



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
27 January 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd February 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 or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

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

Yours sincerely,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford (Chairman) J Brady R Bullock J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin J Peggs (Vice-Chairman) P Samuels VACANCY	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 6)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 7 - 8)
8. Cornwall Gateway Community report for noting or matters arising.
9. Cornwall Gateway Community Action Points for consideration.
10. To receive the Community Network Highways Scheme for Saltash and consider any actions and associated expenditure. (Pages 9 - 16)
(Pursuant to FTC held on 12.01.23 minute nr. 306/22/23)
11. To receive a report on behalf of Safer Saltash.
12. To receive a report from the Climate Change and Environmental Working Group.
13. To receive a report from Saltash Chamber of Commerce. (Page 17)
14. To receive a report from Cornwall Councillors.
15. To consider Risk Management reports as may be received.
16. Questions - A 15-minute period when members of the public may ask questions of Members of the Council. (Pages 18 - 20)

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.
17. To receive and approve the Minutes of the Full Town Council Meeting held on 12th January 2023 as a true and correct record. (Pages 21 - 31)

18. Finance:
 - a. To advise the receipts for December 2022; (Page 32)
 - b. To advise the payments for December 2022; (Pages 33 - 35)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31st December 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.
19. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 10th January 2023; (Pages 36 - 44)
 - b. Planning and Licensing held on 17th January 2023; (Pages 45 - 49)
 - c. Personnel held on 24th January 2023; (Pages 50 - 55)
 - d. Extraordinary Joint Burial Board held on 26th January 2023. (Pages 56 - 57)
20. To receive and note the minutes of the Library Sub Committee held on 19th January 2023 and consider any recommendations. (Pages 58 - 62)
21. To receive the notes of the Town Team meetings held on 6th September 2022, 14th November 2022 and 20th January 2023 and consider any actions or associated expenditure. (Pages 63 - 71)
22. To receive a report from the Town Team and consider any actions and associated expenditure. (Page 72)
23. To receive a Civic Parade invite at the May Fair event to be held on Saturday 6th May 2023 and consider any actions and associated expenditure. (Page 73)
24. To receive a report on the Civic Awards and consider any actions and associated expenditure. (Pages 74 - 77)
25. To receive a report from the Beating of the Bounds Working Group and consider any actions and associated expenditure. (Pages 78 - 83)
26. To receive a request from Cornwall Council to withdraw Saltash Town Council application for the registration of land at Warfelton Green and consider any actions and associated expenditure. (Pages 84 - 85)

27. To receive an update from the Shared Prosperity Working Group and consider any actions and associated expenditure. (Pages 86 - 91)
28. To receive a verbal update on the Coastal Communities work.
29. To receive a Saltash Leisure Centre update and consider any actions and associated expenditure.
30. Planning:
 - a. Applications for consideration:

PA22/11400

Mr Stonebridge – **24 Parkesway St Stephens Saltash PL12 4AL**

Garage conversion and raised rear decking.

Ward: Essa

Date received: 11/01/23

Response date: 16/10/23

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RNAZF1FGMNC00>

- b. Tree applications/notifications:

PA22/11281

Mr R Murrain – **Burrell Lodge Longlands St Stephens Saltash PL12 4QH**

Hedgerow removal notice to install new field gate access

Ward: Tamar

Date received: 14/12/23

Response date: 14/02/23

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RN6TEPFGJU600>

31. Meet your Councillors: The next scheduled meeting date Saturday 11th February 2023 outside Bloom Hearing, Fore Street.
32. 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.
33. To consider any items referred from the main part of the agenda.
34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

35. To consider urgent non-financial items at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
37. Date of next meeting: The Annual Meeting with Parishioners of Saltash to be held on Thursday 2nd March 2023 at 6:30p.m. followed by the meeting of Saltash Town Council at 7:00 p.m.
38. 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 2 FEBRUARY 2023

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

Monday 9th January	1.30pm	Civic Funeral of Former Mayor David Kent, Saltash
Wednesday 11 th January	10.00am	Dog fouling competition judging, Guildhall
Friday 20 th January	6.30pm	Saltash Sailing Cadets Club Presentation Evening, Sailing Club
Sunday 22 nd January	9.00am	Outreach Paramedics reception, Saltash
Tuesday 24 th January	9.00am	Opening of Saltash music, speech & Drama festival, Saltash Wesley Church
Friday 27 th January	12noon	Saltash Sailing Club Soup Lunch, Saltash Sailing Club

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 2 FEBRUARY 2023

Wednesday 11 th January	10.00am	Dog fouling competition judging, Guildhall
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REPORT TO BOARD MEETING

Report to Town Council: February

After a slow start to the year, things are picking up across all our enterprises, much of the work in the background is slowly coming to fruition and our links with the local community are continuing to grow and thrive.

We are delighted to have developed links with Livewire, Andy Rance and his team do an amazing job supporting the young people in our town in many different ways, including providing food for young people in need of sustenance. Following conversations, we have rearranged the route taken by our mobile fridge which now drops off food to Livewire on a Monday, we also aim to give him any surplus ambient goods that he can make use of. Following this development, we would also love to set up a 'munch club' providing a warm space for young people after school, as yet these discussions are in an early stage, but it has long been our ambition to involve the younger members of our community so we are hopeful that this comes to fruition.

We have established strong links with the Tamar Bridge Visitors' Centre, they now stock out local Saltash themed products and are hoping to use our Community Kitchen as a starting /end point for their tours, this will incorporate a talk about the bridges and history of Saltash, hopefully these events will attract more people into Fore Street.

We are beginning to extend the activities available in our Community Hub (housed in the Community Shop). We are promoting other events and groups in the town and, following requests, are starting a 'form filling service.' So many official documents now have to be completed on line, this proves difficult (if not impossible) for people with limited access to, and understanding of, technology. Examples are: Carers Allowance, Attendance Allowance, Disability Living Allowance(DLA) Blue Badge Applications and Renewals to name but a few. We are making it clear that we are unable to provide advice or advocacy and that, if appropriate, we will signpost people to Citizen's Advice.

Over the last few months we have supported the work of 'Outreach Paramedics' in many ways, acting as a collection point for donations, providing facilities for the Ukrainian group to meet and celebrate together. On Sunday 21st January we were able to support the send-off of the two ambulances to Ukraine by providing refreshments for the crowd of supporters. It was an emotional moment waving them off on their journey.

Our Community Transport continues to thrive and evolve. Our dedicated team of volunteer drivers run the weekly shopper link, picking up a growing number of customers from Landrake. And Saltash. We are also able to provide transport for a number of community groups and organisations, currently we are supporting all the local primary schools and choirs, Port View Surgery and our own Dementia Voice group.

Following talks with the DWP, we are pleased to have been designated a 'disability confident employer,' in our situation this relates to the volunteers that support us. We now have almost 100 volunteers registered with us, not all are active but over 50 people regularly give their time to ensure we can run all our enterprises, without them we couldn't function.

