £500 from budget code 6821 IT & Office Costs;

TO:

2. Budget code 6818 Professional Costs to ensure a budget availability of £3,052 to cover procurement expenses for the proposed letting of Isambard House café.

**9/22/23      TO SET THE SERVICES COMMITTEE - ISAMBARD HOUSE BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE SERVICES COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

Due to the unknown increase in utility cost and where possible to avoid over budgeting, Members agreed the Finance Officer continues to review the inflation rate.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to give delegated authority to the Town Clerk and the Finance Officer to continue to review the inflation rate and update the budget statement for the Services Committee meeting to be held on 13<sup>th</sup> October 2022.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Services Committee – Isambard House Budget Statement for the year 2023-24 to the Services Committee meeting to be held on 13<sup>th</sup> October 2022.

The Chairman informed Members the next agenda item to be received will be agenda item 12.

**10/22/23      TO RECEIVE AN UPDATE ON THE SNAGGING IDENTIFIED UNDER THE 12 MONTH RECTIFICATION PERIOD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman paused the meeting at 20:05 to allow Members the opportunity to review the internal and external condition of Isambard House reporting back at 20:11.

Members discussed various proposals offered by Cormac Solutions to rectify snagging issues identified over the last 12 months such as the stained chimney slates, cracked flooring and tarnished door furniture.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to give delegated authority to the Town Clerk and Councillor Bickford, who led the project, to formally request an explanation from Cormac Solutions and the Architects Bailey Partnership as to why these issues have accrued.

11/22/23

**TO RECEIVE QUOTES FOR THE TENDER PROCESS FOR ISAMBARD HOUSE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the three quotes received.

Councillor Bickford reminded Members of the requirement to comply with the funding agreement to provide a waiting room within Isambard House.

Councillor Bickford provided background information as to why a formal tender process must be followed to ensure the Town Council's Financial Regulations are adhered when appointing a tenant to provide café provisions, manage the waiting room, and work in partnership with hirers of the main space.

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

1. To appoint Company A to work up the procurement documents, up to appointment stage on behalf of the Town Council, subject to the Town Clerk seeking a reference from St Austell Town Council reporting back to Members via email;
2. At a cost of £1,800 + VAT (2-3 days' work);
3. Allocated to budget code 6818 Professional Cost.

12/22/23

**TO REVIEW THE EXISTING STORAGE AND CONSIDER FUTURE STORAGE/EXTENSION OPTIONS AND ANY ASSOCIATED EXPENDITURE.**

The Chairman informed Members that agenda items 13 and 14 are to be taken together under agenda item 13.

Councillor Bickford informed Members one quote had been received for the resurfacing of the car park. Following a meeting with the Chairman and Service Delivery Manager it had been determined provisions for a storage building be complete prior to the car park resurfacing.

Councillor Bickford provided a brief verbal update following the Services Committee meeting (minute number 47/22/23) in which Members acknowledged limited storage solutions across numerous Town Council premises.

Councillor Bickford requested Members consideration to explore associated cost for the provision of a suitable building within the available space located in the car park. Councillor Bickford added that thought must be given to the location being within a Conservation Area, alongside the Town Council's beautifully restored Isambard House and in immediate proximity to a grade 1 listed structure, the Royal Albert Bridge.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to request the Town Council's Architect Bailey Partnership, lead on the project, to provide proposals and associated cost for a bespoke purpose built storage building.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to place the resurfacing of the car park on hold until the storage solution has been resolved.

Councillor Gillies gave her apologies and left the meeting.

The Town Clerk informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

**13/22/23      TO RECEIVE QUOTES TO RESURFACE ISAMBARD HOUSE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

This agenda item was taken under agenda item 13.

**14/22/23      TO CONSIDER OPTIONS TO MANAGE ISAMBARD HOUSE CAR PARK AND ANY ASSOCIATED EXPENDITURE.**

Councillor Bickford informed Members of the access issues arising with public use of the car park and dog fouling.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED** to note the update and to instruct the Service Delivery Team with immediate effect to lock the existing car park barriers.

**15/22/23      TO CONSIDER INSTALLING A WEBCAM ON THE NORTH EAST FACING EXTERNAL WALL OF ISAMBARD HOUSE AND ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford informed Members of a request to install a live webcam on the North East side of Isambard House external wall to offer views of the iconic Royal Albert Bridge and watch the trains enter and exit the station.

Members raised questions such as the image to be broadcasted and specification of internet provisions that may be required for the installation of a webcam.

The Town Clerk requested further clarification as to the idea behind the webcam and images displayed to ensure the Town Council's GDPR and data retention policies are adhered.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer the request to a future Station Property Sub Committee until further information is received.

**16/22/23      TO CONSIDER A MURAL ON THE NORTH EAST FACING EXTERNAL WALL OF ISAMBARD HOUSE AND ANY ASSOCIATED EXPENDITURE.**

Members considered a request following the Tresory's Kernow events to produce a mural on the North East facing external wall of Isambard House.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to refuse the request and thank the artists for their interest and proposal received.

**17/22/23      TO RECEIVE A REPORT ON THE TRESORYS KERNOW FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised Members of the funding underspend (£1,216.67) from the £2,500 grant received.

The Town Clerk informed Members verbal confirmation had been received from FEAST that the Town Council are permitted to keep the underspend. However, the Town Clerk advised Members that the Terms of Reference for the funding states:

*Any unused part of the grant will be repayable immediately on demand.*

The Town Clerk advised Members the underspend must not be spent until official written confirmation is received from the funder - Cornwall Museums Partnership.

Councillor Bickford informed Members that a great series of events took place with the view that the Sub Committee should continue to look for similar funding opportunities in the future.

It was **RESOLVED** to note.

**18/22/23      TO REVIEW ISAMBARD HOUSE PROGRAMME OF EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed Isambard House bookings have been successful. Moving forward it is unlikely that a reduction in cost for room hire would be approved.

Members discussed the possibility of an Officer together with selected Members be given delegated authority to discount local charitable events.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to give delegated authority to the Mayors Secretary / Receptionist in conjunction with Councillors Bickford, Bullock and Yates, to determine discounted / free of charge bookings for local charitable events.

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

1. Give delegated authority to the Tresory's Kernow Working Group (Councillors Bickford, Bullock, Gillies and Peggs) to continue to promote Isambard House as a Town Council facility for hire;
2. Continue to seek funding opportunities;
3. Utilise budget code 6822 events and activities.

**19/22/23      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.

**20/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

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

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

**22/22/23**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**23/22/23**     **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Promotion of Town Council Facilities to hire.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 9.20 pm

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

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



**PA 22/07588 – The Boat House Castle Hill Forder Saltash PL12 4QR**

**Cornwall Council Tree Officer Report**

**Comment Date: Fri 19 Aug 2022**

Thank you for your consultation,

In this case I do not wish to recommend the placement of a Tree Preservation Order to prevent the works as notified from being enacted.

It would be recommended that replacement tree planting is considered by the applicant, (species of applicants choice), to maintain local tree populations and the benefits they provide.

Kind regards  
Steve Harding  
Forestry Officer

**SALTASH TOWN COUNCIL VOLUNTARY TREE WARDENS**

**REPORT TO FULL TOWN COUNCIL  
PA22/07588 – THE BOAT HOUSE CASTLE HILL FORDER SALTASH**

The Tree Wardens have no objection to the felling of these hornbeams which were originally planted in the hope of stabilising the bank but have since been undermined by water flowing from within the bank itself.

Therefore, despite the other measures put in place by the owner last year, the trees will need to be removed to allow the bank to be rebuilt

**Adrian White**  
**STC Voluntary Tree Warden**