

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 12th January 2023 at 7.00 pm

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

ALSO PRESENT: Three Members of the Public, One Member of the Press, T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillor J Foster.

300/22/23 PRAYERS

The Chairman led Members into a minute silence as a mark of respect for the passing of a former Mayor – David Kent.

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

Reverend Tim Parkman led prayers.

301/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

302/22/23 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.

303/22/23 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

304/22/23 **MONTHLY CRIME FIGURES**

The Chairman advised Members that no report had been received in relation to the monthly crime figures due to a software change in the Force causing some delays in providing statistics.

The Chairman brought Members attention to a Police Report contained within the reports pack and to be received under Agenda Item 8 – Cornwall Gateway Community report for noting or matters arising.

305/22/23 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

306/22/23 **CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING**

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel (CNP) to speak on the report received.

Councillor Frank spoke of the continuing discussions being held on the reorganisation of the Network Panels. Councillor Frank added that an agreed response to Cabinet had been made to stress the areas covered by each Network Panel must be fair and equitable resourcing, with one Community Link Officer appointed for each network area.

The Chairman spoke of the recent lengthy debates on the Community Network Highways Scheme. The Chairman advised Members that following the CNP meeting allocated funding had been awarded to areas that have not received significant funding to date.

The Chairman advised Members that the Town Council is to review the original application submitted to further strengthen prior to resubmitting (CNP March meeting) and advised it would be brought to February's Full Town Council meeting for Members input and consideration.

It was **RESOLVED** to note.

307/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

Highways and Transport

Members welcomed the Tamar Toll Action Group (TTAG) and offered Mel Priston – Chairman of TTAG in attendance, to provide a short presentation on the outline of the campaign and the Action Groups request to Full Town Council.

Members discussed the request to support the TTAG campaign with input received from Cornwall Councillor Worth – Co-Chairman of the Tamar Bridge and Torpoint Ferry Joint Committee.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to support in principle, the aims of the TTAG, subject to further evidence from the relevant authorities and to see partnership working between TTAG and Tamar Bridge and Torpoint Ferry Joint Committee reporting back to a future Full Town Council meeting.

Members thanked TTAG for their continued hard work and attendance at this evening's meeting.

Cornwall Devolution Deal

The Chairman advised the Leader of Cornwall Council Councillor Linda Taylor is due to visit Saltash on the 26th January 2023 at the Guildhall at 6:30pm. The Chairman encouraged all Members to attend to ask questions on the deal being offered.

It was **RESOLVED** to note.

308/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Members received a verbal update from Councillor Lennox-Boyd on the latest Safer Saltash meeting which included; local police service updates, suicide training and awareness and anti-social behaviour concerns within the Saltash community.

It was **RESOLVED** to note.

309/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

No Report.

310/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

It was **RESOLVED** to note.

311/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Treledan Development

Councillor Worth gave a brief verbal overview of the report received by Members regarding questions asked on the Treledan development.

Car Park Charges Review

The Chairman spoke of a recent review held by Cornwall Councils Economic Growth and Development Overview Scrutiny Committee regarding increase in car park charges. The Chairman requested Cornwall Councillor Worth provide further information.

Councillor Worth spoke of the recently held meeting held on Tuesday 10th January 2023.

Councillor Worth advised Members to watch the meeting online via the Cornwall Councils website, with further information provided in a report on the new parking tariffs to be circulated to Members.

Members requested further information on the public consultation period and asked when a response would be requested to be received from Saltash Town Council.

Councillor Worth advised the consultation period would commence on Thursday 19th January 2023 for approximately 6 weeks, with further information to be provided at the earliest opportunity. Councillor Worth advised a response from the Town Council should be submitted to Cornwall Council as soon as possible.

Due to extremely tight timescales Members agreed to feedback to the Chairman and Town Clerk in order to formulate and submit a Town Council response at the earliest opportunity.

It was **RESOLVED** to note.

312/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

313/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

314/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 1ST DECEMBER 2022 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 1st December 2022 were confirmed as a true and correct record.

315/22/23 **FINANCE:**

a. To advise the following receipts for November 2022:

It was **RESOLVED** to note.

b. To advise the following payments for November 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 30th November 2022 were reviewed as correct by the Chairman of 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

316/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 8th December 2022;

RECOMMENDATION 1:

94/22/23 TO RECEIVE AND CONSIDER APPROVING RECOMMENDATIONS FROM THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee:

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

Please note; a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose.

