



# ***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)

6 January 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 12th January 2023 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.

Yours sincerely,

S Burrows  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Chairman) R Bullock J Foster M Griffiths S Lennox-Boyd VACANCY	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.
7. Report by Community Enterprises PL12.
8. Cornwall Gateway Community report for noting or matters arising. (Pages 6 - 24)
9. Cornwall Gateway Community Action Points for Reports. (Page 25)
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors.
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 1st December 2022 as a true and correct record. (Pages 26 - 44)

17. Finance:
  - a. To advise the receipts for November 2022; (Page 45)
  - b. To advise the payments for November 2022; (Pages 46 - 48)
  - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - 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;
  - 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 and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 8th December 2022; (Pages 49 - 55)
  - b. Planning and Licensing held on 20th December 2022 (Pages 56 - 64)
  - c. Policy and Finance held on 10th January 2023
19. To receive a report on the Town Council Schedule of Meetings calendar for the year 2023/24 and consider any actions and associated expenditure. (Pages 65 - 70)
20. To receive a report on the Home Library Service and consider any actions and associated expenditure. (Page 71)
21. To receive a report on Cornwall Council Youth Provision Review and consider any actions and associated expenditure. (Page 72)
22. To receive a report on the Borough War Memorial and consider any actions and associated expenditure. (Pages 73 - 75)  
**(Pursuant to minute number 244/22/23 – FTC Meeting held 03.11.22)**
23. Meet your Councillors: The next scheduled meeting date Saturday 14th January 2023 outside Bloom Hearing, Fore Street.
24. 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.
25. To consider any items referred from the main part of the agenda.

26. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
27. To consider urgent non-financial items at the discretion of the Chairman.
28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
29. Date of next meeting: Thursday 2nd February 2023 at 7:00 p.m.
30. 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 12 JANUARY 2023

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

Saturday 3 <sup>rd</sup> December	10.00am	Saltash Royal British Legion Tree Planting, Jubilee Green, Saltash
Saturday 3 <sup>rd</sup> December	11.00am	Mayoral duties at Christmas Festival
Thursday 8 <sup>th</sup> December	11.30am	Saltash Age Concern Christmas Celebration, Burraton Community Centre
Tuesday 13 <sup>th</sup> December	9.30am	St Stephens CP School Christmas Carol Performance, St Stephens Church, Saltash
Wednesday 14 <sup>th</sup> December	6.30pm	Saltash Rotary Club Christmas Meal, China Fleet Club, Saltash
Saturday 17 <sup>th</sup> December	2.00pm	Sue Hooper Charitable Foundation Concert, Burraton Community Centre Saltash
Saturday 17 <sup>th</sup> December	6.00pm	Forder Community and Conservation Association Carol Service and Christmas light switch on, Forder
Monday 19 <sup>th</sup> December	10.00am	The Elms Care Centre Christmas Visit
Monday 19 <sup>th</sup> December	11.00am	Abbeyfields Sheltered Housing Christmas visit
Tuesday 20 <sup>th</sup> December	10.00am	Asheborough House Nursing Home Christmas visit
Tuesday 20 <sup>th</sup> December	11.00am	Tamar House Nursing Home Christmas visit

## DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 12 JANUARY 2023

Friday 16 <sup>th</sup> December	7.30pm	Lord Mayor of Plymouth Carol Service, The Minster Church of St Andrew, Plymouth
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## **Report to the Town Council January 2022**

The lead up to Christmas was a busy time for all of us at CEPL12! During November and December our Community Kitchen hosted a book signing and detective activities, a second community play was also enjoyed by new visitors and we held our first ever Art Exhibition!. Hopefully these events will be repeated in the New Year.

The highlight of the last month, however, was Santa's visit to No 8, supported by his band of elves he met local children and found out their hopes for Christmas day. We were also fortunate to have a visit from some Disney Princesses who also enjoyed having their photographs taken with local children. Once again, we joined in the festivities of the traditional switch on of the lights and lantern procession. Our shop saw a steady flow of customers stocking up with a range of gifts from our traders, we also supported the town by providing the power supply for the loud speaker system.

Our organisation is totally based on the goodwill of a growing number of volunteers. We are indebted to them for their commitment, energy and enthusiasm. In order to express our thanks we hosted a thank you evening, over 40 volunteers and all the Directors enjoyed meeting up for mulled cider, nibbles and a chat. It was a fabulous evening. Our thanks go to the many local traders who willingly donated gifts that were passed on to our volunteers during the evening, they were very much appreciated.

Our kitchen and shop was closed over the Christmas period, however we opened No 8 from 28 - 30<sup>th</sup> December to provide a welcoming warm space and a place to meet and chat. The take up was limited, but those who did drop in were grateful for the welcome.

To the future, the range of activities we are able to provide at Number 8 is growing, we are looking forward to offering the space for a yoga group and drop in sessions for the local police to meet with Saltash residents. We are also firming up plans to offer cookery lessons using food from scratch. 2023 is looking to be an exciting time for us, please check out our website to find out more about our activities: [www.cepl12.co.uk](http://www.cepl12.co.uk)

On behalf of all the Directors, I would like to wish you a healthy, peaceful New Year, we look forward to continuing to work together with you in 2023.

BLYTHEN NOWYDH DA

Jo Grail



# Notes

<b>Meeting:</b>	Cornwall Gateway Community Network Panel Meeting
<b>Date and Time:</b>	Wednesday 7 December 2022 at 6.00pm
<b>Location:</b>	Council Chamber, Saltash Town Council

<b>Present:</b>	<b>Title/Representing:</b>
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
<b>Cornwall Councillors:</b>	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
<b>Town and Parish Councils:</b>	
Antony Parish Council	Cllr John Murray
Landrake-with-St Erney Parish Council	Vice-Chair, Cllr Graeme Francis
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Mayor, Cllr Richard Bickford
Saltash Town Council	Cllr Steve Miller
Saltash Town Council	Deputy Mayor, Cllr Julia Peggs
St Germans Parish Council	Vice-Chair, Cllr Alan Hodge
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
<b>Members of the public:</b>	
There were no members of the public present.	
<b>Organisations and Cornwall Council officers:</b>	
James Millidge	Chair, Safe38 (for min no 5a)
Dr Mel Priston	Chair, Tamar Toll Action Group (for min no 5c)
Scott Slavin	Vice-Chair, Tamar Toll Action Group (for min no 5c)
Lee Lidstone	Treasurer, Tamar Toll Action Group (for min no 5c)
Will Glassup	Highways Manager, CORMAC (for min no 5d)
Louise Wood	Service Director for Planning & Housing / CLT Representative, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
<b>Apologies for absence:</b>	
Cornwall Councillor John Tivnan BEM (Torpoint Division), Cllr Dave Edwards (Botus Fleming Parish Council), Cllr Libby Gawith (Vice-Chair, Landulph Parish Council), Cllr Wendy Ferguson (Maker with Rame Parish Council), Cllr Nigel Witton (St Germans Parish Council), Sector Inspector Arron Clarke (Devon & Cornwall Police), Derek Holley.	

<b>No.</b>	<b>Key/Action Points</b>	<b>Action by:</b>
	Page 7	

1.	<b>Welcome, Introductions and Declarations of Interest</b> <ul style="list-style-type: none"> <li>The Chair, Cornwall Councillor Hilary Frank, welcomed all present and invited everyone to introduce themselves.</li> <li>There were no declarations of interest.</li> </ul>	
2.	<b>Notes of the last meetings (5 October &amp; 1 November 2022)</b> <ul style="list-style-type: none"> <li>The notes were agreed as an accurate record of the meetings.</li> </ul> <b>Matters Arising (5 October)</b> <ul style="list-style-type: none"> <li>Links with National Marine Park – meeting date to be arranged in the new year.</li> <li>James Peck, Environmental Protection Officer to attend a future meeting.</li> <li>Extinction Rebellion – Group to contact CT should they wish to attend the Cornwall Gateway Climate Change Network Meetings, and the views of the members of the network will then be sought.</li> <li>Community Network Review – The panel’s comments on the proposed Community Area Partnerships were fed back to Cornwall Council.</li> <li>Speedwatch - possible volunteers for Botus Fleming. Are volunteers expected to cover the wider area? <b>ACTION:</b> Cllr Frank to check and report back to Cllr Edwards.</li> <li>Torpoint Ferry - replacement of gantries query and timeframes – Cllr Worth to seek an update for Cllr Davis. <i>Post meeting note: David List, General Manager, Tamar Crossings has provided an update to Cllr Davis.</i></li> </ul>	HF
3.	<b>Public Participation</b> <ul style="list-style-type: none"> <li>Concerns were raised regarding the noise impact on residents from the construction of the Treledan phase 1 development at Saltash, particularly during unsocial hours. <b>ACTION:</b> CT to provide information on how to report breaches of planning control.</li> </ul>	CT
4.	<b>Devon and Cornwall Police Update</b> <ul style="list-style-type: none"> <li>Apologies were received from Sector Inspector Arron Clarke. Please see attached written update.</li> <li>There were no issues to report to Inspector Clarke.</li> </ul>	
5.	<b>Highways and Transport</b> <p><b>a) Safe38 – update from James Millidge</b></p> <ul style="list-style-type: none"> <li>James recently attended a meeting of full Council at County Hall to continue to lobby for the A38 improvements.</li> <li>Cllr Worth to host a visit with Cllr Connor Donnithorne, Cabinet Portfolio Holder for Transport.</li> <li>Representations also continue to be made at central government level.</li> <li>There was a good response to the recent National Highways public consultation and thanks were extended to Safe38 and the town &amp; parish councils for promoting this.</li> <li>National Highways to attend Landrake with St Erney and St Germans Parish Council meetings to update on the consultation findings.</li> <li>The pedestrian crossing at Tideford is now ‘back on the table’ for consideration.</li> <li>Announcement of the approved RIS3 schemes expected to be published mid-2024.</li> </ul>	

<p><b>b) Saltash Area Road Safety (SARS) update</b></p> <ul style="list-style-type: none"> <li>• Report to follow.</li> </ul> <p><b>c) Tamar Crossings</b></p> <p><b>i. Presentation by Dr. Mel Priston, Chair of the Tamar Toll Action Group</b></p> <ul style="list-style-type: none"> <li>• Please see attached presentation.</li> <li>• There was a proposal for <i>‘The CNP to support the aims of the Tamar Toll Action Group in removing the tolls for both the bridge and ferry and calls upon the Department for Transport and National Highways to make the appropriate contributions’</i>.</li> </ul> <p><b><u>ACTION:</u></b> It was agreed that voting on this proposal would be deferred to the next meeting to allow Town and Parish Councils the opportunity to consider this.</p> <ul style="list-style-type: none"> <li>• <b><u>ACTION:</u></b> Tamar Toll Action Group update to be added as a standing agenda item for future meetings.</li> </ul> <p><b>ii. Update from Cllr Martin Worth</b></p> <ul style="list-style-type: none"> <li>• Engagement welcomed with Tamar Toll Action Group in ongoing discussions.</li> <li>• Concerns remain regarding falling revenue and future capital funding – consultants are undertaking a review of future finance funding with a report expected to be presented to the Joint Committee in March.</li> <li>• Further details on the revenue budget and indicative projections are published as part of the Joint Committee meeting papers of the 2<sup>nd</sup> December:  <a href="#">Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Friday, 2nd December, 2022, 10.00 am - Cornwall Council</a></li> </ul> <p><b>d) Community Network Highways Scheme – Will Glassup &amp; Catherine Thomson</b></p> <p><b>i. Update on current schemes</b></p> <ul style="list-style-type: none"> <li>• Hoping to finalise outstanding schemes within the next couple of weeks.</li> </ul> <p><b>ii. Update on Community Network Highways Scheme 2.0</b></p> <ul style="list-style-type: none"> <li>• Programme for year 1 circulated. Projects previously agreed by the panel were outlined.</li> <li>• <b><u>ACTION:</u></b> WG to chase Freathy signage.</li> </ul> <p><b>iii. Consideration of years 2 and 3 schemes</b></p> <ul style="list-style-type: none"> <li>• Town and parish councils were thanked for submitting their expressions of interest.</li> <li>• Each EoI and proposed scheme was summarised. It was highlighted that costs tabled were estimates as schemes would need to go to the Design Team for final costings.</li> <li>• CT advised the total cost of the schemes amounted to £171k. The funding allocation available was only £110k for years 2 and 3 (not including any parish contributions).</li> <li>• A breakdown was provided showing how many schemes each Town &amp; Parish Councils had previously had since the introduction of the scheme.</li> <li>• Agreed A374 Horson would be withdrawn pending Coroners/Police report.</li> <li>• Following discussion, it was agreed that parishes that had not previously been allocated funding should be prioritised.</li> <li>• Voting arrangements were clarified; each CC Member and each Town and Parish Council having one vote each.</li> </ul>	<p><b>ALL CT</b></p> <p><b>WG</b></p>
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**Vote:**

Upon voting, the Community Network Panel agreed to allocate funding to the following schemes:

Town/Parish	Scheme	Approx cost
Millbrook	St John's Road	£35,000
Landulph	Highdown, Landulph Cross to Pentille/A388	£35,000
Maker with Rame	Millbrook to Fourlanesend School	£10,000
Antony	Antony School - one way system	£15,000

- The panel further agreed that the Fourlanesend School to Cawsand Square not be approved on the basis that this would be funded by the 20mph roll out programme.
- It was agreed that the remaining schemes will be considered at the next CNP meeting.