Our community kitchen and fridge are still collecting a wide range of produce that would otherwise go into landfill, whenever possible we use the food to provide hot meals for our customers. Our ambition is to set up cookery classes, demonstrating how left over food can be turned into hearty meals. We continue to provide a warm space and a chat over a cup of coffee, the number of people making use of this facility continues to grow. For more information about the growing number activities we host, please check out our website.

Our Board currently has three vacancies, however we are delighted to welcome Jane Davey who is going to join us with the aim to take over as Finance Director, I am sure she will be a great asset to the team. We are still looking to recruit shop and DV Directors to join us.

To the future:

We are already planning activities to support the town during the May Fair and coronation activities. However, our main focus for the time being is to make sure we embed the new developments whilst continuing to manage well established activities. If you have any ideas about ways we can further support our community, please let us know as we are committed to work with others for the benefit of all.

Jo Grail

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

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

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

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

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

It was **RESOLVED** to note.

To receive the Community Network Highways Scheme for Saltash and consider any actions and associated expenditure

<u>Application</u>	<u>Location</u>	<u>Issue</u>	<u>Proposed Solution</u>	<u>Cost Estimate / deliverability</u>
Saltash TC R	Albert Road	The pavement is of poor quality with both sides are often obstructed by vehicles parking on them making it dangerous for pedestrians (wheelchair user/pushchair). Sight lines from vehicles are often obstructed making even simple manoeuvres risky. This stretch of road is also unlit making it even worse at night. This short section of road is the main route for those walking to or from the station area to the town centre, often for an interchange with local bus services.	Install new double yellow lines 40m either side of road from the station to the Station Road junction.	£10,000

Cornwall Gateway community network highways scheme 2.0 - expressions of interest overview years 2& 3 December 2022

Budget – total £110,000

Purpose – the Cornwall Gateway CNP is requested to recommend schemes for delivery in years 2 and 3 (2023/2025)

Colour coding Green most deliverable; Yellow harder to deliver; Red take the longest to deliver

R – rolled over from the consideration undertaken in March 2022

For consideration: Saltash Town Council to consider allocating funding to strengthen the above application.

Budget Availability: General Reserves.

Cornwall Council Community Network Highways Scheme Expression of Interest Form



Notes

To help us process your Expression of Interest, please:

- Read the Community Network Highways Scheme guidance carefully
- Complete the form as fully as you can and return to your Cornwall Councillor, and copy in your Highways Manager and Community Link Officer
- Let us know if you have any questions before sending in your application

Section A: Contact details

1. Name/position of person submitting this proposal	Sinead Burrows – Acting Town Clerk (on behalf of Saltash Town Council)
2. Contact email	Sinead.burrows@saltash.gov.uk
3. Contact telephone number	01752 844846

Section B: Scheme outline

1. Location	Old Ferry Road/Tamar Street And Albert Road (section from Station Road to the station approach road)
<p>Schemes should include proposals to deliver against one or more of the six goals of The Cornwall Transport Plan: www.cornwall.gov.uk/connectingcornwall</p> <p>2. What is the LTP objective you are trying to achieve?</p> <p>The local objective is to try and achieve a healthy active lifestyle and wellbeing for the community by maintaining road safety, providing equal opportunities for everyone including visitors, and by doing so we will naturally contribute to tackling climate change.</p>	

3. What is the problem? What local outcome you are aiming to achieve?Old Ferry Road/Tamar Street:

The problem is pedestrian safety at this section where the two roads meet. Some attempt has been made to reduce traffic speed in the area, but this is already causing some vehicles to veer in attempts to avoid the speed humps.

The aim is to achieve a local scheme that prioritises pedestrians moving through the area. There is no continuous pavement on either side, this should have been resolved as part of the previous works but was ignored. This is a popular route for all the community to gain access to the beach, toilets as well as Ashtorre Rock, the local community centre from the Waterside Green area.

The danger can also be heightened when people try to launch boats obstructing the pedestrian and vehicular route, often with little regard for others.

The above delivers against goals 1 to 5 of The Cornwall Transport Plan.

Albert Road (Section from Station Road to the station approach road):

The problem is the pavement is of poor quality, and both sides are often/always obstructed by vehicles parking on them making it dangerous for pedestrians (wheelchair user/pushchair). Sight lines from vehicles are often obstructed making even simple manoeuvres risky. This stretch of road is also unlit making it even worse at night.

This short section of road is the main route for those walking to or from the station area to the town centre, often for an interchange with local bus services.

The aim is to achieve a local scheme to support the community and safety of our residents and those who visit the town by relaying the pavement to a much higher standard for pedestrian to access safely and introduce double yellow lines on the road area / no stopping signage in accordance with the Highway Code. Bollards to physically stop and additional lighting

The above delivers against goals 1 to 5 of The Cornwall Transport Plan.

4. How have you identified this problem? Let us know of any evidence available, including community representations or if the problem has been looked at previously any feasibility studies or similar.

No, however, observation has taken place from a Ward Town Councillor – Cllr Richard Bickford who would be more than happy to provide further evidence as required or meet on site with Officers.

5. Why is this a priority for the parish council?

To enhance a healthy concept, support the community to live locally, and to encourage residents and those who visit to use local transport, walk or cycle reducing the need to travel but, this can only be achieved if the areas are improved providing the right facilities and environment for walking and cycling to become the natural choice for trips, the areas also need to be made safe, accessible and inviting for the community and visitors to naturally use.

6. Is there any additional funding available to support this scheme? If so, how much and from what source?

Possibly, further research required.

7. Area of benefit – schemes which benefit a larger area of the Community Network are encouraged**Declaration**

I declare that the information supplied in this form is true to the best of my knowledge and that, if I am submitting this proposal on behalf of a town or parish council, or another organisation I have their consent to do so.

Signature:



Date: 25.02.22

Name (Please Print): Sinead Burrows

Privacy Notice: This information is being collected by Cornwall Council. The Chief Executive is the Council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the Council's policy for the retention of information. This information will be used for processing your expression of interest. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Please return to your Cornwall Councillor and copy in your Highways Manager, Community Link Officer.

Albert Road – Station Road – Station Approach

TRO Amendment

Install DYL parking restrictions to stop footway parking and allow safe walking down the footways currently available. Approx. 40m of DYL either side of the highway – 80m total







CHAMBER REPORT

There were many issues raised at the last Chamber meeting and in general discussion thereafter, most of these affected highway matters/motor usage.

One member had raised the issue of how contracts were awarded for contracts for taxis and how there appeared to be different criteria set for charity/community organisations as against the private sector. Members were advised that the DVLA were looking into the matter nationally and the Chairman also advised that there were ongoing local discussions.

Concern was raised with respect to traffic issues around Gilston Road and Carkeel roundabout which seem to be getting worse with one member noting that it took him only 10 minutes to shop at Lidl but 20 minutes to get from the car park to the A38. The Chairman informed members that he understood that there was ongoing consideration of the matter.