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on Thursday 12th January 2023 to vire £5,000 from General Reserves to budget code 6418 Professional Fees for the year 2022-23.

It was **RESOLVED** to note that Saltash Town Council budgeted £10,000 for Professional Fees in the Precept for the year 2023-24.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to note the minutes and approve the above recommendation to vire £5,000 from General Reserves to budget code 6418 Professional Fees for the year 2022-23.

b. Planning and Licensing held on 20th December 2022;

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

c. Policy and Finance held on 10th January 2023.

RECOMMENDATION 1:

138/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the report.

During discussion of this item, Councillor Dent gave her apologies and left the meeting.

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

1. To delegate authority to determine the final wording and layout of the precept leaflet to the Town Clerk, Chairman and Vice Chairman of the Policy and Finance Committee and the Chairman of the Council;

2. To **RECOMMEND** to Full Town Council to be held on 12th January 2023 that 10,500 copies of the precept leaflet (as attached) are printed for distribution as follows:

Printing

Appoint Company A at a cost of £875.00

Distribution

Appoint Company A at a cost of £1,230.30 + VAT

Undertake Social Media Geo Targeted advertising at a cost of £50.00

Total cost from Budget Code 6301 Stationery/Postage/Printing: £2,155.30 ex VAT

In addition, there will be advertising within Town Council buildings, notice boards, social media channels and press releases. The Mayor will highlight the leaflet distribution in the Town Messenger column.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the minutes and approve the above recommendation subject to slight amendments to formatting issues with the design elements of the precept leaflet.

Members requested advertisement, at no additional cost to the Town Council, be explored with Saltash Gateway Community Radio.

Councillor Yates left the meeting.

317/22/23 **TO RECEIVE A REPORT ON THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered the report received.

Councillor Yates returned to the meeting.

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

1. To approve the Schedule of Meetings for the year 2023/24.
2. To **RECOMMEND** to the Annual Meeting of Saltash Town Council to be held on Thursday 5th May 2023 to formally adopt the Schedule of Meetings for the year 2023/24.

318/22/23 **TO RECEIVE A REPORT ON THE HOME LIBRARY SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Dent gave a verbal overview of the Service offered under the Home Library Service.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED**

1. To take over the existing clients of the Home Library service from Cornwall Council to Saltash Town Council;
2. To refer to the Library Sub Committee to manage and consider the options for Saltash Town Council to expand the service;
3. To work up a Town Council policy on the Home Library Service;
4. For all future enquiries for the Home Library Service to be Saltash residents only.

319/22/23 **TO RECEIVE A REPORT ON CORNWALL COUNCIL YOUTH PROVISION REVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Stoyel left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to delegate to the Saltash Team for Youth to formulate a response on behalf of Saltash Town Council.

Councillor Stoyel returned to the meeting.

320/22/23 TO RECEIVE A REPORT ON THE BOROUGH WAR MEMORIAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Dent thanked Councillor B Samuels for her continued hard work in verifying the names of those fallen but not forgotten, to be included on the Borough War Memorial.

Councillor Dent thanked Geoff Peggs via Councillor Peggs for his offer to assist with any drawings required.

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

1. To create a Town Council Working Group comprising of Councillors Dent, B Samuels, P Samuels, Stoyel, Peggs, Chairman of the Town Council and Town Clerk;
2. Agenda and notes to be worked up by the Town Clerk;
3. The Working Group to report to the Services Committee in line with the Terms of Reference, Services to recommend to Full Town Council as the Corporate Body.

The Chairman wished it to be noted that although it is not normal practice to have administration support for Working Groups, it is evident that this project is of high importance with the Town Clerk to be in attendance.

321/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14TH JANUARY 2023 OUTSIDE BLOOM HEARING, FORE STREET.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** for Councillors Bullock, Lennox-Boyd, Peggs and Stoyel to attend.

322/22/23 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.

323/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

324/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

325/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

326/22/23 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 Peggs and **RESOLVED** to issue the following Press and Social Media releases:

1. The Climate Change and Environmental Working Group tree planting initiative progression and the next meetings to be held by SEA;
2. Car Park Charges Review Public Consultation to be launched on 19th January 2023.

327/22/23 DATE OF NEXT MEETING: THURSDAY 2ND FEBRUARY 2023 AT 7:00 P.M.

Thursday 2nd February 2023 at 7.00pm

328/22/23 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.

DATE OF NEXT MEETING

Thursday 2 February 2023 at 7.00 pm

Rising at: 9.19 pm

Signed: _____
Chairman

Dated: _____