## 6. **Update on Cornwall Gateway Community Network Panel Priorities**

**A38**

- Covered under min no 5.

**Air quality – update from Cornwall Councillor Kate Ewert**

- Meeting held on 5<sup>th</sup> December with CC Environmental Protection Officers and St Germans PC. Ongoing issue with the air quality devices not reporting correctly which is being investigated to find an appropriate solution.
- Next meeting to be held at the end of February.

**Water transport**

- Torpoint TC submitted an application to the Shared Prosperity Fund for £3.5million. Thanks extended to CT for her help with the process.
- Application expected to be considered at the Cornwall & Isles of Scilly Economic Prosperity Board meeting in January.

**Climate change – update from Catherine Thomson**

- Cornwall Gateway Climate Change Network Meeting held on 1 December.
- Agreed the meeting provides a really useful opportunity to share information and discuss ideas. Meetings are held prior to each CNP so that any issues can be raised.

**Public Transport Connectivity**

- Working group last met in September. **ACTION:** Next meeting date to be arranged in the new year.

**CT**

## 7. **Shared Prosperity Fund update**

- The Government Shared Prosperity Fund is now open for applications.
- Cornwall and the Isles of Scilly have been allocated £132m, which Cornwall Council has agreed to use for a three-year Investment Plan to deliver Good Growth focusing on:
  - Community and Place
  - Supporting Local Business

	<ul style="list-style-type: none"> <li>○ People and Skills</li> <li>● Further details available on the <a href="#">Good Growth website</a>. The next deadline for applications is <b>3 March 2023</b>.</li> </ul>	
<b>8.</b>	<p><b>Cornwall Devolution Deal</b></p> <ul style="list-style-type: none"> <li>● LW gave a presentation which explained the proposed Devolution Deal for Cornwall.</li> <li>● Consultation to go live on 9<sup>th</sup> December.</li> <li>● The timeline was outlined: <ul style="list-style-type: none"> <li>○ Ten-week consultation from 9<sup>th</sup> December until midnight on 17<sup>th</sup> February.</li> <li>○ Cornwall Council's Cabinet will reconsider the proposed deal on 22 March 2023 following the outcome of the public consultation.</li> <li>○ On 18<sup>th</sup> April a meeting of all 87 Cornwall Councillors will consider whether to hold a referendum to ask all the voters in Cornwall whether they want to change to a system where the Mayor is elected separately to councillors.</li> <li>○ If there is no referendum, the final decision on whether to accept the Deal will be held in July 2023 at a meeting of all 87 Cornwall councillors.</li> <li>○ If the Deal is passed, the first Mayoral election would be held in May 2024 using a 'first past the post' system.</li> </ul> </li> <li>● <b>ACTIONS:</b> CT to circulate presentation and supporting information including video link. All were encouraged to review and respond to the consultation. <i>Post meeting note: Information circulated to panel 12.12.22.</i></li> </ul>	<b>CT ALL</b>
<b>9.</b>	<p><b>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</b></p> <p><u>Landrake with St Erney</u></p> <ul style="list-style-type: none"> <li>● New village hall committee in place.</li> <li>● Broadband project for the village is going ahead.</li> <li>● The Bullers Arms pub has closed down. The Parish Council has been approached to see if they wish to make it a community asset. <b>ACTION:</b> CT to send Community Right to Bid information to the parish council.</li> </ul> <p><u>Antony</u></p> <ul style="list-style-type: none"> <li>● Main project for the parish is the Pengelly Hill footpath. In discussions with the MOD.</li> </ul> <p><u>St Germans</u></p> <ul style="list-style-type: none"> <li>● 2-day public consultation held to discuss traffic issues and proposals to ease congestion. Good attendance and feedback currently being collated.</li> </ul> <p><u>Landulph</u></p> <ul style="list-style-type: none"> <li>● Working through school transport appeals process with Botus Fleming and Landulph parish councils.</li> <li>● Tamar Valley AONB has approved the purchase of a new electric ferry.</li> </ul> <p><u>Saltash</u></p> <ul style="list-style-type: none"> <li>● Closing date approaching for bids to deliver the town's 'urban green space' project, secured through funding from the Town Vitality Fund.</li> <li>● Tender out for the Station café which will enable the waiting room to open.</li> </ul>	<b>CT</b>

	<ul style="list-style-type: none"><li>Working with CT to bring forward the Coastal Communities Team bid.</li></ul>													
10.	<b>Cornwall Councillors and CLT Representative - An opportunity for Cornwall Councillors and CLT Representative to update the panel regarding issues relevant to the whole (or a significant part) of the CNA.</b> <ul style="list-style-type: none"><li>CIL bid – positive news that Cornwall Council has received a higher CIL funding allocation than expected.</li></ul>													
11.	<b>Any Other Business</b> <ul style="list-style-type: none"><li>There was no other business.</li></ul>													
12.	<b>Next Meeting Dates</b> <ul style="list-style-type: none"><li><b>Wednesday 15 March 2023</b></li></ul> <p><u>The meeting closed at 9.15pm</u></p>	<b>ALL</b>												
<b>Contact Officers:</b> If you have any queries about the Community Network Panel, please contact: <table><tr><th>Name</th><th>Role</th><th>Telephone</th><th>Email</th></tr><tr><td>Catherine Thomson</td><td>Community Link Officer</td><td>07769 724877</td><td><a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a></td></tr><tr><td>Lisa Grigg</td><td>Communities Support Assistant</td><td>01872 322222</td><td><a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a></td></tr></table> <p><b>Website:</b> <a href="#">Cornwall Gateway - Cornwall Council</a></p>			Name	Role	Telephone	Email	Catherine Thomson	Community Link Officer	07769 724877	<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>	Lisa Grigg	Communities Support Assistant	01872 322222	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>
Name	Role	Telephone	Email											
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Lisa Grigg	Communities Support Assistant	01872 322222	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>											





## Liskeard Sector – T/Insp Arron Clarke

Liskeard Police Station, 20 Greenbank Road, Liskeard, PL14 3DP

📞 101 Non-urgent

📞 999 in an emergency

🌐 [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk)

✉️ [101@dc.police.uk](mailto:101@dc.police.uk)

📘 [DevonAndCornwallPolice](#)

🐦 [@DC\\_Police](#)

📺 [dc\\_police.999](#)

📺 [DCPolice](#)

Police Report Saltash & Torpoint

Date: 07/12/2022

### Resources:

Our resources remain unchanged:

Saltash: PC 12916 Kim LAVERS, PC 17515 Emma WHITELL & PC 17396 Dan LEWIS

Torpoint: PC 17801 Hayley GETHING & PCSO 30244 Sid LAWRENCE

Liskeard Sector Neighbourhood Sergeant PS 16709 Gary SMITH

Contact with our Neighbourhood Team can be via email at: [ciosnbmlst@devonandcornwall.pnn.police.uk](mailto:ciosnbmlst@devonandcornwall.pnn.police.uk)

### Crime:

I am pleased to report that there are no significant concerns or crime patterns that I or the team are aware of. We continue to be incredibly busy which I have no doubt will continue into early January. Our plans for Christmas are in place and there will be additional officers on duty around key Christmas dates. Unfortunately, I am unable to provide any form of statistics this time round as we have just embarked on our biggest ever software change within Force and that data is not available at present. However, prior to this change there was no significant rise or drop in crime since my last update.

### Saltash:

On Monday our Saltash Neighbourhood Team in conjunction with our Ops Team took part in S23 Misuse of Drugs Warrant at an address in the Landrake area. As the investigation is ongoing I cannot disclose too much other than to say that it was a positive result. This warrant was granted in part on the basis of good community intelligence. We have a fantastic Neighbourhood Team who will act on information, but we rely on that community intelligence.

This warrant appears to have gone down really well in the community and was instigated by our new NBM Dan LEWIS.

5 Youths have been issued ASB level 1 warnings and 1 youth has escalated to ASB Level 2. Our work with Kat Kemp from Cornwall Council ASB continues.

### Torpoint:

Harvey Street continues to be raised as an issue with regards to ASB but of late matters do appear to have improved. One particular individual has had a warning letter sent to them by Cornwall Housing which appears to have had a positive effect.

There are several neighbour issues on North Street which are currently being looked at. A multi-agency meeting is taking place next week between Police, Council and Housing with a view to addressing the concerns that have been raised.

In general ASB within Torpoint is relatively low OR is not being reported. The Night Time Economy in Torpoint is an ongoing concern and with Christmas approaching we will be looking to show a continued presence.

Other News:

At the last CNP I mentioned that there may be a change in Sector Inspector. This has not taken place yet but is likely to around January next year. If this does I will of course update you all through Lisa & Catherine.

I apologise I could not be there this evening but as ever if you have any direct questions then please drop me an email and I will endeavour to reply ASAP.

[arron.clarke@devonandcornwall.pnn.police.uk](mailto:arron.clarke@devonandcornwall.pnn.police.uk)

Have a happy and safe Christmas.

Arron



12th Dec 2022

Dear Councillors,

Please find attached our presentation to the Community Network Panel on 7th Dec. Following the presentation it was proposed that it be sent out to all the Parish Councils for discussion and a vote on whether you would be happy to support us in our aims.

We would be delighted to come and talk to you in person if you feel that would be helpful.

With many thanks and best wishes,

Mel

Dr Mel Priston

Chair, Tamar Toll Action Group

Tel 07580 129096

Email – [tamartollactiongroup@gmail.com](mailto:tamartollactiongroup@gmail.com)

Follow us on Twitter @TamarTollAG #TollFreeTamar



Community Network Panel

Dec 7<sup>th</sup> 2022

# Who are we?



We are a community group formed to campaign on behalf of residents and businesses of Plymouth and South East Cornwall, including Saltash and Torpoint.