One member mentioned the application by Majestic Wine for planning consent for one of the units built adjacent to Lidl. It was regarded as positive that Majestic Wine want to come to Saltash as they attract a wider catchment for customers than a standard off-licence and it was therefore felt that it would not have a significant impact on the town centre. It was also felt that it would not have a major impact on traffic as although the store would have a constant flow of customers there would not be a mass surge.

Members gave a positive response to the playing of carols through the speaker system in Fore Street although, subsequently it was mentioned that there were variations in transmission levels and members wondered whether there needs to be a balancing of volume.

The Chairman gave an update on the activities of the Town Team and that the selection process for consultants would be taking place during January.

Concern was raised with respect to the 'travellers' who were on the land at Howdens. The Chairman explained that the legal process to get them to move on does take time.

Peter Ryland
Chairman



Report to STC February 2023

Cllr. Hilary Frank

The agenda for the meeting of Cornwall Council's Cabinet on 8th February seems packed to capacity. It contains the draft budget proposals, where the proposal from Cabinet is that the Cornwall Council element of the Council Tax be increased by 4.99% overall, equivalent to a Band D charge of £1,802.79.

As well as the 2023-2024 Revenue Estimates and Capital Programme for the Tamar Bridge and Torpoint Ferry, items of particular relevance to Saltash in the Cabinet meeting include the revised parking tariff and the introduction of Community Area Panels to replace Community Network Areas:

1. Revised Parking Tariff

A comprehensive review of parking tariffs across Cornwall Council's 280 car parks has been carried out over the last six months against a broad range of objectives to support the economy, environment, carbon reduction and communities. The proposal is to replace the 120 different tariffs across the 135 chargeable car parks with a 3-zone system. It is proposed that Saltash will be in Zone B.

Zone A Categorised as band 7	Car parks where the highest, premium rate of charging for use and convenience of the parking commodity consideration of levels of local, commuter and visitor usage plus size of attraction that it serves. These car parks will be more sensitive to variances in traffic levels, vehicle congestion, vehicle turn-over and the local air quality impact. In the majority these town car parks will have good public transport links as an alternative mode of journey. These car parks are strategically important, and rates will be set to ensure that the tariff differential is used to invest in the assets to expand on the customer experience
Zone B Categorised as bands 5 & 6	Car parks where the control rate of charging for use and convenience of the parking commodity consideration of levels of local, commuter and visitor usage plus size of attraction that it serves. These car parks will be more sensitive to variances in traffic levels, vehicle congestion, vehicle turn-over and the local air quality impact. In the majority these town car parks will have good public transport links as an alternative mode of journey.
Zone C Categorised as bands 1 to 4	Car parks where there remains the importance of managing traffic levels, vehicle congestion, vehicle turn-over and air quality; but the strategic importance and capacity demand is at a manageable level.

Zones	30 mins Short Stay only	1 Hour	2 Hour	3 Hours	4 Hours	All day 9am to 6pm	Evening 6pm to midnight	Just Park Multisession
C	£0.50	£0.90	£1.50	£2.00	£2.50	£5.50	£0.00	£2.75
B	£0.60	£1.00	£2.40	£3.60	£4.80	£6.00	£0.00	£3.00
A	£1.30	£2.20	£4.40	£5.50	£6.50	£10.00	£2.50	£5.00

A full public consultation on the Traffic Regulation Order is due to commence on the 2nd March and last for a period of 21 days.

2. Community Area Panels

i. Geography

Last month, the Chairs and Vice Chairs of the 19 Community Network Areas were asked to carry out further work creating a draft geography for the proposed CAPs within an upper limit of 12 areas. A fairly broad consensus was achieved, but Chairs and Vice Chairs at the meeting were keen to stress that this geography represents the 'least worst' option given the upper limit of 12 imposed by Cabinet.

The average number of parishes in one CAP if all 212 parishes in Cornwall were evenly distributed across 12 areas would be a little over 7.5. Under the proposals, Saltash will fall under CAP 3, with a total of 29 parishes and 10 Cornwall Councillors, making it the largest in terms of number of parishes (although CAP 12 has a greater population and two more Cornwall Councillors than CAP 3).

Community Area Partnership (CAP) Draft Name <i>[Draft CAP names shown below; each CAP will decide its final name]</i>	Proposed area comprises (CN = Community Network Area)	Number of Parishes	Number of Electoral Divisions	Population ¹ (2020 Estimate)
CAP 1. "Bude and Camelford CAP"	Bude CN AND Camelford CN MINUS Delabole, Michaelstow, St Breward, St Teath and Tintagel Parishes.	24	4	26109
CAP 2. "Launceston and Caradon CAP"	Launceston CN AND Caradon CN	24	6* <i>*1 of the Divisions crosses two CAP areas: Quethiock Parish in Lynher Division is in Liskeard Looe & Cornwall Gateway CAP – see Table B for details</i>	40515
CAP 3. "Liskeard, Looe and Cornwall Gateway CAP"	Liskeard & Looe CN AND Cornwall Gateway CN	29	10* <i>*Also includes part of Lynher Division (Quethiock Parish) and part of Lostwithiel</i>	65832
CAP 8 "St Austell, Mevagissey, St Blazey Fowey & Lostwithiel CAP"	CAP 8: St Austell & Mevagissey CN (MINUS St Goran Parish PLUS Grampound with Creed Parish) AND St Blazey Fowey & Lostwithiel CN (MINUS Luxulyan Parish)	18	8* <i>*1 of the Divisions crosses three CAP areas: Lostwithiel & Lanreath Division: Lanreath Parish is in Liskeard Looe and Cornwall Gateway CAP and Luxulyan Parish is with China Clay Area CAP</i>	49749
CAP 9 "China Clay Area and Luxulyan CAP"	CAP 9: China Clay CN PLUS Luxulyan Parish.	6	4* <i>*Also includes part of Lostwithiel & Lanreath Division, namely Luxulyan Parish Ward of Luxulyan Parish)</i>	30508
CAP 10: "West Penwith, St Erth and St Ives CAP"	CAP 10: West Penwith CN PLUS St Erth, St Ives and Towednack Parishes	17	8	53058
CAP 11. "Helston & South Kerrier CAP"	CAP 11: Helston & South Kerrier CN	18	5	35758
CAP 12 "Camborne Pool Illogan Redruth Mining Villages, Hayle and Gwinear-Gwithian CAP"	CAP 10: Camborne Pool Illogan Redruth & Mining Villages CN PLUS Hayle and Gwinear-Gwithian Parishes	12	12	78588
		212 parishes	87 Electoral Divisions	574590

ii. Officer support

The Chairs and Vice Chairs particularly stressed that 'resources need to be appropriate and fairly distributed between the area partnerships; they referred to the central role of the Community Link Officers in ensuring effective localism and considered that there needs to be **at least one such officer per Community Partnership Area.**' Currently, however, there does not seem to be any guarantee that this will be the case.

iii. The key roles proposed are:

Role	Summary
1. Community Action (<i>also supports Community Voice and Community Funding</i>)	
1a Partnership focus	To build relationships between the people and organisations working in and for their communities. To provide a productive space for these partners to collaborate and coordinate their work in place and get things done. To share skills, assets and learning and work together to build solutions, within and across Partnership areas.
1b Partnership focus - Town & Parish Councils	Each Partnership will have a particular role in championing and facilitating the work of its local town & parish councils. They will act as the “go to” place where they can get mutual support, platform where they can share best practice, and pathway for them to progress and seek funding for projects and ideas. The Council will develop the details of this role in partnership with Cornwall Association of Local Councils and town & parish councils across Cornwall.
1c Community Action Plans	Each Partnership will agree a list of top community priorities in their area. To help them do this, they will ask local communities for their views and consider other information, like community plans and profiles. They will agree an action plan to progress the agreed priorities, and keep local communities updated on progress. Cornwall Council will consider the priorities agreed by each area, to ensure these are taken into account in its own strategies and will help support the Partnerships with their action plans. The priorities will also be shared with partner agencies, like the Police, health services and voluntary sector. The Partnerships will be encouraged to explore opportunities, in devising and progressing these plans, for partners to work together more closely and potentially pool budgets to address priority issues.

2. Community Funding <i>(also supports Community Voice/Community Action)</i>	
2a Shared Prosperity Fund	<p>Cornwall and the Isles of Scilly have been awarded £132 million from the Government's "Shared Prosperity Fund." This funding is being used to achieve good growth through a range of programmes providing opportunities for communities and businesses, as well as access to new jobs and training. The funding has to be spent by March 2025. The Partnerships will be closely involved in this work, with a particular role on the following programmes:</p> <ul style="list-style-type: none"> • The Community Levelling Up Programme. This £11.49 million programme aims to help communities develop their place-shaping ambitions. Communities can apply for funding for projects like town centre improvements and neighbourhood infrastructure projects. • The Community Capacity Fund. This £2m programme aims to help communities develop plans for local projects so they are then in a good position to secure large scale funds to deliver those projects. <p>A share of these two funds will be allocated to each Community Partnership Area. The Partnerships will be asked to prioritise which projects the funding should be spent on, to best promote good growth and address issues in their areas. Formal decisions on spend will be taken by Cornwall Council in accordance with its Constitution. In the case of both funds, the Partnerships will also be able to apply to a central "performance" reserve to bring forward more/larger projects.</p>
2b Highways Scheme	<p>Since 2018, the Council has allocated a "Highways Scheme" budget between the Community Network Areas, to support neighbourhood highway improvement schemes that improve highway safety and access. Parish Councils submit proposals for projects in their areas; the Community Networks review the proposals and advise which ones they want to progress as priorities within the funding available. The current three-year programme, which is funded from Government Local Transport Plan funding, runs until March 2025. The annual budget is £1.05 million, with the budget split between areas according to the number of Divisional Members in each area.</p> <p>The Highways Scheme will continue into the new arrangements (as the latter are due to commence in May 2023). The Community Area Partnerships will be asked to prioritise unallocated funds from the current three-year programme. As in the current arrangements, Cornwall Council will make formal decisions on spend, with the Partnerships submitting their views to the area's Divisional Members who will, in turn submit a final proposal to the Portfolio Holder.</p>

<p>3. Community Voice (also supports Community Action):</p> <p>The Cabinet wants to ensure that the Community Area Partnerships are supported to give their views on issues relating to local service provision, and on policy and strategy as it relates to local areas. It is keen to promote an ongoing discussion between the Council, its strategic partners and the Community Area Partnerships on these issues. Proposals 3a-3d below are particularly aimed at delivering this goal.</p>	
3a. Local service delivery, plans and spending	Each Partnership will have the opportunity to look at how Cornwall Council and other service providers are delivering services, implementing plans and spending budgets in their area. If a Partnership wishes to look at a particular issue in this way, the Council will provide it with information about this, so it can feedback any comments, concerns and questions. This will help the Partnerships to support their communities with their priority issues and give the Council and its partners an opportunity to take community views into account when planning their services, budgets and projects.
3b. Cornwall Council budget	Cornwall Council carries out an annual public consultation on its budget for the forthcoming year. Partnerships will be a consultee during this process, so they will have an opportunity to submit comments if they wish to do so.
3c. Local service changes	Partnerships will have the opportunity to comment in cases where Cornwall Council is planning an important service change that affects all or a majority of the local area. Where other service providers are planning to introduce such a change and the Partnership wishes to comment, the Council will seek to support the Partnership in liaising with the service provider.
3d. Cornwall Local Plan	This is Cornwall Council's planning policy framework for the Duchy up to 2030. It has to be reviewed every five years and contains a section on each community area. When it reviews the Local Plan or related statutory planning policies, the Council will give each Partnership the opportunity to input its views.

iv. Final Decision!

Chairs and Vice Chairs had been led to believe that the process would be for draft proposals to be presented to Cabinet, then to Cornwall Council's Constitution and Governance Committee before being debated at Full Council. But the Cabinet papers make it clear that the Cabinet's decision next week will be final, without a debate at Full Council, and 7.3 of the report to Cabinet states that 'It is proposed that the Monitoring Officer will make the changes using their existing delegated authority as set out in Article 24 (paragraph 24.3) of the Constitution which provides that the Monitoring Officer has delegated authority to make "changes to the Constitution to give effect to decisions of the Council without further consideration of those changes by the Constitution and Governance Committee or the Council."

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
29.01.23	<p>I am addressing this committee meeting tonight with great concern regarding vehicle parking around the Saltash area which is becoming a huge problem and its growing. This problem is causing frustration, inconvenience and in some cases can only describe as dangerous and above all against the law. Increasingly, examples of poor parking is on the rise. Some drivers are either unaware, ignorant or just don't care hoping to get away with it. I would say they do get away with it on a large scale as these vehicles repeatedly poorly park day after day and even more so at night having "parked" their vehicles without any recognition or consideration about their actions and how their reckless parking affects the safety of others.</p> <p>You only have to travel around this area or view social media to find people complaining of</p> <ul style="list-style-type: none"> • Vehicles blocking drives. • Vehicles parked on pavements forcing people with prams and/or wheelchairs having to either squeeze by or worst forced to leave the pavement and progress their journey in the road. • Vehicles parked on corners of junctions causing an obstruction and reducing a clear view of the junction. • Vehicles parked opposite island bollards forcing cars to pass on the wrong side of the bollard. 	Q1

	<ul style="list-style-type: none"> • Vehicles parked opposite each other preventing larger vehicles and more importantly emergency vehicles passing through. • Vehicles parked too far from kerb reducing traffic to one lane (e.g. Fore Street) <p>Five years ago I complained to Cornwall Council and the Police about various parking problems around Broadwalk/School area all of which resulted in no action by either but now I am very pleased to see the Saltash Walking & Cycling Phase 2 (EDG1845) (East) now seems to be going ahead and it wasn't because I complained five years ago.</p> <p>I have asked the same question to this committee before only to be pointed in various directions to offer my complaints and it also came to nothing.</p> <p>So my question to this committee this evening is.</p> <p>Rather than just a Saltash resident contacting Cornwall County Council like I have in the past, would it not be better for Saltash Town Council having a greater influence and better relationship than Jo public and who represents the people of Saltash to open a dialogue with Cornwall Council who are after all responsible for the parking in Saltash as well as the safety of the pedestrians and motorists and address the issues I have mentioned previously and use the powers they have and act upon them against the infringements that occur and provide a safer environment not only for the motorist but all pedestrians including those most vulnerable in a situation such as this.</p> <p>Without intervention the situation regarding the above is only going to get worse.</p>	
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Questions - A 15-minute period when members of the public may ask questions of Members of the Town 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.