**Our aim is the abolition of tolls on the Tamar Crossings**

We're campaigning for a #TollFreeTamar  
That's for bridge users. That's for ferry users.  
That's for all users of both crossings

# Who are we campaigning for?



We're campaigning for **those being hit hardest by the tolls:**

- People accessing medical or dental care at Derriford Hospital or elsewhere in Plymouth, particularly those visiting multiple times eg for cancer treatment
- Families supporting relatives on opposite sides of the Tamar
- Carers making frequent trips across the Tamar to look after their clients
- Parents taking their children to school
- SE Cornwall business owners

# Why are we campaigning?

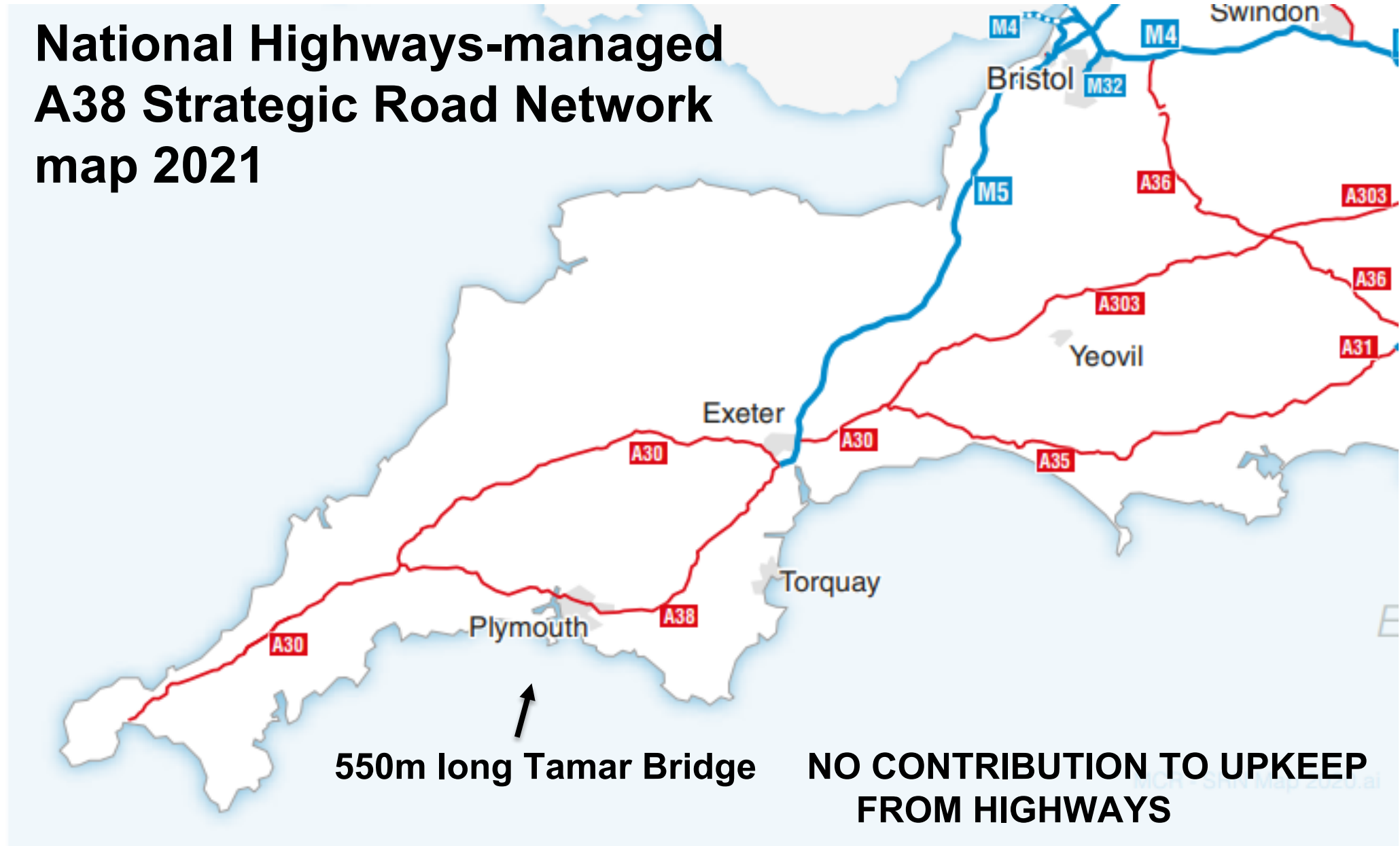
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We're campaigning to reduce the **cumulative significant impact** on local residents and businesses

- Plymouth and Cornwall have deprived areas and the area as a whole has **lower than average wages**
- High costs for people **crossing multiple times a week** for work
- Toll collection impact on **congestion and pollution**
- Inherent **accident risks** from multiple toll booth lanes converging
- **Charges for deliveries** to Cornwall that are free to deliver to Plymouth
- Current Government strategy on **levelling up** and **Devolution deal**

# National Highways-managed A38 Strategic Road Network map 2021





# Devolution deal

21



**<https://www.gov.uk/government/publications/cornwall-devolution-deal-kevambos-digresennans-kernow/cornwall-devolution-deal>**

## Tamar Crossings

70. The Tamar crossings – the Tamar Bridge and Torpoint Ferry – provide strategic infrastructure connecting Cornwall with Plymouth. Cornwall Council and its partner Plymouth City Council will continue to work together for a sustainable future for the crossings. Together with Government, they will consider options for future legislation to enable a more efficient toll revision process.

## Comparison with other bridge tolls

Bridge Location	Car Cost	Concessions
<b>Tamar Bridge</b>	<b>£2.60*</b>	<b>50% off for tag</b>
Dartford Crossing M25	£2.50	<b>£20 per year for locals</b>
Mersey Silver Jubilee Bridge	£2.00	<b>£10 per year for locals</b>
Mersey Tunnels	£1.80	80p for locals
Tyne Tunnels	£1.90	10% discount for pre-pay
Humber Bridge	£1.50	10% discount for tag
Whitney Bridge	£1.00	60p multi-crossing per day
Clifton suspension bridge	£1.00	57p for multi-buy
<b>Woolwich Ferry</b>	<b>FREE</b>	



The Joint Committee are currently in discussions with the Government to consider allowing tolls to increase annually and automatically in line with inflation and the Retail Price Index (RPI).

# Background to the Campaign



**Our aim is to create the political will for our Councillors and MPs to fight for change on our behalf and obtain central funding for the crossings**

Who we will be petitioning for support?

MPs: Sheryll Murray, Johnny Mercer, Luke Pollard, Gary Streeter

All Plymouth and Cornwall Councillors, including those on the JC

All town and parish councillors in the area

# What do we need from you?

- Your support
- Your opinions
- Your suggestions
- Spread the word!





[www.tamartollactiongroup.org](http://www.tamartollactiongroup.org)

Chair: Dr Mel Priston

[chair@tamartollactiongroup.org](mailto:chair@tamartollactiongroup.org)

## CNP Actions: Meeting 7<sup>th</sup> December 2022

5.	<p><b>Highways and Transport</b></p> <p>c) Tamar Crossings</p> <p>i. Presentation by Dr. Mel Priston, Chair of the Tamar Toll Action Group</p> <ul style="list-style-type: none"> <li>• Please see attached presentation.</li> <li>• There was a proposal for ‘The CNP to support the aims of the Tamar Toll Action Group in removing the tolls for both the bridge and ferry and calls upon the Department for Transport and National Highways to make the appropriate contributions’.</li> </ul> <p><b>ACTION:</b> It was agreed that voting on this proposal would be deferred to the next meeting to allow Town and Parish Councils the opportunity to consider this.</p>	ALL
8.	<p><b>Cornwall Devolution Deal</b></p> <ul style="list-style-type: none"> <li>• LW gave a presentation which explained the proposed Devolution Deal for Cornwall.</li> <li>• Consultation to go live on 9th December.</li> <li>• The timeline was outlined:</li> <li>• Ten-week consultation from 9th December until midnight on 17th February.</li> <li>• Cornwall Council’s Cabinet will reconsider the proposed deal on 22 March 2023 following the outcome of the public consultation.</li> <li>• On 18th April a meeting of all 87 Cornwall Councillors will consider whether to hold a referendum to ask all the voters in Cornwall whether they want to change to a system where the Mayor is elected separately to councillors.</li> <li>• If there is no referendum, the final decision on whether to accept the Deal will be held in July 2023 at a meeting of all 87 Cornwall councillors.</li> <li>• If the Deal is passed, the first Mayoral election would be held in May 2024 using a ‘first past the post’ system.</li> <li>• <b>ACTIONS:</b> CT to circulate presentation and supporting information including video link. All were encouraged to review and respond to the consultation.</li> </ul> <p><i>Post meeting note: Information circulated to panel 12.12.22.</i></p>	ALL
13.	<p><b>Next Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 15<sup>th</sup> March 2023</b></li> </ul>	ALL

## **Agenda Item 12 - To receive a report from the Climate Change and Environmental Working Group.**

### **Report to Council: accessories for Tree Saltash planting, phase 1**

To: Climate Change and Environmental Working Group

#### **Background:**

Trees and hedging are expensive and remain vulnerable for about 3 years after planting. There are three levels of protection used.

**A** To get the roots established, the minimum requirements are clear ground 1m around the trunk (to reduce competition) with mulch mat and bark; and support to the lower trunk with an angled post and tree tie (to stabilise the root ball).

**B** Trees that are at risk of physical damage to their branches or trunk, e.g. strong wind or vandalism, because of their location, should be protected by guards. We have taken as our model the guards used by Forest for Cornwall in Tincombe (and by STC for the Jubilee oak): placing a round 3" stake either side with a cross-bar between, tree trunk held by thick flexible PVC ribbon with a rubber block between tree and cross-bar; mulch mat with covering of bark; and when necessary (e.g. open field site), a spiral guard to protect from rodents.

**C** Hedging needs minimal support: bark mulch surrounding the stems, and spiral guards with bamboo support, to protect the stems from rodents. This is supplied with the plants.

#### **The trees:**

The following 6 trees need level A protection:

1. Library Hub: crab apple
2. Brooking Way: 2x crab apples
3. Prowse Rise: 3x silver birch

The following 12 trees need level B protection:

1. Brooking Way: Gleditsia, cherry, and birch
2. Buller Park: Gleditsia
3. Carew Gardens: 2x crab apple
4. Yellow tor Road: 5x Liquidambar
5. Frobisher Drive: liquidambar

One tree, the crab apple at the Library, was funded by Saltash Town Council.

We are very fortunate that the remaining trees and hedging plants were bought this year by the *Trees for My Place* project (jointly funded by Woodland Trust and Cornwall Council as part of the Forest for Cornwall), at a total cost of over £1000.

## Accessories:

Please note that most of the planned trees are on Cornwall Council land. This Summer, Cornwall Council introduced a check-list application form for permission/utility searches etc. We submitted our application on 24<sup>th</sup> July 2022. As of December, we are still awaiting any formal notification of their decision on granting permission. In November, we had informal word that permission would be forthcoming, so started searching the accessories. This delayed timing has been unhelpful and led to a rush to identify and secure the appropriate accessories – at a time close to the tree-planting season when everything was in high demand. In future years, we shall place orders earlier in the year, and just assume permission will be forthcoming.

For all items, extensive internet searches were done to find sources and compare prices. For all items at least 3 prices were obtained. In particular, the tree guards requiring specifically a 75x25mm mesh to allow movement of branches, were both expensive and difficult to locate: individual guards of only 1' diameter were available at a cost of typically £50 each, and the 1' diameter is inadequate as it restricts tree growth. We have saved money by purchasing a 25m roll and will ourselves cut off the lengths needed. Unfortunately, the only available mesh roll is 50x50mm rather than the ideal 75x25m. This is a slight disadvantage for branches that poke through the mesh, but we (Wardens) shall keep a close eye on this to avoid problems as the trees grow.

In final discussions with Rachel Ackland at Services, it was clear that the existing suppliers to Services were both competitive and convenient: Tudor Environmental, Tartendown Nursery, Bond Timber and Toolstation. The final purchase therefore consisted of:

	Price exc VAT	VAT
<b>Bond Timber:</b> 3" Stakes x24 Cross bars x4	153.60 <u>17.68</u> <b>171.28</b>	34.26
<b>Tudor Environmental</b> 3"x1" mesh roll PVC ribbon, roll Blocks for the above Tree ties 18" Mulch mats	187.14 27.55 18.24 8.72 <u>24.48</u> <b>266.13</b>	53.23
<b>Toolstation</b> 1" clout nails 1" staples 4" nails	6.33 3.15 <u>4.74</u> <b>14.22</b>	2.84
<b>Tartendown Nursery:</b> Bark x 6 bags	<b>55.00</b>	0.00



Miscellaneous posts, tree ties and spiral guards will come from our own supplies, in many cases recycled from other situations in Saltash. This also applies to the accessories used in planting the crab apple at the Library, and the Royal British Legion's commemorative oak at Jubilee Green.

### **Future plans:**

We may incur further expenses for the late-Winter planting season, around February/March 2023. We hope to plant a specimen tree in the green space opposite the end of Beatrice Avenue. This will be particularly vulnerable as students walk past twice a day. Previous trees planted there have not survived. We plan to erect a square shelter using chestnut fencing (recovered from Tincombe); and if the shelter survives more than a week or two, to plant a specimen tree centrally. We have established a link with Venture Scouts who will help us plant trees at Yellowtor Road. Some of them attend the secondary school and we hope to involve them in this planting, to provide some degree of ownership and hopefully protection.

We are already identifying likely sites for Phase 2, in the Winter of 2023, and will continue to work with the Climate Change and Environment Working Group on this. We also hope to liaise with Services, through the Working Group, on transporting water to trees in future droughts.