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: Councillor J Foster.

300/22/23 PRAYERS

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

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

Reverend Tim Parkman led prayers.

301/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

302/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

303/22/23 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

304/22/23 MONTHLY CRIME FIGURES

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

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

305/22/23 REPORT BY COMMUNITY ENTERPRISES PL12

It was **RESOLVED** to note.

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

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

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

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

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

It was **RESOLVED** to note.

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

Highways and Transport

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

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

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

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

Cornwall Devolution Deal

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

It was **RESOLVED** to note.

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

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

It was **RESOLVED** to note.

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

No Report.

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

It was **RESOLVED** to note.

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

Treledan Development

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

Car Park Charges Review

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

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

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

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

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

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

It was **RESOLVED** to note.

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

None.

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

None.

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

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

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

315/22/23 FINANCE:

a. To advise the following receipts for November 2022:

It was **RESOLVED** to note.

b. To advise the following payments for November 2022;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30th November 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

a. Services held on 8th December 2022;

RECOMMENDATION 1:

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

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATION 1:

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

Members considered the report.

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

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

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

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

Printing

Appoint Company A at a cost of £875.00

Distribution

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

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

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

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

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

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

Councillor Yates left the meeting.

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

Members considered the report received.

Councillor Yates returned to the meeting.

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

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

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

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

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

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

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

Councillor Stoyel left the meeting.

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

Councillor Stoyel returned to the meeting.

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

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

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

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

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

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

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

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

322/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

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

None.

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

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

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

None.

326/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

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

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

Thursday 2nd February 2023 at 7.00pm

328/22/23 COMMON SEAL:

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

DATE OF NEXT MEETING

Thursday 2 February 2023 at 7.00 pm

Rising at: 9.19 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 December 2022 to 31 December 2022

Contact	Description	Net	VAT	Gross
Allotments	Pro-rata rental fees and charges refunded	-£ 10.80	£ -	-£ 10.80
Barclays	Transfer to Barclays Active saver	£ 90,000.00	£ -	£ 90,000.00
Barclays	Loyalty Reward	£ 3.72	£ -	£ 3.72
Churchtown Cemetary Income	Churchtown Cemetary Income	£ 56.00	£ -	£ 56.00
ERS Insurance	Insurance payment covering Excess for damages to Service Delivery vehicle	£ 100.00	£ -	£ 100.00
Guildhall bookings Income		£ 82.20	£ -	£ 82.20
Isambard House Bookings Income		£ 60.00	£ 12.00	£ 72.00
Library Book Sales		£ 29.23	£ -	£ 29.23
Library Income	Library Photocopying Fees income	£ 6.50	£ 1.30	£ 7.80
Library Income	Library Activities Income	£ 350.00	£ -	£ 350.00
Maurice Huggins Room Bookings income		£ 45.00	£ -	£ 45.00
Murder Mystery Income		£ 10.00	£ 2.00	£ 12.00
Pengelley Funeral Services	Churchtown Cemetary Income	£ 450.00	£ 90.00	£ 540.00
Petty Cash	Banking of funds to reduce Petty Cash balance to £125	£ 9.09	£ -	£ 9.09
Public Sector Deposit	Interest Received	£ 441.17	£ -	£ 441.17
Seagull Bags Income		£ 32.09	£ 6.41	£ 38.50
St Stephen Parish Church	St Stephens - Cemetery Income	£ 335.00	£ -	£ 335.00
Trusted Boat Scheme		£ 40.00	£ -	£ 40.00
Grand total		£ 92,039.20	£ 111.71	£ 92,150.91

Bank Payments

Saltash Town Council

For the period 1 December 2022 to 31st December 2022

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - November 2022	£ 35.00	£ -	£ 35.00
Alpha Flags & Banners	3 x 5'x3' Ukraine flags - fully sewn	£ 118.50	£ -	£ 118.50
Aquastorage System Cleaning Ltd	The Guildhall, Library, Maurice Huggins, Waterside Office and Train station - Legionella Risk Assessment	£ 175.00	£ 35.00	£ 210.00
Barclays	Bank Charges	£ 15.94	£ -	£ 15.94
BHIB Insurance Brokers	Renewal of Cyber insurance effective date 20/11/22 to 20/11/23	£ 1,176.24	£ -	£ 1,176.24
BrightHR	HR software for 24 employees	£ 540.00	£ 108.00	£ 648.00
Callington Town Council	Professional Fees - 15th, 16th and 22nd November 2022	£ 150.00	£ 30.00	£ 180.00
Carlton Plastics (SW) Ltd	Materials For Station Building Maintenance Job - Extension Protective Barrier Installation	£ 35.37	£ 7.07	£ 42.44
Cleansing Service Group Ltd	Saltash Town Council Waterside Cabin - Cleaning and disposal Costs	£ 160.00	£ -	£ 160.00
Cornwall Association of Local Councils	Staff training for Assistant Town Clerk 17/10/2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Legal Fees - April 2022	£ 10.65	£ 2.13	£ 12.78
Cornwall Council	Seagull bags and Delivery	£ 303.00	£ -	£ 303.00
Cornwall Council	Enhanced DBS Service Delivery General Assistant and Admin Fee	£ 53.00	£ 3.00	£ 56.00
Cornwall Council	Rent for Garage and Depot at Longstone Park Glebe Avenue Saltash - December 2022	£ 375.00	£ -	£ 375.00
Cornwall Pension Fund	Pension Fund Payment - December 2022	£ 14,117.31	£ -	£ 14,117.31
Credit Card (Adobe)	Refund for six Adobe Licenses	-£ 473.90	-£ 44.35	-£ 518.25
Credit Card Purchases (Amazon)	Library - Activities Equipment	£ 101.54	£ 24.92	£ 126.46
Credit Card Purchases (Amazon)	Library - Office Equipment	£ 10.50	£ 2.10	£ 12.60
Credit Card Purchases (Amazon)	Library - Stationary	£ 30.66	£ 6.13	£ 36.79
Credit Card Purchases (Amazon)	Longstone - Office Equipment	£ 29.17	£ 5.83	£ 35.00
Credit Card Purchases (Amazon)	Longstone - Stationary	£ 61.25	£ 12.25	£ 73.50
Credit Card Purchases (Amazon)	P&F - Stationary	£ 52.78	£ 10.56	£ 63.34
Credit Card Purchases (Atlantice Tanks)	Pontoon Maintenance Materials	£ 99.95	£ 19.99	£ 119.94
Credit Card Purchases (Banner Kid)	Banner for Craft fayre advertising	£ 37.55	£ 7.51	£ 45.06
Credit Card Purchases (Currys)	P&F - Office Equipment	£ 90.83	£ 18.17	£ 109.00
Credit Card Purchases (DVLA)	Car Tax for Service Delivery Vehicle	£ 292.50	£ -	£ 292.50
Credit Card Purchases (Film Bank Media)	Library - License for Activities	£ 119.17	£ 23.83	£ 143.00
Credit Card Purchases (Saltash Voice)	P&F - Subscription	£ 40.00	£ -	£ 40.00
Credit Card Purchases (SPD)	Materials for Maintenance to Fore Street Notice Board	£ 62.07	£ 12.41	£ 74.48
Credit Card Purchases (Xero)	Saltash Town Council. Monthly Subscription, Standard, 01 Nov 2022 to 30 Nov 2022.	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Lamp for Public Toilets	£ 101.50	£ 20.30	£ 121.80
Denmans	Electrical Materials for repairs to Isambard House	£ 13.99	£ 2.80	£ 16.79
Denmans	LED Light Fitting To Replace Old Light In The Library Staff Toilet	£ 26.99	£ 5.40	£ 32.39
Devon Contract Waste Ltd	Longstone Depot recycling costs 04/11/2022	£ 17.51	£ 3.50	£ 21.01
Devon Contract Waste Ltd	Longstone Depot recycling costs 30/11/2022	£ 12.19	£ 2.44	£ 14.63
Diverse Events	Events management charges for Remembrance 2023	£ 692.30	£ -	£ 692.30
EE	Staff Mobiles & Pontoon Broadband charges	£ 173.55	£ 34.71	£ 208.26
Efficient Comms Ltd	Telephone Call and Service Charges - November 2022	£ 166.84	£ 33.37	£ 200.21
EON	Electricity Charges for Station - 01/10/2022 - 16/11/2022	£ 215.24	£ 10.76	£ 226.00
Flags4sale	25 x 3'x2' Ukraine budget flags	£ 103.75	£ 20.75	£ 124.50