### **End of Report.**

**Adrian White**

**Tree Warden, 5<sup>th</sup> December 2022**

Details of the next meetings to be held by S.E.A at Isambard House are as follows:

- Wed 1<sup>st</sup> Feb Rebecca, (her choice of subject:) Community allotment and New plants to try
- Wed 8<sup>th</sup> March John and Environmental costs of Construction industry
- Wed 29<sup>th</sup> March Reducing Food Waste (Waterbear film, to be chosen)
- Wed 19<sup>th</sup> April AGM and Nature in Saltash

## **Agenda Item 13 - To receive a report from Cornwall Councillors.**

Report received from Councillor Worth:

I'm responding to the questions from Saltash Town Council in December 2022 regarding the Treledan development. PA22/01798/PREAPP Treledan

The answers are provided where possible from a site meeting with 3 representative from Bloor Homes, as the new developer of Phases 2/3 held on 9<sup>th</sup> December 2022. Also present was Cllr Hilary Frank and also later Cornwall Council Planning Officers, the departing Patrick James and Stephen Kirby who is taking over. The good news is that Stephen was part of the original planning applications back in the early 2010's and knows the site well. We accessed the site from the west by 4x4 along the approx. route of the new link road from Stoketon Cross to Carkeel. Discussions were held in fields and at the end of Dirty Lane by the sites of the proposed Primary School and Neighbourhood Area. This is a dynamic complex project and I will endeavour to update Saltash Town Council, as and when information becomes available at our monthly public meetings.

My first comment was the professional impression given by the Bloor Homes team, the focus was for this privately owned British Company was delivering their first flagship site in the South West. [New Homes For Sale | Bloor Homes](#) John Bloor OBE [John Bloor - Wikipedia](#) had visited recently, personally checking everything.

Questions from Saltash Town Council – Phase 2 Treledan recived 8/12/22 from Town Clerk:

1. At what stage will the roundabout at the crossroads and the diversion of traffic at Roods corner take place?

This is a requirement of Phase 0B and a precise date will depend on the speed of delivery of the houses. Updates will follow via subsequent formal planning notifications. Also see Point 7.

2. Will the building traffic for phase 2 be travelling along the Spine Rd at the same time as that for phase 1?

Yes. The delivery of the phases are planned to overlap.

3. Are the affordable homes to be spread across area or in one area?

The affordable homes of 27.5% of the site will be spread across all areas

4. Will local sports clubs be asked for their input on the playing fields, and will there be good changing rooms provided?

A consultation is planned with local sports clubs and external consultants to define what are the types of sports that need the playing fields and facilities. The designs will be then open for discussion in the future planning applications

5. Good planning practice shown recently says there should be at least 5% green canopy, will this be the case?

Efforts were being made to protect existing trees and build in the open spaces. There is a significant Green corridor across the East of the site from North to South to protect the major gas main.

6. Is there any intention to substantively alter designs of houses and road layouts, compared with those previously agreed by David Wilson Homes / Barratt Homes?

The plans in PA22/01798/PREAPP show the current layouts. There is ongoing discussion which will result in revisions to increase the number of bungalows, as meeting a local housing market requirement from more elderly residents..

7. Does the developer understand the requirement for the construction of a roundabout at Stoketon Cross and does the developer intend to comply with that pre-requisite, also timing of this

Yes. National Highways are already in discussion via Cornwall Highways and the developers with fortnightly design update meetings. The proposed new crawler lane extension up to the new Roundabouts as part of the A38 Safety Improvement Package proposals will need to be incorporated. A recent comment also states, "We also have identified a need to re-surface the A38 in close proximity to Stoketon Cross, this is scheduled for delivery in the next financial year (2023-2024) and therefore it is important to tie in these works together .

**End of report**  
**Cornwall Councillor Worth**

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st December 2022 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:** 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer).

**APOLOGIES:** Councillor J Foster.

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

#### **264/22/23 PRAYERS.**

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

Reverend Tim Parkman led prayers.

#### **265/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**266/22/23     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>
Lennox-Boyd	PA22/09800	Non-Pecuniary	Applicant is personal friend.	Yes

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

None.

**267/22/23     CHAIRMAN'S REPORT.**

The Chairman briefed Members on the successful meetings held with Cornwall Councillor Connor Donnithorne and Sheryll Murray MP.

The Chairman thanked Mrs Gloria Challen who recently resigned from the Town Council, for her service as Mayor, Deputy Mayor and Ward Councillor.

It was **RESOLVED** to note.

**268/22/23     MONTHLY CRIME FIGURES.**

No report.

**269/22/23     REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**270/22/23     CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.**

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel - to speak.

Councillor Frank advised that the review of the network panel continues and updates on this, considerations regarding an elected Mayor for Cornwall and presentations on the proposed Devolution Deal will be received as part of the report from Cornwall Councillors (agenda item 13).

The Chairman informed Members that the next CNP meeting is to be held on 7<sup>th</sup> December at the Guildhall at 6pm.

It was **RESOLVED** to note.

**271/22/23     CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

No Actions.

**272/22/23     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd provided Members with an overview of topics covered at the recent meeting of Safer Saltash.

These included:

- A presentation on assertive outreach - utilising street based youth work to lessen anti-social behaviour with young people in community spaces;
- Ongoing concern regarding the Tamar Bridge parapets and the impact on residents living below;
- An increase in hate language being used at Saltash.net and the impact on mental health.

It was **RESOLVED** to note.

**273/22/23     TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No Report.

**274/22/23     TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

No Report.

**275/22/23     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Devolution Deal

Councillor Worth gave a verbal update on the Devolution Deal. Briefing sessions are scheduled for Cornwall Councillors tomorrow (2<sup>nd</sup> December) followed by Town and Parish Councils later in the day.

Members were advised that they may wish to make comments as members of the public at the meeting of the Customer and Support Services Overview and Scrutiny Committee being held on 6<sup>th</sup> December 2023. The public consultation period will commence from 9<sup>th</sup> December 2023 and end on 17<sup>th</sup> February 2023 following the publication of the details of the deal.

Councillor Martin asked Councillor Worth to feedback to Cornwall Council how difficult the scheduled briefing session times are for Members who work.

Phase 2 – Treledan

Councillor Worth updated Members on the recent pre-application submitted by Bloor Homes for phase 2 of the development at Treledan. Cornwall Councillors, the Planning Officer and the Directors of Bloor Homes will be meeting on a site visit on 9<sup>th</sup> December and Members are invited to submit questions via the Town Clerk.

It was **RESOLVED** to note.

**276/22/23     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**277/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members a public question was received, however, it was viewed a complaint and therefore will not be received this evening.

**278/22/23     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3RD NOVEMBER 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.

Councillor P Samuels informed the Chairman that he will not be supporting the minutes he will be voting against and requested a recorded vote so that there is a record that he did not support the minutes.

The Chairman offered Councillor P Samuels the opportunity to propose an amendment to the minutes. Councillor P Samuels confirmed he did not wish to make an amendment, but to show that he voted against the minutes.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	Abstained
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	Against
P Samuels	Against
Stoyel	Abstained
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a recorded vote of 9 for, 2 against and 2 abstentions, **RESOLVED** that the minutes of the Full Town Council Meeting held on 3<sup>rd</sup> November 2022 were confirmed as a true and correct record subject to the amendment of Councillor Gillies name under Minute number 241/22/23.



**279/22/23    FINANCE:**

- a. To advise the receipts for October 2022;

It was **RESOLVED** to note.

- b. To advise the payments for October 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 31<sup>st</sup> October 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**280/22/23** **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Burial Authority held on 1st November 2022;  
(Pursuant to FTC held on 3.11.22 minute nr. 247/22/23)

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

- b. Policy and Finance held on 8th November 2022;

**RECOMMENDATION 1:**

**108/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICY UPDATES TO FULL COUNCIL:**

- a. Civic Awards

Members of the Policy and Finance Committee requested the Civic Award Policy be updated in line with other Town Councils to create a best practice all inclusive draft policy for Members consideration.

Councillor B Samuels reported that due to incompatibility in the Civic Awards Policy previously adopted and exclusion from the competing list of awards proposed in the revised policy put before P&F, the Rotary Club of Saltash have resolved to cease to award the Citizen and Environmental Citizen of the Year in conjunction with the Town Council. The trophies currently held will have to be returned to the Rotary Club of Saltash at the end of the current award year. Rotary will continue to make these awards independently.

Councillor P Samuels expressed regret on behalf of Rotary at the meeting, that almost 45 years of operating the awards in partnership, is now at an end.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy to Full Council to be held on 1st December 2022 in replacement of the existing policy, subject to amendments as attached.

## **RECOMMENDATION 2:**

### **b. STC Seals and Modern Logo**

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022, subject to amendments as attached.

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

### **c. Extraordinary Personnel held on 11th November 2022;**

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

### **d. Planning and Licensing held on 15th November 2022;**

## **RECOMMENDATION 1:**

### **93/22/23 TO RECEIVE A TREE PRESERVATION ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Town Council to submit a Tree Preservation Order with regard to the Cornish Darley Oak Sapling, planted at Jubilee Green as attached.

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

e. Extraordinary Policy and Finance held on 22nd November 2022;

121/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided Members an overview of the budget setting process and figures presented at the meeting.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.

122/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Fees and Charges for the year 2023/24 as attached.

123/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022:

1. To set the Town Council level of contingency at 5.5 months for the year 2023/24;
2. To vire £14,517 from General Reserves for the year 2023/24 to maintain the set level of contingency;
3. A contingency figure of £599,387 for the year 2023/24.

124/22/23 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24 TO FULL COUNCIL TO BE HELD ON 1ST DECEMBER 2022.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 to set the Town Council Precept for the year 2023/24 as follows:

1. A Precept of £1,307,753, an increase of 4.15%.
2. £237.16 per annum for a Band D dwelling, an increase of 16p per week, 3.66%.

The Chairman of Policy and Finance requested the recommendations be received under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to approve receiving the above recommendations under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

- f. Personnel held on 24th November 2022.

82/22/23 TO REPORT BACK ON STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that all staff performance reviews had been successfully completed.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2023-24 commencing 1st April 2023.

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

86/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL TOWN COUNCIL THE SAFEGUARDING POLICY.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** adopting the Safeguarding Policy to Full Town Council to be held on Thursday 1st December 2022 (as attached).

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

89/22/23 TO RECEIVE A REPORT ON THE NJC PAY CLAIM DEAL 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 1st December 2022 to accept and implement the pay award back dated to 1st April 2022 as follows:

1. An increase of £1,925 on all NJC pay points 1 and above;
2. An increase of 4.04% for Fire Wardens;
3. With effect from 1st April 2023, an increase of one day to all employees annual leave entitlement;
4. With effect from 1st April 2023, the deletion of pay point 1 from the NJC pay spine.

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

**281/22/23    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Station Property held on 21st November 2022;

**32/22/23    TO    RECEIVE    ISAMBARD    HOUSE    CAFE  
PROCUREMENT DOCUMENTS AND CONSIDER ANY ACTIONS  
AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Town Council held on 1st December 2022:

1. The procurement documents (as attached) to tender for a Concessionaire for Isambard House Café;
2. To provide delegated authority to the Town Clerk and Station Property Sub Committee Members to appoint a Concessionaire for Isambard House Café.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations subject to the update of the Tender Pack to include up to date passenger usage levels from the ORR and the list of bookings held in Isambard House over the last 12 months.

b. Library held on 23rd November 2022.

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

**282/22/23     TO APPROVE THE TOWN COUNCIL FEES AND CHARGES FOR THE YEAR 2023/24.**

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

A recorded vote was taken.

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED** to approve the fees and charges for the year 2023/24 as attached.

**283/22/23     TO APPROVE THE TOWN COUNCIL BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24.**

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED** to approve the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.



**284/22/23     TO SET THE TOWN COUNCIL LEVEL OF CONTINGENCY FOR THE YEAR 2023/24.**

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED**:

1. To set the Town Council level of contingency at 5.5 months for the year 2023/24;
2. To vire £14,517 from General Reserves for the year 2023/24 to maintain the set level of contingency;
3. A contingency figure of £599,387 for the year 2023/24.

**285/22/23     TO SET THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24.**

The Chairman informed members of Section 106 of the Local Government Finance Act 1992 makes it an offence for a Councillor in Council Tax arrears (with at least two months unpaid bills) to vote at a Meeting of Saltash Town Council where financial matters relating to the Council Tax are being considered.

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED**:

1. To set the Town Council Precept of £1,307,753, an increase of 4.15%.
2. £237.16 per annum for a Band D dwelling, an increase of 16p per week, 3.66%.

**286/22/23     TO CONSIDER RESCHEDULING THE FULL TOWN COUNCIL MEETING TO BE HELD 5TH JANUARY 2023.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to reschedule the 5<sup>th</sup> January 2023 Full Town Council meeting to Thursday 12<sup>th</sup> January 2023 due to the Christmas closure.

**287/22/23     TO RECEIVE A REPORT ON THE USE OF SALTASH TOWN COUNCILS SEALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the use of the Town Council Seals by Saltash Borough Football Club.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to delegate authority to the Town Clerk to liaise with the management of the club to remove use of the logo on social media, match fixtures and league trackers and to phase out use of the logo when items such as the team kit are routinely replaced.

**288/22/23     TO RECEIVE A MAYOR OF CORNWALL UPDATE.**

The Chairman updated Members on the latest position. Members were asked if they wished to consider voting to request a referendum.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to support a referendum.

**289/22/23     TO RECEIVE AN UPDATE ON SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided Members an overview on the position of Saltash Leisure Centre.

It was **RESOLVED** to note.

**290/22/23     TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of three submitted Expression of Interests:

- Town and Waterside connectivity;
- Bid Writer and Project Deliverer;
- Cultural Events Coordinator.

It was **RESOLVED** to note.

**291/22/23     PLANNING:**

Councillor Yates left the meeting.  
Councillor Yates returned to the meeting.

Councillor Lennox-Boyd declared an interest in the next item and left the room.

a. Applications for consideration:

**PA22/09800**

Mr D Bennetts Modol Ltd – **Public Conveniences Callington Road Saltash PL12 6LW**

Erection of one detached dwelling.

**Ward: Tamar**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The concerns of the local Highways Development Management;
2. Local environment and overdevelopment.

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

b. Tree applications/notifications:

**PA22/09825**

Levi Atkin - **2 Clover Walk Saltash PL12 4UU**

Works to a tree under a Tree Preservation Order (TPO) Either maintained to a manageable size. Lopped or felled or even better cut down as it is dying.

**Ward: Trematon**

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** approval in line with the Cornwall Council Tree Officer.

**292/22/23     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH DECEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 10<sup>th</sup> December 2022 outside Bloom Hearing, Fore Street.

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

**293/22/23     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.

**294/22/23     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**295/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**296/22/23     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members information only:

1. Saltash Town Council Craft Fair to be held on Saturday 3<sup>rd</sup> December 2022 at the Guildhall;
2. Members to complete the recently received data audit to ensure the Town Council remains compliant;
3. Police survey with regard to seeing the next police front desks opened – closing date 1<sup>st</sup> January 2023;
4. Safe A38 future meeting for the Members to be held on Tuesday 6<sup>th</sup> December.

**297/22/23     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 Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Full Town Council rescheduled meeting to 12<sup>th</sup> January 2023;
2. Tender for a Concessionaire for Isambard House café.

**298/22/23     DATE OF NEXT MEETING: 5TH JANUARY 2023 AT 7:00 P.M.**

Following the resolution under minute nr. 286/22/23 the following Full Council meeting is scheduled to be held on Thursday 12<sup>th</sup> January 2023 at 7.00pm

**299/22/23     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: 9.04 pm

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

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

## Bank Receipts

Saltash Town Council

For the period 1 November 2022 to 30 November 2022

Contact	Description	Net	VAT	Gross
Annual Mooring Fees Income		£ 1,291.67	£ 258.33	£ 1,550.00
Barclays	Loyalty Reward	£ 2.85	£ -	£ 2.85
Churchtown Cemetary Income	Churchtown Cemetary Income	£ 500.00	£ -	£ 500.00
Grenfell - Plot G07	Refund for Vacating allotment	-£ 12.50	£ -	-£ 12.50
Guildhall bookings Income		£ 79.70	£ 3.60	£ 83.30
Guildhall Craft Fair Income		£ 80.00	£ -	£ 80.00
HMRC	VAT Refund	£ 19,805.51	£ -	£ 19,805.51
Isambard House Bookings Income		£ 112.50	£ 22.50	£ 135.00
Library Income	Library Fines income	£ 2.08	£ 0.42	£ 2.50
Library Income	Library Photocopying Fees income	£ 85.64	£ 17.13	£ 102.77
Maurice Huggins Room Bookings income		£ 90.00	£ -	£ 90.00
Murder Mystery Income		£ 544.00	£ 104.00	£ 648.00
Public Sector Funding	Interest Received	£ 344.49	£ -	£ 344.49
Seagull Bags Income		£ 76.24	£ 15.26	£ 91.50
St Stephen Parish Church	St Stephens - Cemetery Income	£ 335.00	£ -	£ 335.00
<b>Grand Total</b>		<b>£ 23,337.18</b>	<b>£ 421.24</b>	<b>£ 23,758.42</b>

## Bank Payments

Saltash Town Council

For the period 1 November 2022 to 30 November 2022

Contact	Description	Net	VAT	Gross
A&M Security	Engineers visit to Longstone Depot 20.09.2022 - CCTV maintenance	£ 62.50	£ 12.50	£ 75.00
Abalone Graphics Ltd	Name badges for Guildhall Staff and Postage	£ 23.15	£ 4.63	£ 27.78
All Seasons Window Cleaning	Station Window Cleaning - September 2022	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	The Guildhall, Library, Maurice Huggins, Waterside Office and Train station - Legionella Risk Assessment	£ 175.00	£ 35.00	£ 210.00
ASG Security	Call Out To Longstone Park on for Faulty Door Contact On Store Room Door - 11/10/22	£ 95.37	£ 19.07	£ 114.44
Barclays	Bank Charges	£ 17.97	£ -	£ 17.97
Brandon Hire	Work safety boots for Service Delivery Staff	£ 106.46	£ 21.29	£ 127.75
Cleansing Service Group Ltd	Saltash Town Council Waterside Cabin - Cleaning and disposal Costs	£ 160.00	£ -	£ 160.00
Cornwall Association of Local Councils	Budgeting for Clerks and finance staff Training Course for Town Clerk - 18th October 2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	VAT Training course for Finance Officer - 6th October 2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Internal Controls Training course for Finance Officer - 12th October 2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Budgeting Training course for Finance Officer - 18th October 2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Being a Good Chair Training Course for Councillor Sarah Martin - 12/07/2022	£ 20.00	£ 4.00	£ 24.00
Cornwall Council	Non Domestic Rates 2022-2023 - Maurice Huggins Room	£ 429.14	£ -	£ 429.14
Cornwall Council	Seagull Bags and Delivery	£ 303.00	£ -	£ 303.00
Cornwall Council	Legal Fees with persistent complaints on behalf of STC - September 2022	£ 42.60	£ 8.52	£ 51.12
Cornwall Council	Rent and Insurance for Garage and Depot at Longstone Park Glebe Avenue Saltash	£ 385.00	£ -	£ 385.00
Cornwall Pension Fund	Pension fund Payment - November 2022	£ 9,124.39	£ -	£ 9,124.39
Credit Card (Adobe)	Adobe Software subscriptions	£ 1,720.00	£ -	£ 1,720.00
Credit Card (Amazon)	Meeting in Progress sign for Guildhall	£ 12.46	£ 2.49	£ 14.95
Credit Card (Amazon)	Guildhall Health and Safety equipment	£ 1.49	£ 0.30	£ 1.79
Credit Card (Amazon)	Stationary for Guildhall Staff	£ 13.07	£ 2.61	£ 15.68
Credit Card (Amazon)	P&F Computer Equipment	£ 14.18	£ 2.83	£ 17.01
Credit Card (Amazon)	P&F Office Equipment	£ 11.37	£ 2.27	£ 13.64
Credit Card (Amazon)	Event clickers for Civic Occasions	£ 8.24	£ 1.65	£ 9.89
Credit Card (L&M Machinery)	Repair parts for Lawn Mower	£ 80.10	£ 16.02	£ 96.12
Credit Card (Meta)	Library Activities	£ 22.00	£ -	£ 22.00
Credit Card (Select Ironmongery)	Keys for Isambard House and Carriage	£ 46.26	£ 9.25	£ 55.51
Credit Card Purchases (Xero (UK) Ltd)	Xero Accounting Software Monthly Subscription- November 2022	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 321.42	£ 64.28	£ 385.70
Denmans	Electrical components for repairs to Station	£ 36.99	£ 7.40	£ 44.39
Duchy Cemetery's Ltd	Cost of extending the ash plot garden at Churchtown Cemetery	£ 560.00	£ -	£ 560.00
EE	Staff Mobiles & Pontoon Broadband charges	£ 209.18	£ 41.84	£ 251.02
Efficient Comms Ltd	Telephone Call and Service Charges - October 2022	£ 173.52	£ 34.70	£ 208.22
Festive Lights Ltd	Cost to purchase Festive lighting	£ 78.76	£ 15.76	£ 94.52
HMRC	PAYE Payment - November 2022	£ 8,136.71	£ -	£ 8,136.71



Howdens	Materials for new cabinets at Guildhall reception	£ 652.64	£ 130.53	£ 783.17
Howdens	Materials for cabinets installation at Guildhall reception	£ 51.08	£ 10.22	£ 61.30
Human Resources Support Consultancy	HR Consultancy Services for work carried out during the month of October 2022 (Outsource HR Work)	£ 650.00	£ 130.00	£ 780.00
Hygiene 2 Health Ltd	Consultancy Services for drafting Beating the Bounds Risk Assessment - 03.10.22	£ 65.10	£ 13.02	£ 78.12
Kernow Installations Limited	Training for Service Delivery Staff on using Fore Street speaker system.	£ 90.00	£ 18.00	£ 108.00
Key Clamps Ltd	Materials for Handrail installation at Waterside Office	£ 40.30	£ 8.06	£ 48.36
Laser - Cemetary - 1051640	Church Town Cemetery meters- Electricity Charges - 01/06/2022 to 31/08/2022	£ 100.79	£ 5.04	£ 105.83
Laser - Christmas Light supply Point 1- 1051642	Electricity Charges - 01/12/2021 to 31/05/2022	£ 88.66	£ 4.43	£ 93.09
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/12/2021 to 31/05/2022	£ 127.30	£ 6.37	£ 133.67
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/12/2021 to 31/05/2022	£ 85.05	£ 4.25	£ 89.30
Laser - Christmas Light supply Point 4 - 1051645	Electricity Charges - 01/12/2021 to 31/05/2022	£ 84.71	£ 4.24	£ 88.95
Laser - Christmas Light supply Point 6 - 1051646	Electricity Charges - 01/12/2021 to 31/05/2022	£ 137.00	£ 6.85	£ 143.85
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/12/2022 to 31/05/2022	£ 145.39	£ 7.27	£ 152.66
Laser - Library Gas	Gas Meters Charges - 31/01/2022 to 28/02/2022 & 31/07/2022 to 31/08/2022	£ 267.12	£ 41.75	£ 308.87
Laser - Longstone Park Depo	Electricity Charges - 01/12/2021 to 28/02/2022	£ 261.81	£ 13.09	£ 274.90
Laser - The Maurice Huggins Room - 1051636	Electricity Charges - 01/06/2022 to 31/08/2022	£ 71.26	£ 3.56	£ 74.82
Laser - Unmetered supply - 1051655	Unmetered NHH consumption and standing charge at Moorland View, Salt Mill Skate Park	£ 8.35	£ 0.42	£ 8.77
Laser -Guildhall Electric	Electricity Charges - 01/03/2022 to 31/05/2022	£ 979.39	£ 195.88	£ 1,175.27
Lynher Training Limited	Hand – Held Hedge trimmers course certificates and cards for Service Delivery Staff	£ 195.00	£ -	£ 195.00
Lynher Training Limited	Safe Use of Pedestrian and Ride on Mowers and certificates for Service Delivery	£ 330.00	£ -	£ 330.00
Mike Pitches	Photography for Remembrance day 13th November 2022	£ 100.00	£ -	£ 100.00
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 4.75	£ -	£ 4.75
Parkinson Partnership	Town Council VAT Consultancy 2022-23 - Minute Number P&F 39/22/23	£ 600.00	£ -	£ 600.00
Print Copy Scan Ltd	Prints for New Photocopiers 27/09/2022 to 31/10/2022	£ 64.23	£ 12.84	£ 77.07
Pyramid Electrical Serv	Electrical Installation And Testing of festive lighting around Fore street - Labour and Materials - 25th, 26th, 27 and 28th April 2022	£ 3,999.18	£ 799.84	£ 4,799.02
Pyramid Electrical Serv	Electrical Installation And Testing of Colour Lighting lighting for the Saltash Guildhall as per the planning Details (Guildhall Wall Wash Lights) Labour, Materials and Tower Scaffold Hire	£ 2,436.95	£ 487.39	£ 2,924.34
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,298.50	£ 259.70	£ 1,558.20
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 795.00	£ 159.00	£ 954.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 848.00	£ 169.60	£ 1,017.60
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 901.00	£ 180.20	£ 1,081.20
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 954.00	£ 190.80	£ 1,144.80
Rosevale Accountants Ltd	Monthly Payroll and Absence Management-September 2022	£ 533.00	£ 106.60	£ 639.60
Rosevale Accountants Ltd	Monthly Payroll and Absence Management-October 2022	£ 533.00	£ 106.60	£ 639.60
Saltash Bowling Club	Community chest Grant for Saltash Bowling Club - minute number 79/22/23	£ 650.00	£ -	£ 650.00
Saltash Window Cleaning	Cleaning of Saltash Council Office 17/10/2022 and 04/11/2022	£ 90.00	£ -	£ 90.00