HMRC	PAYE Payment - December 2022	£ 16,682.43	£ -	£ 16,682.43
Hockerill Engraving	Two memorial bench plaques and Carriage cost	£ 48.50	£ 9.70	£ 58.20
Howdens	Hinge Cutter for refurbishment at Guildhall	£ 12.00	£ 2.40	£ 14.40
Hudson Accounting Ltd	2022/2023 Interim Audit	£ 600.00	£ -	£ 600.00
Human Resources Support Consultancy	HR Consultancy Services for work carried out during the month of September 2022 (Outsource HR Work)	£ 400.00	£ 80.00	£ 480.00
Human Resources Support Consultancy	Line Manager Human Resource Training Held 14/10/22	£ 400.00	£ 80.00	£ 480.00
Human Resources Support Consultancy	Benchmarking Exercise as instructed by the Personnel Committee	£ 600.00	£ 120.00	£ 720.00
Human Resources Support Consultancy	HR Consultancy Services for work carried out during the month of November 2022	£ 650.00	£ 130.00	£ 780.00
Jackman Peckover Maintenance Services	Boiler maintenance costs - Guildhall	£ 227.00	£ 45.40	£ 272.40
James Hallam Council Guard	Pontoon Insurance Premium 14/12/2022 - 13/12/2023	£ 2,108.00	£ -	£ 2,108.00
MK Callington Stores Ltd	Supply & delivery of newspapers 27/12/2021 to 02/10/2022	£ 145.45	£ -	£ 145.45
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 687.02	£ -	£ 687.02
Otis Ltd	Contractual lift Maintenance carried out as per contract	£ 599.13	£ 119.83	£ 718.96
PPL PRS Ltd.	PRS Licence to show weekly films for FILM FRIDAY until end of March 2023.	£ 267.42	£ 53.48	£ 320.90
Print Copy Scan Ltd	Prints for New Photocopiers 28-Oct-2022 to 24-Nov-2022	£ 57.05	£ 11.42	£ 68.47
Rexel	Emergency Light Sign For Isambard House	£ 39.31	£ 7.86	£ 47.17
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 861.25	£ 172.25	£ 1,033.50
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,192.50	£ 238.50	£ 1,431.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 450.50	£ 90.10	£ 540.60
Rosevale Accountants Ltd	Monthly Payroll and Absence Management - November 2022	£ 533.00	£ 106.60	£ 639.60
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 848.00	£ 169.60	£ 1,017.60
Saltash & District Observer	Town Messenger - October 2022	£ 300.00	£ -	£ 300.00
Saltash Town Band	Booking for Remembrance Service 13 November 2022	£ 300.00	£ -	£ 300.00
Santa Trees	Purchase of Two Christmas Trees and Delivery	£ 500.00	£ -	£ 500.00
Shaun T. Webber & Associates	Professional Fees - August 2022	£ 3,750.00	£ 750.00	£ 4,500.00
Shaun T. Webber & Associates	Professional Fees - September 2022	£ 2,859.37	£ 571.87	£ 3,431.24
Shaun T. Webber & Associates	Professional Fees - October 2022	£ 3,000.00	£ 600.00	£ 3,600.00
Sir Richard Carew Pole 1992 Settlement	Oyster Fishing Rights - Peppercorn rent - 2020, 2021 & 2022	£ 3.00	£ -	£ 3.00
SLCC Enterprises Ltd	Staff Training for Town Clerk - 11/11/2022	£ 30.00	£ 6.00	£ 36.00
SLCC Enterprises Ltd	Advertisement and Recruitment costs for Town Clerk and Assistant Town Clerk positions	£ 347.00	£ 69.40	£ 416.40
SLCC Enterprises Ltd	GDPR Webinar Training for Senior Policy and Data Compliance Officer 06/12/2022	£ 35.00	£ 7.00	£ 42.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 957.30	£ 191.46	£ 1,148.76
SOS Consultancy	Provisions for Councillor IT equipment	£ 1,114.00	£ 222.80	£ 1,336.80
South West Water - Alexandra Sq	Water Rates and Sewerage Charges - 01/09/2022 -02/12/2022	£ 140.11	£ -	£ 140.11
South West Water - Belle Vue Toilets	Water Rates and Sewerage Charges 01/10/2022 - 02/12/2022	£ 141.01	£ -	£ 141.01
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Rates and Sewerage Charges 02/11/2022 - 30/11/2022	£ 36.99	£ 3.02	£ 40.01
South West Water - Maurice Huggins Room	Maurice Huggins Water Rates and Sewerage Charges 05/10/2022 - 01/11/2022	£ 19.45	£ 1.74	£ 21.19
Spot-On-Supplies	Cleaning Supplies for public toilets	£ 21.96	£ 4.39	£ 26.35
Spot-On-Supplies	Cleaning supplies for Public Toilets	£ 12.28	£ 2.46	£ 14.74
Staff Salaries	Staff Salaries - December 2022	£ 45,811.91	£ -	£ 45,811.91
SumUp	Card Machine Charges	£ 0.68	£ -	£ 0.68