Saltash Youth Council	Award of Precept Funding to be distributed to Saltash and district Youth Groups	£ 4,000.00	£ -	£ 4,000.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 957.30	£ 191.46	£ 1,148.76
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 957.30	£ 191.46	£ 1,148.76
South West Water - Fairmead Road	Allotments - Water Charges 22/06/2022 - 14/09/2022	£ 892.75	£ -	£ 892.75
South West Water - Guildhall	Guildhall Water and Sewerage Charges 18/06/2022 - 30/09/2022	£ 153.91	£ -	£ 153.91
South West Water - Longstone Depot - Connection to Bowling Green	Water Rates and Sewerage Charges - 06/09/2022 - 04/11/2022	£ 53.04	£ 4.39	£ 57.43
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Rates and Sewerage Charges - 06/09/2022 - 04/11/2022	£ 124.95	£ 10.02	£ 134.97
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 332.62	£ 66.53	£ 399.15
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 183.27	£ 36.66	£ 219.93
Staff Expenses - check Nominal & VAT	Staff Expenses for Travel	£ 7.40	£ -	£ 7.40
Staff Expenses - check Nominal & VAT	Staff Expenses for halloween event - library	£ 15.96	£ -	£ 15.96
Staff Salaries	Staff Salaries	£ 31,390.11	£ -	£ 31,390.11
Tamar Tree Care	Tree and plantation Maintenance Costs - Pilmere	£ 575.00	£ 115.00	£ 690.00
Tamar Tree Care	Tree and plantation Maintenance Costs - Saltash War Memorial	£ 525.00	£ 105.00	£ 630.00
The Core (THECORE)	Delivery of professional Youth Work in Saltash - 2nd Payment	£ 5,961.66	£ -	£ 5,961.66
Travis Perkins Trading Company Ltd	Paint for Isambard House	£ 66.00	£ 13.20	£ 79.20
Travis Perkins Trading Company Ltd	Plywood And Adhesive For Fore Street Notice Board Backing	£ 59.43	£ 11.89	£ 71.32
Tudor Environmental	Items to repair Pedestrian Mower	£ 61.92	£ 12.38	£ 74.30
UK Fuels Ltd	Fuel and Maintenance for Vehicles	£ 570.29	£ 114.06	£ 684.35
Viking Direct	A4 copy paper for guildhall and Library	£ 51.48	£ 10.30	£ 61.78
Vincent Tractors Ltd	Site visit and repairs to Kubota Mower 31/08/2022.	£ 96.00	£ 19.20	£ 115.20
Vincent Tractors Ltd	Site visit and repairs to Kubota Mower 02/11/2022.	£ 160.12	£ 32.02	£ 192.14
West Country Embroidery	Uniform Costs - Service Delivery Staff	£ 160.25	£ 32.05	£ 192.30
Westcountry Skip Hire	25/10/22, WTN28141, Large Builders Skip Enclosed, Exchange General 1	£ 297.00	£ 59.40	£ 356.40
Westcountry Skip Hire	Green Waste Refuse Disposals - 27/10/22, 04/11/22, 10/11/22	£ 99.84	£ 19.97	£ 119.81
WesternWeb Ltd	Updates to Saltash Town Council website	£ 75.00	£ 15.00	£ 90.00
Wilf Dawes Tyres & Batteries	New tyre for STC Work van	£ 76.67	£ 15.33	£ 92.00
Zurich Municipal	Liability Insurance for STC October 2022 - 2023	£ 10,336.86	£ 118.86	£ 10,455.72
<b>Grand Total</b>		<b>£ 99,066.02</b>	<b>£ 4,608.34</b>	<b>£ 103,674.36</b>

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th December 2022 at 6.30 pm

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

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** J Foster, S Gillies, M Griffiths, S Lennox-Boyd and S Martin.

#### **88/22/23     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **89/22/23     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>
Bickford	10	Non-Pecuniary	Volunteer Director of PL12	Yes
Bullock	10	Non-Pecuniary	Volunteer of PL12	Yes

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

None.

#### **90/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**91/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 13TH OCTOBER 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 Peggs, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Services Committee held on Thursday 13<sup>th</sup> October 2022 were confirmed as a true and correct record.

**92/22/23      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**93/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

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

Councillor Miller arrived and joined the meeting.

Members considered the recommendation received from the Property Maintenance Sub Committee.

**RECOMMENDATION:**

**23/22/23      TO RECEIVE QUOTES FOR THE APPOINTMENT OF A  
TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY  
ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current workload.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Council's Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

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 12<sup>th</sup> 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.

**95/22/23      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the report;
2. To provide delegated authority to the Service Delivery Manager to procure suitable signage for the Community Allotment situated at Grenfell Allotments at a maximum cost of £100;
3. To allocate the cost to budget code 6511 SE Tourism and Signage.

Councillors Bickford and Bullock declared an interest in the following agenda item and left the meeting.

**96/22/23      TO RECEIVE A REPORT FROM CEPL12 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Chairman gave a brief verbal overview of the request received from CEPL12 to adopt the recently installed water fountain situated outside No.8 Fore Street – The Community Kitchen.

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

1. To note the request;
2. To write to CEPL12 to commend them for their continued hard work and commitment to the community;
3. To refuse the adoption of the water fountain situated outside No.8 Fore Street – The Community Kitchen.

Councillors Bickford and Bullock were invited and returned to the meeting.

**97/22/23      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members discussed the report received and praised the Service Delivery Team for their commitment and hard work.

The Chairman advised Members that the Service Delivery equipment is now stored correctly, no further storage is required.

The Chairman reminded Members that a request for the Town Clerk to determine storage for the Guildhall and Isambard House remains outstanding.

It was **RESOLVED** to note the report and that the Town Clerk continues to obtain storage options reporting back at the next Services Committee meeting.

**98/22/23      TO RECEIVE A REPORT ON PLAYPARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman requested Members give consideration to set up a Town Council policy supporting community organisations to apply for match funding to improve Saltash Town Council playpark equipment.

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

1. To delegate authority to the Town Clerk to work up a draft Playpark Match Funding Policy based on organisations raising £10,000 (excluding grants) for the Town Council to consider match funding;
2. That the draft policy is received and considered at the next Services Committee meeting.

**99/22/23      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.

**100/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**101/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**102/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.



103/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

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

1. Work of the Service Delivery Department.

**DATE OF NEXT MEETING**

Thursday 9 February 2023 at 6.30 pm

Rising at: 7.14 pm

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

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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th December 2022 at 6.30 pm

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

**ALSO PRESENT:** 5 Members of the Public, R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** L Challen, J Dent (Vice-Chairman), J Foster, S Gillies, S Lennox-Boyd, S Martin and B Stoyel.

#### **99/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **100/22/23 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>
Yates	PA22/08741	Non-Pecuniary	Neighbour	Remained in meeting as per dispensation granted
B Samuels	PA22/08821	Non-Pecuniary	Knows landlord of applicant	Remained in meeting as per dispensation granted
P Samuels	PA22/08821	Non-Pecuniary	Knows applicant	Remained in meeting as per dispensation granted

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

The following dispensations were requested for members to remain in the meeting during the discussion of certain Planning Applications, in relation to their declarations of interest, as without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business due to the meeting becoming inquorate.

The Assistant Town Clerk read out each dispensation request with the following resolutions.

1. PA22/08741 – Councillor Yates

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to grant a dispensation for Councillor Yates to remain in the meeting during the discussion and vote regarding PA22/08741. Councillor Yates did not take part in the discussion or vote.

2. PA22/08821 – Councillor B Samuels

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to grant a dispensation for Councillor B Samuels to remain in the meeting during the discussion and vote regarding PA22/08821. Councillor B Samuels did not take part in the discussion or vote.

3. PA22/08821 – Councillor P Samuels

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to grant a dispensation for Councillor P Samuels to remain in the meeting during the discussion and vote regarding PA22/08821. Councillor P Samuels did not take part in the discussion or vote.

**101/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed members that a request to speak had been received in relation to Agenda Item 7c – Applications for consideration:

PA22/08821 in support of Unit 1 Burley Court, Pillmere Drive, Saltash, PL12 6XB.

By a raise of hands, members **RESOLVED** to receive the public statement under Agenda item 7c – Applications for consideration.

**102/22/23     TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 15TH NOVEMBER 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 P Samuels and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 15<sup>th</sup> November 2022 were confirmed as a true and correct record.

**103/22/23     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**104/22/23     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:

Councillor Yates declared an interest in the next agenda item, but remained in the room to prevent the meeting becoming inquorate, as per the granted dispensation. Councillor Yates did not take part in the discussion or vote.

**PA22/08741**

Mr & Mrs S Rogers – **Higher Castle Farm Castle Hill Forder Saltash**

Erection of storage shed for small tractor, sit on mower for applicants private use.

**Ward: Trematon**

Date received: 23/11/22

Response date: 21/12/22

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

The Chairman informed Members that due to the absence of the Vice-Chairman, she wished to appoint a Vice-Chairman for the purpose of this meeting only.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor Yates as Vice-Chairman for this meeting only.

Councillor Yates in the Chair.

Councillors B Samuels and P Samuels each declared an interest in the next agenda item, but remained in the room to prevent the meeting becoming inquorate, as per the granted dispensations. Councillors B Samuels and P Samuels did not take part in the discussion or vote.

**PA22/08821**

Majestic Wine Warehouses Ltd – **Unit 1 Burley Court Pillmere Drive Saltash PL12 6XB**

Change of use of premises from lawful use as car showroom to a retail shop (Use Class E(a)).

**Ward: Tamar**

Date received: 02/12/22

Response date: 23/12/22

A member of the public spoke in support of PA22/08821.

It was proposed by Councillor Peggs, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** but would comment as follows:

1. To request that Cornwall Council consider the possibility of a contribution from the site as a whole by way of S106 monies due to the effect on existing business premises in the town centre.
2. To note the comment from Site Allocations DPD with regard to B1, B2 and B8 uses.

Councillor B Samuels in the Chair.

**PA22/08984**

Mr Nigel Eaton – **20 Castlemead Drive Saltash PL12 4LG**

Ground floor extension to add dining space. First floor extension to add an additional bedroom and en suite.

**Ward: Essa**

Date received: 10/11/22

Response date: 21/12/22

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

**PA22/09542**

Debbie George – **120 North Road Saltash PL12 6BQ**

Single storey extension and garage to rear of property.

**Ward: Tamar**

Date received: 18/11/22

Response date: 21/12/22

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

**PA22/09558**

Mr Tim Atkinson – **Eales Barn Carkeel Saltash PL12 6NR**

Proposed extension and extended garden alterations.

**Ward: Trematon**

Date received: 16/11/22

Response date: 21/12/22

Councillor Miller requested that Members be permitted to ask questions of the applicant present in the public gallery. The Chair and Members approved the request.

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

**PA22/09560**

Mr Tim Atkinson – **Eales Barn Carkeel Saltash PL12 6NR**

Listed Building Consent for a proposed extension and extended garden alterations.

**Ward: Trematon**

Date received: 16/11/22

Response date: 21/12/22

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

**PA22/09842**

Mr D Bennetts – **Land East of 62 St Stephens Road Saltash**

Erection of 1 detached dwelling (re-submission of Application No.PA22/05543) – amended plans.

**Ward: Essa**

Date received: 17/11/22

Response date: 23/12/22

The Chairman informed Members of an email received from the Cornwall Council Planning Officer.

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

**PA22/09878**

Mr Martin Knipe – **Land North West of Dartana Forder Cornwall PL12 4QR**

Outline Planning Permission for the demolition of existing buildings and erection of a dwelling, with all matters reserved except access.

**Ward: Trematon**

Date received: 25/11/22

Response date: 23/12/22

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

1. Outside the development area.
2. Objections as cited by Natural England, but in particular, that the proposed development falls within the 'zone of influence' for designated sites such as the Plymouth Sound and Estuaries Special Area of Conservation & Tamar Estuaries Complex Special Protection Area. Natural England anticipates that new residential development within this zone is 'likely to have a significant effect', due to the risk of increased recreational pressure that could be caused by that development and therefore such development will require an appropriate assessment.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

**PA22/09978**

Miss Elise Wilkes-Brand – **Land North of 64 St Stephens Road Warfelton Crescent Saltash**

Construction of one new residential dwelling.

**Ward: Essa**

Date received: 18/11/22

Response date: 23/12/22

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

**PA22/10122**

Mr & Mrs M Parfitt – **88 St Stephens Road Saltash PL12 4BL**

Ground floor extension to provide kitchen/dining room and garage. 2no dormers at first floor.

**Ward: Essa**

Date received: 18/11/22

Response date: 23/12/22

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



**PA22/10672**

Mr Matthew Aire – **4 Ashburgh Parc Latchbrook Saltash PL12 4XZ**

Single storey front and rear extensions with partial garage conversion.

**Ward: Trematon**

Date received: 05/12/22

Response date: 26/12/22

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

d. Tree Applications:

**PA22/09277**

Mr Robin Cole – **China Fleet Country Club Ltd Pill Lane North Pill Saltash PL12 6LJ**

Works to a tree subject to a Tree Preservation Order (TPO), works include the minor reduction pruning of a multi-stem Oak tree (as indicated in the annotated photo, proposed works 01).

**Ward: Tamar**

Date received: 30/11/22

Response date: 21/12/22

The Chairman informed Members of The Cornwall Council Tree Officer's Report and an email received from the Cornwall Council Planning Officer.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to the pruning being no greater than that indicated in the Cornwall Council Tree Officer's photographs.

**105/22/23     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.

**106/22/23     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**107/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**108/22/23     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman informed members of an email received from a resident and a subsequent response to the Town Council from Cornwall Council Planning, with regard to an unfinished development at Churchtown Drive. The Chairman requested that the Assistant Town Clerk circulate the relevant information to all Members.

**109/22/23     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 17 January 2023 at 6.30 pm

Rising at: 7.43 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th January 2023 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Foster, M Griffiths and J Peggs.

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#### **125/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **126/22/23 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>
Dent	17b	Non-Pecuniary	Member of RBL	No
Samuels B	17b	Non-Pecuniary	Member of RBL	No
Yates	16	Non-Pecuniary	Uses FCCA facility	Yes

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

None.

**127/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**128/22/23     TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 22ND NOVEMBER 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 Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on 22<sup>nd</sup> November 2022 were confirmed as a true and correct record.

**129/22/23     ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH NOVEMBER 2022.**

It was **RESOLVED** to note.

**130/22/23     PETTY CASH RECONCILED UP TO 30TH NOVEMBER 2022.**

It was **RESOLVED** to note.

**131/22/23     TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**132/22/23     TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**133/22/23     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.

**134/22/23    TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**135/22/23    TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note the report.

a. Savings Accounts

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

1. open a new 6 month savings account with Lloyds Bank;
2. delegate authority to the Town Clerk in consultation with the Chairman and Vice Chairman of the Policy and Finance Committee to determine the value of funding invested in the account.

b. Unclaimed refunds

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to write off the following credit notes as advised by the Internal Auditor:

Allotment holder	Credit note raised March 2018	£5.00
Guildhall hire	Credit note raised April 2020	£36.00

c. Virements

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to vire £304.00 from 6301 Stationery to 6304 Broadband to cover an overspend on broadband charges at the Pontoon due to contract changes.

**136/22/23    THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to ratify the Town Clerks delegated spend.

**137/22/23    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**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 12<sup>th</sup> 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.

Councillor Yates declared an interest in the next agenda item and left the room.

**139/22/23    TO CONSIDER A COMMUNITY CHEST APPLICATION:**

a. Community Chest.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC265	Forder Conservation and Community Organisation	£600.00

The application failed to meet the minimum score.

Councillor Yates was invited and returned to the room.

b. Festival Fund.

None.

**140/22/23    TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:**

a. CC258 – Safe A38

It was **RESOLVED** to note.

b. FF112 – Festival of Remembrance

It was **RESOLVED** to note.

**141/22/23    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

No Report – next meeting to be held on the 13<sup>th</sup> January 2023.

c. Section 106 Panel

No Report.

**142/22/23     TO RECEIVE AN UPDATE FROM JUNKYARD SKATEPARK ON THE COMMISSIONING OF PROFESSIONAL YOUTH WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported an email received from Junkyard Skatepark confirming that they will not claim the remaining funding for the Commissioning of Professional Youth Work 2022-23 of £4,827.67 that they had previously been awarded.

It was **RESOLVED** to note the report.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to vire £4,827.67 (as above) to next year's Budget Code 6222 Commissioning of Professional Youth Work.

**143/22/23     TO RECEIVE AND NOTE A PROPOSAL FROM JUNKYARD SKATEPARK.**

It was **RESOLVED** to note.

**144/22/23     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.

**145/22/23     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**146/22/23     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**147/22/23     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.



148/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Tuesday 14 March 2023 at 6.30 pm

Rising at: 7.58 pm

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

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



# Saltash Town Council - Working for the People of Saltash

## Investing in our community's future...

Page 7801



The Town Council continues to manage and maintain community open spaces and public conveniences.

Community open spaces include Pillmere Green, Ashton Way, Honeysuckle Close, Silver Street and Huntley Gardens.

We look after public conveniences at Belle Vue, Alexandra Square, Longstone Park and the Waterside.

SALTASH TOWN COUNCIL BUDGETED

**£54,000**

FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK AND SALTASH YOUTH COUNCIL. WE ALSO BUDGETED £25,000 FOR COMMUNITY CHEST AND FESTIVAL FUND

AND AWARDED MANY PROJECTS AND EVENTS IN THE YEAR 2022-23 INCLUDING Mary Newman's Cottage £500 ~ Saltash Sailing Club £1,000 ~ Safe 38 £434 ~ RBL Remembrance Festival £850 ~ Saltash Bowls Club £650 ~ Friends of Summerfields Park £1,000 ~ Tincombe Tea Party £335 ~ Saltash Regatta £2,943 ~ Saltash Chamber of Commerce £1,500

We are passionate in keeping costs low. We scrutinised the budgets and made cost savings wherever possible. As a result we have secured a **0% increase** in all fees relating to Churchtown Cemetery and St Stephens Cemetery for 2023/24.

Additionally, Town Council Community and Commercial Room Hire costs will remain the same for 2023/24.

The Town Council offer **further room hire discounts** to community organisations. To find out more visit <https://www.saltash.gov.uk/facilitiesforhire.php>



Fireworks in celebration of Her Late Majesty's Platinum Jubilee - June 2022



Darley Oak planted in celebration of Her Late Majesty's Platinum Jubilee

## Maintaining our community assets...

### SALTASH LIBRARY HUB

Refurbishment plans are underway and scheduled improvement works are due to commence this summer.

Your Library Hub offers a community space for all to access and enjoy. Whether you are an avid book worm, keen researcher or you just fancy watching a film with your friends on Fridays, there are so many reasons to visit your local library without delay!

Check out our schedule of activities and events for 2023 and follow us on Social Media @SaltashLibraryHub

WE ORGANISED **MANY** EVENTS IN THE FINANCIAL YEAR **2022-2023** INCLUDING

The Queens Platinum Jubilee Celebrations ~ Christmas Craft Fayre ~ Remembrance Sunday Civic Service and Parade ~ A thank you to the Saltash Firefighters for continuous service ~ Beating of the Bounds ~ Eco Fashion Show ~ Murder Mystery ~ Christmas Lights Switch On ~ Civic Awards.

Have Your Say.....



### FOR THE FUTURE

We want to hear your views on what you want for your town. Look out for our 'Have your say' surveys which are advertised on our social media channels, noticeboards and website, requesting your feedback on various subjects.

Did you know your Councillors are on Fore Street for Meet your Councillors every second Saturday of the month outside Bloom Hearing Specialists. Come and give us your views.



Tree planting at Saltash Library Hub to encourage wildlife.



Historic Beating of the Bounds event October 2022

Minute Item 138/22



Despite the current high inflation level, your Town Council continues to keep a hold on increasing some budget areas when setting the portion of your Council Tax that is provided to Saltash Town Council for the year 2023-24.

The larger portion of your Council Tax increase is set by Cornwall Council, Devon and Cornwall Police, and Adult Social Care.

for a typical Band D property.

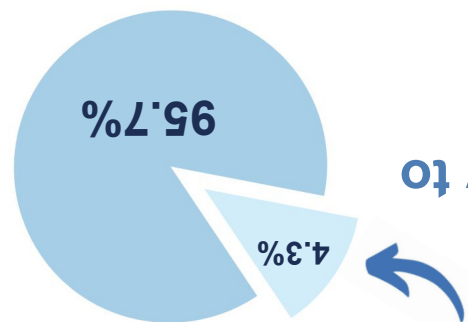
**16 pence per week.**

which is just

**This equates to £8.32 per year**

To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase the precept for 2023/2024 by 4.15%.

**Just so you know...**



The portion of your Council Tax that goes to Saltash Town Council is

## Did You Know...

For the financial year 2023-24 Saltash Town Council has limited the Town Council portion of your Council Tax bill to an increase of 4.15%.

The Town Council will continue to work really hard next year to drive additional efficiency savings to further reduce costs where possible. This will be reviewed throughout the year with all factors taken into account.

The Town Council continues to strive to provide a high level of service, whilst delivering value-for-money to our residents.

You can

contact us on...

- @ enquiries@saltash.gov.uk
- 01752 844846
- www.saltash.gov.uk
- @SaltashTownCouncilOfficial
- @SaltashTC
- The Guildhall  
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Saltash  
PL12 6JX



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## SALTASH TOWN COUNCIL PRECEPT LEAFLET



2023/2024



## **Schedule of Saltash Town Council Meetings 2023/24 Report**

**Please note;** FTC held on 13<sup>th</sup> January 2022:

### **334/21/22    TO RECEIVE A REPORT AND APPROVE THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022/23**

The Acting Town Clerk gave a brief overview of the Schedule of Meetings and the algorithm used historically to create the schedule.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer to a future Full Council meeting subject to the amendments as follows:

1. Services to be held Bi-Monthly alternate to Policy and Finance on a Thursday.
  2. Planning and Licensing to be held on the third Tuesday in August.
  3. Personnel to be held Bi-Monthly on the last Thursday of the month.
  4. No meetings to be held back-to-back or directly before or after National Bank Holidays.
- 

#### **1. Annual Meeting of Saltash Town Council**

Standing Orders states under 6a Annual Meetings:

In a year, which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.

## **2. Full Town Council**

Standing Orders states under 6b Ordinary Meetings:

Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.

### Exceptions to the Algorithm:

- 6<sup>th</sup> April 2023 - due to Easter Bank Holiday
- 4<sup>th</sup> January 2024 – due to Christmas shut down

Therefore, the above meeting dates have been re-scheduled:

- Thursday 13<sup>th</sup> April 2023
- Thursday 11<sup>th</sup> January 2024

## **3. Planning and Licensing**

Every third Tuesday of the month including August due to the number of planning applications.

## **4. Policy and Finance**

Bi-monthly on the second Tuesday of the month.