Tartendown Nursery	Crab Apple Tree for planting at the library	£ 55.00	£ -	£ 55.00
Tartendown Nursery	Expenses for purpose of Tree Saltash Project	£ 25.50	£ 5.10	£ 30.60
Thirsty Work	Water Cooler Hire and Purchase of water bottles - October 2022	£ 39.10	£ 7.82	£ 46.92
Tom McLaughlin	Author for Literary Event at Library	£ 250.00	£ -	£ 250.00
Tool station	6 X Woven 1/2 tonne Polybags for Service Delivery use	£ 32.72	£ 6.55	£ 39.27
Tool station	Expenses for purpose of Tree Saltash Project	£ 14.23	£ 2.84	£ 17.07
Trade UK Account	Vaccum Cleaner for Library use	£ 99.99	£ 20.00	£ 119.99
Trade UK Account	Materials for hanging pictures at Guildhall	£ 13.08	£ 2.62	£ 15.70
Trade UK Account	Items For Fore Street Flags	£ 305.24	£ 61.02	£ 366.26
Trade UK Account	Waterproof Boots for Service Delivery Staff	£ 54.99	£ -	£ 54.99
Trade UK Account	Materials for repair to Longstone Doors	£ 54.33	£ 10.86	£ 65.19
Travis Perkins Trading Company Ltd	Materials for Public Toilets door maintenance	£ 28.48	£ 5.70	£ 34.18
Travis Perkins Trading Company Ltd	Materials for Library door maintenance	£ 14.24	£ 2.84	£ 17.08
Travis Perkins Trading Company Ltd	Building Materials for Street Furniture maintenance	£ 36.42	£ 7.29	£ 43.71
Tudor Environmental	Weed suppressant for Grounds maintenance	£ 107.03	£ 21.41	£ 128.44
Tudor Environmental	Materials for Tree Saltash Project maintenance	£ 266.13	£ 53.23	£ 319.36
UK Fuels Ltd	Fuel and Maintenance for Vehicles	£ 232.59	£ 46.52	£ 279.11
Viking Direct	Printer Paper costs for Library	£ 39.43	£ 7.89	£ 47.32
Westcountry Skip Hire	Green Waste Refuse Disposal - 21/11/2022	£ 56.16	£ 11.23	£ 67.39
Westcountry Skip Hire	22/11/22, WTN29093, Large Builders Skip Enclosed, Exchange General 1	£ 297.00	£ 59.40	£ 356.40
WesternWeb Ltd	STC Website Management	£ 165.00	£ 33.00	£ 198.00
Grand Total		£ 108,721.35	£ 4,731.81	£ 113,453.16

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.

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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
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 22nd 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 COUNCIL'S 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 12th January 2023 that 10,500 copies of the precept leaflet (as attached) are printed for distribution as follows:

Printing

Appoint Company A at a cost of £875.00

Distribution

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

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

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

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

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.

Application Number	Organisation	Amount Requested
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 13th 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...

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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

£59,454

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 ~ Safe38 £434 ~ RBL Remembrance Festival £850 ~ Saltash Bowls Club £650 ~ Tincombe Tea Party £335 ~ Saltash Regatta £2,943 ~ May Fair / Christmas Festival £1,500 ~ Friends of Summerfields Park £1,000

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.



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.

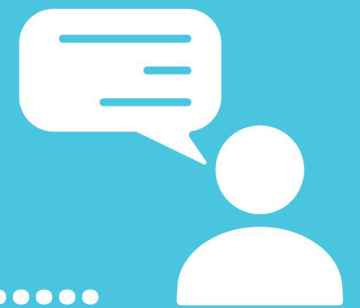
Your Library Hub offers a community space for all to access and enjoy. Whether you are an avid book worm, keen researcher or you just fancy watching a film with your friends on Fridays, there are so many reasons to visit your local library without delay!

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, notice boards 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.



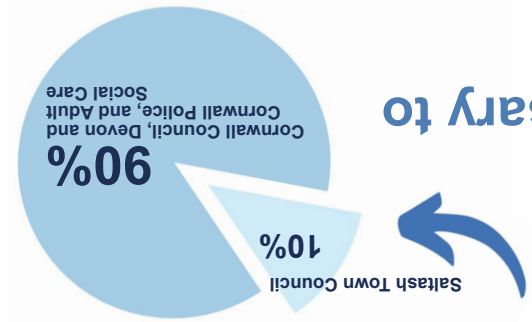
Tree planting at Saltash Library Hub to encourage wildlife.



Historic Beating of the Bounds event October 2022.

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

This equates to £8.32 per year
which is just **16 pence per week.**
for a typical Band D property



Just so you know...
To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2023/2024 by 3.66%.
The portion of your Council Tax that goes to Saltash Town Council for the year 2023/24 is approximately;

Did You Know...

Saltash Town Council budget is increased by 4.15% which equates to a rise of 3.66% per household due to the increased number of properties in Saltash.

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.

**SALTASH TOWN COUNCIL
PRECEPT LEAFLET**

You can contact us on...

- enquiries@saltash.gov.uk
- 01752 844846
- www.saltash.gov.uk
- @SaltashTownCouncilOfficial
- @SaltashTC
- The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
- Scan me to find out more about our Town Council

...we'd like to hear your views.



2023/2024

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th January 2023 at 6.30 pm

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

ALSO PRESENT: R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

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

110/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

111/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

112/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

113/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 20TH DECEMBER 2022 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor B Samuels seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 20th December 2023 were confirmed as a true and correct record.

114/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

115/22/23 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA22/10162

Mr & Mrs N Pearn – **Maybern Carkeel Saltash PL12 6PH**

Single storey rear extension and porch

Ward: Trematon

Date received: 16/12/22

Response date: 18/01/23

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

PA22/10815

Mr & Mrs D Langford – **47 Pounds Park Saltash PL12 6BT**

Erection of a balcony

Ward: Tamar

Date received: 14/12/23

Response date: 24/01/23

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

PA22/11136

Mr Christopher Painter – **71 Callington Road Saltash PL12 6DZ**

Extensions to rear and side elevations

Ward: Essa

Date received: 20/12/22

Response date: 20/01/23

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to compliance with the Countryside Access Officer comment which state Footpath 636/19/1 must remain open and accessible at all times and to note the adjacent hedge to be trimmed to ensure the footpath is accessible to pedestrians.