### Exception to the Algorithm:

- Tuesday 9<sup>th</sup> May 2023 – The Coronation of His Majesty The King on Monday 8<sup>th</sup> May 2023

Therefore, the above meeting date has been re-scheduled:

- Wednesday 10<sup>th</sup> May 2023

## **5. Services**

To be held Bi-Monthly alternate to Policy and Finance on a Thursday.

### Exceptions to the Algorithm:

- Thursday 13<sup>th</sup> April 2023 - conflicts with the proposed FTC meeting, which requires re-scheduling due to the Easter Bank Holidays.

Therefore, the above meeting date has been re-scheduled:

- Thursday 27<sup>th</sup> April 2023

Due to Services held Bi-Monthly to P&F and historically no meetings are scheduled for August, there is a 3-month period (July / August / Sept) that a Services meeting will not be held. However, the Chairman of the Committee does have the opportunity to call an Extraordinary Services meeting, if required.

## **6. Personnel**

Bi-Monthly on the last Thursday of the month.

Please consider reducing the number of Personnel meetings to assist with the volume of admin work and Member time from bi-monthly to quarterly. The Town Clerk to continue to act as the Senior Manager in respect of the Town Council workforce overseeing members of staff via the organisation structure of the Town Council.

Proposed dates:

- Thursday 29<sup>th</sup> June 2023
- Thursday 26<sup>th</sup> October 2023
- Thursday 29<sup>th</sup> February 2024

## **7. Burial Authority**

As and when required.

It is good practice for the Town Council on a reasonable basis to review the management, regulations and operations of Churchtown Cemetery in line with the Terms of Reference therefore the following scheduled dates are proposed:

- Tuesday 23<sup>rd</sup> May 2023
- Tuesday 7<sup>th</sup> November 2023

## **8. Joint Burial Board**

Quarterly the last Tuesday of the month.

**End of Report**  
**Admin Officer**

SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2023/24

	APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			
Monday				1															Monday
Tuesday				2									1						Tuesday
Wednesday				3									2						Wednesday
Thursday				4	ANNUAL FTC MEETING		1						3						Thursday
Friday				5			2						4			1			Friday
Saturday	1			6	MAYFAIR		3			1			5			2			Saturday
Sunday	2			7			4			2			6			3			Sunday
Monday	3			8			5			3			7			4			Monday
Tuesday	4			9			6			4			8			5			Tuesday
Wednesday	5			10			7			5			9			6			Wednesday
Thursday	6			11			8			6			10			7			Thursday
Friday	7			12			9			7			11			8			Friday
Saturday	8			13			10			8			12			9			Saturday
Sunday	9			14			11			9			13			10			Sunday
Monday	10			15			12			10			14			11			Monday
Tuesday	11			16			13			11			15			12			Tuesday
Wednesday	12			17			14			12			16			13			Wednesday
Thursday	13			18			15			13			17			14			Thursday
Friday	14			19			16			14			18			15			Friday
Saturday	15			20			17			15			19			16			Saturday
Sunday	16			21			18			16			20			17			Sunday
Monday	17			22			19			17			21			18			Monday
Tuesday	18			23			20			18			22			19			Tuesday
Wednesday	19			24			21			19			23			20			Wednesday
Thursday	20			25			22			20			24			21			Thursday
Friday	21			26			23			21			25			22			Friday
Saturday	22			27			24			22			26			23			Saturday
Sunday	23			28			25			23			27			24			Sunday
Monday	24			29			26			24			28			25			Monday
Tuesday	25			30			27			25			29			26			Tuesday
Wednesday	26			31			28			26			30			27			Wednesday
Thursday	27						29			27			31			28			Thursday
Friday	28						30			28						29			Friday
Saturday	29									29						30			Saturday
Sunday	30									30	REGATTA								Sunday
Monday										31									Monday
Tuesday																			
Annual FTC																			
Town Council																			
Planning and Licensing																			
Policy & Finance																			
Services																			
Personnel																			
Burial Authority																			
Burial Board																			
Bank Holiday																			



SALTASH TOWN COUNCIL  
SCHEDULE OF MEETINGS 2023/24

	OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY		MARCH				
Monday										1								Monday	
Tuesday										2								Tuesday	
Wednesday				1						3								Wednesday	
Thursday				2						4			1					Thursday	
Friday				3			1			5			2			1		Friday	
Saturday				4			2			6			3			2		Saturday	
Sunday	1			5			3			7			4			3		Sunday	
Monday	2			6			4			8			5			4		Monday	
Tuesday	3			7			5			9			6			5		Tuesday	
Wednesday	4			8			6			10			7			6		Wednesday	
Thursday	5			9			7			11			8			7		Thursday	
Friday	6			10			8			12			9			8		Friday	
Saturday	7			11	REMEMBRANCE DAY		9			13			10			9		Saturday	
Sunday	8			12	REMEMBRANCE SERVICE		10			14			11			10		Sunday	
Monday	9			13			11			15			12			11		Monday	
Tuesday	10			14			12			16			13			12		Tuesday	
Wednesday	11			15			13			17			14			13		Wednesday	
Thursday	12			16			14			18			15			14		Thursday	
Friday	13			17			15			19			16			15		Friday	
Saturday	14			18			16			20			17			16		Saturday	
Sunday	15			19			17			21			18			17		Sunday	
Monday	16			20			18			22			19			18		Monday	
Tuesday	17			21			19			23			20			19		Tuesday	
Wednesday	18			22			20			24			21			20		Wednesday	
Thursday	19			23			21			25			22			21		Thursday	
Friday	20			24			22			26			23			22		Friday	
Saturday	21			25			23			27			24			23		Saturday	
Sunday	22			26			24			28			25			24		Sunday	
Monday	23			27			25			29			26			25		Monday	
Tuesday	24			28			26			30			27			26		Tuesday	
Wednesday	25			29			27			31			28			27		Wednesday	
Thursday	26			30			28						29			28		Thursday	
Friday	27						29									29		Friday	
Saturday	28						30									30		Saturday	
Sunday	29						31									31		Sunday	
Monday	30																	Monday	
Tuesday	31																	Tuesday	
Annual FTC																			
Town Council																			
Planning and Licensing																			
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Services																			
Personnel																			
Burial Authority																			
Burial Board																			
Bank Holiday																			

**To receive a report on the Home Library Service and consider any actions and associated expenditure**

Before the last Library Committee meeting we were informed that Cornwall Council are withdrawing from the Home Library Service and offering the ability to devolve it to Town and Parish councils.

Library Committee Members asked CC for further details, but few were available.

This service is community asset run between the library service and the WVS (women's voluntary service). Volunteers take books to housebound people and collect them when they are finished. There are 5 volunteers in our district visiting 6 members of the public. 4 in Saltash, 1 in Callington, and 1 in St Ann's Chapel. There seems to be an element of befriending alongside the books. As an example one lady of 92, who lives in St Ann's Chapel relies on the service.

Cornwall Council will continue to cover traveling expenses and any DBS checks that may be necessary until the end of March 2023.

This leaves Saltash Town Council with the decision to either:

1. Refuse to take over the service and be responsible for it coming to an end;
2. Work up a Town Council policy on the approach, covering traveling expenses from the library to the door, but not inside the house, which will mean the service continues for our residents.

STC insurance policy covers the service at no extra cost.

The Community Hub Team Leader confirmed the service will not increase the library workload.

There is no Library Precept budget code to cover potential cost in the new financial year, this is something the Library Sub Committee would need to consider and vire within their budget, at the next Library Sub Committee meeting.

**End of Report**  
**Councillor Dent**  
**Chairman of the Library Sub Committee**

**To receive a report on Cornwall Council Youth Provision Review and consider any actions and associated expenditure**

Dear Town and Parish Council

The Chairman of Cornwall Council's Children and Families Overview and Scrutiny Committee, Councillor James Mustoe, is seeking information from Town and Parish Councils in Cornwall to support a review of Youth Provision in Cornwall.

The review has 3 key aims:

1. To ascertain the current Youth Services across Cornwall including those with Special Educational Needs (SEND).
2. To identify the gaps in Youth Service provision across Cornwall (place) including those with Special Educational Needs. (SEND).
3. To consider and make recommendations on how the Council can contribute and support Youth Provision in Cornwall particularly where a lack of service is identified.

The Children and Families Overview and Scrutiny Committee are keen to hear from Town and Parish Councils on the work it undertakes directly and/or enables by empowering and supporting Youth Services in its area.

If you would like to make a submission or to find out more, please email [childrenfamiliesosc@cornwall.gov.uk](mailto:childrenfamiliesosc@cornwall.gov.uk)

The deadline for submissions is Monday 23 January 2023.

**End of report**

**Cornwall Council**

## **To receive a report on the Borough War Memorial and consider any actions and associated expenditure**

Since the Full Town Council meeting some progress has been made towards securing a memorial to record the names missing from Saltash war memorials.

I contacted Reverend McGrath and he sought the views of the PCC for St Nicholas and St Faith Church on the possibility of using the area around the current Borough War Memorial. They agreed to support this idea. Although we do not need to ask their permission as the area belongs to STC, it is great to have their support.

### **Planning Process:**

The member of staff responsible for planning is currently in touch with Cornwall Council planning to ascertain the full requirements and associated cost.

### **Missing Names:**

Cllr B Samuels has contacted Mr. Peter Clements with regards to using his list of the missing names. Cllr B Samuels is now working through all the names and checking that they were residents of Saltash or indeed have family in Saltash.

### **Monumental Masons:**

STC member of staff responsible for funerals at Churchtown Cemetery contacted various monumental masons that she is aware of, to see which would be able to furnish a memorial of this kind and approximated cost:

1. W T Drage and Sons, RGR Memorials;
2. Robert Lawrence;
3. Martin and Sons;
4. H G Stacey Ltd and Cantell and Endacott;
5. Young Johnson Memorials;
6. E Pascoe and Son.

### Torpoint Town Council:

Members of the public have mentioned that Torpoint has a similar new memorial. The Town Clerk has been in touch with her counterpart at Torpoint to understand the process taken:

1. Torpoint TC agreed to support and fund the project over a number of years, the Town Council allocated approx. £2,500 for four years, until there was a pot of allocated in reserves totaling £10k. Families donated to the project, this money was ring fenced.
2. Torpoint Town Council war memorial project was for two war memorials;
3. A Working Group was formed comprising of the Town Clerk, Chairman of the Town Council, a number of Councillors who were interested in the project, a representative from Torpoint Archives, Torpoint Branch RBL, St James Church (as the memorial was to be located alongside the Church), author of the book/local researcher;
4. A resident of the town wrote a historic book to allow the Working Group to obtain the names;
5. Tender advertised and H G Stacey Ltd appointed. A site visit took place at H G Stacey, the working group found this very useful. The Town Council highly recommend H G Stacey;
6. Left room for future names to be added to the Civilian war memorial;
7. Applied for planning – drawings required and groundwork;
8. Applied to Highways for permission due to the land being Cornwall Council. This was done earlier in the process, as without their permission Torpoint had no opportunity to install the memorial;
9. Upon installation invited guests were dignitaries, families and the press to the unveiling. A press release was issued listing the names and further details in advance of the unveiling. Families were provided refreshments, it was a very momentous occasion. The Lord Lieutenant Cornwall invited and unveiled the military memorial;
10. Both war memorials were added to the Town Council insurance and asset register.

### Consultation:

Due to various reasons, it is important during the project that the Town Council consults with the residents.

### Funding options:

1. Saltash Town Council Budget – to be determined at a later date.
2. Funding Options:

War memorials trust

<https://www.warmemorials.org/grants/#:~:text=War%20Memorials%20Trust%20grants%20support,this%20section%20of%20the%20website>

Other sources of funding

<https://www.warmemorials.org/other-funding/>

VAT re-claim

<https://www.warmemorials.org/mgs/>

3. Public donations to be ring fenced for the project.

### Recommendation:

1. To create a Town Council Working Group comprising of four Town Councillors, the Chairman of the Town Council and the Town Clerk (it is not the norm for the Town Council to provide administration support for Working Groups, however, it is evident that this project is of high importance);
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;

We recognise there are residents of our town that hold vital information that may assist the Town Council through this journey therefore the Working Group would look to invite others to a Working Group meeting at the appropriate time.

We are at the beginning of a long but exciting project for the town.

**End of Report**  
**Councillor Dent**