PA22/11385

Mr & Mrs A Burnard – **21 Bishops Close Saltash PL12 6HP**

Raising of ridge level and conversion of loft space with rear dormer

Ward: Tamar

Date received: 23/12/22

Response date: 20/01/23

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

d. Tree Applications:

PA22/10038

Mrs Joanne Pascoe Cormac – **Land On The North Side Of Spencer Gardens St Stephens Cornwall**

Works to trees T7, T9 and G9

Ward: Essa

Date received: 10/01/23

Response date: 31/01/23

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

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

PA22/11178

Kelly Crompton Guinness – **Lewis Mews New Road Saltash PL12 6AX**

Works to trees subject to a tree preservation order (TPO) namely a change to T9 and T13 which are now to be felled due to Ash Dieback.

Ward: Tamar

Date received: 03/01/23

Response date: 24/01/23

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' Report and The Cornwall Council Tree Officer's Report.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the works to be undertaken are in relation to the original application for trees T9 and T13, these works are inclusive of the urgent action required to make safe a tree that has been identified as dead/structurally unsound and is putting public safety at risk as detailed in the Tree Survey Report.

e. Tree Notifications:

PA22/11047

Mrs Ann Habens – **The Old Mill Antony Passage Saltash PL12 4QT**

Works to trees in a conservation area, namely 2 x Ash – Both to fell, both suffering with Ash Die back, 25-50% foliage loss

Ward: Trematon

Date received: 14/12/22

Response date: 18/01/23

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

It was **RESOLVED** to note the notification with Members requesting a suitable replacement tree be sought.

116/22/23 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.

117/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

118/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

119/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

120/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 21 February 2023 at 6.30 pm

Rising at: 6.58 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 24th January 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Foster

92/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

93/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

Councillor Miller arrived at the meeting.

94/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 24TH 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 Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 24th November 2022 were confirmed as a true and correct record.

95/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

96/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

97/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

98/22/23 TO RECEIVE A TRAINING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. The Assistant Service Delivery Manager to attend a two-day operational course with ROSPA on the 3rd and 4th May 2023 at a total cost of £530.00 + VAT;
2. A Service Delivery General Assistant to attend a one-day routine visual inspections course with ROSPA on 5th May 2023 at a total cost of £295.00 + VAT;
3. To allocate the cost to budget Code 6676 Services Delivery Staff Training.

99/22/23 TO RECEIVE A CORNWALL COUNCIL PENSION REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £4,612.94 from General Reserves to the following budget codes to meet the new contribution rate:

Committee	Budget 2023/2024	New Contribution Rate	Extra Budget Needed
Burial Board	£3,070.96	£3,202.33	£131.37
Burial Authority	£1,316.12	£1,372.43	£56.31
Library	£20,460.00	£21,335.29	£875.29
P&F	£45,235.81	£47,171.03	£1,935.22
Services	£31,922.99	£33,288.68	£1,365.69
Guildhall	£5,821.68	£6,070.74	£249.06

100/22/23 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Continue with the appointment of Rosevale Accountants to work with the Town Clerk covering the work of the Finance Officer, training and year end to a maximum of 30hrs per week;
2. Review the status of the appointment at the March Personnel Committee meeting;
3. To note that the Town Clerk is covering the work of the Finance Officer from 25th January to 26th March 2023 in the absence of Rosevale Accountants.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £6,310 from General Reserves to budget code Finance Consultancy Fees to cover Rosevale Accountants fees for the period of 1st April to 30th June 2023.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of a new member of staff.

101/22/23 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to continue with the appointment of Rosevale Accountants to outsource processing of payroll and to further review at the March Personnel Committee meeting.

102/22/23 TO REVIEW THE FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the updated Finance Officer Job Description and Person Specification.

103/22/23 TO REVIEW THE RECRUITMENT TIMELINE FOR THE POSITION OF A FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the recruitment timeline selecting option 3 for both the closing and shortlisting date, however, we reserve the right to interview and appoint before the closing date;
2. To approve outsourcing the recruitment of a Finance Officer to Human Resources Support Consultancy up to interview stage at a maximum cost of £750 + VAT;
3. To advertise the role with Ad Warrior at a cost of £310 + VAT (includes Indeed);
4. To further advertise on the Town Council social media channels, website, notice boards, the Library Hub, Cornwall Association of Local Councils, Plymouth City Council, South Devon Jobs and Indeed CV Database (14 day free trial) all free of charge;
5. To appoint Councillors Martin and Miller together with the Town Clerk and RFO of Callington Town Council to undertake the shortlisting and interviews;
6. To allocate the total cost of £1,060 to budget 6701 EMF Staff Recruitment.

104/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

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

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

105/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and that the Town Clerk reported a member of staff was awarded 1.5 days bereavement leave under delegated powers under policy.

106/22/23 TO REVISIT THE BENCH MARKING REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to defer to an Extraordinary meeting of the Personnel Committee.

107/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

108/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

109/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

110/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 30 March 2023 at 6.30 pm

Rising at:19:41

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 26th January 2023 at 2.00 pm

PRESENT: Councillors: R Bullock, J Dent (Co-Chair), S Lennox-Boyd, D Yates, L Maddock and M Wills.

ALSO PRESENT: R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: R Magrath (Co-Chair) and S McKee.

35/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

36/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

37/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

38/22/23

TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the evaluation from the Town Council's Building Surveyor and discussed the three quotes received.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2nd December 2022 at a total cost of £14,366.00+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.00+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves;

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,436.70+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.

DATE OF NEXT MEETING

Tuesday 28 February 2023 at 6.00 pm

Rising at: 2.14 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Wednesday 23rd November 2022 at 6.30 pm

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

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

APOLOGIES: Councillor: S Martin.

38/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

39/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

40/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

41/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 7TH SEPTEMBER 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 Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on 7th September 2022 were confirmed as a true and correct record.

42/22/23 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

43/22/23 TO RECEIVE A VIREMENT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the virement of £650.00 from budget code 6972 LI EMF Library Equipment & Furniture to 6921 IT and Office Costs.

44/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

45/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

46/22/23 **TO RECEIVE A REPORT ON THE HOME LIBRARY SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of Cornwall Councils Home Library Service offer to Saltash Town Council.

Members discussed the implications, cost, logistics and timeframe, but due to limited information provided by Cornwall Council a decision was unable to be made at this time.

Members noted Cornwall Council are to terminate the Service as at 1st January 2023 and recognise the potential impact to some of our residents.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to defer the item until sufficient information is received from Cornwall Council to allow Saltash Town Council to make a formal decision at a future Full Town Council meeting.

47/22/23 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader (CHTL) provided an update on the report received.

The Town Clerk informed Members of future event and activity data analysis reports to be received at future Library Sub Committee meetings to allow Members to monitor the performance of the Library Service.

It was **RESOLVED** to note.

48/22/23 **TO RECEIVE A WI-FI REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer the item to a future Library Sub Committee meeting until further investigation work has been carried out to support Town Council staff operating from the Library.

49/22/23 TO RECEIVE A REPORT ON THE LIBRARY REFURBISHMENT PROGRAMME AND TEMPORARY ACCOMMODATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the Library refurbishment programme and temporary accommodation at the Guildhall.

It was **RESOLVED** to note.

50/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

51/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

52/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

53/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

54/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7:27pm.

Signed: _____
Chairman

Dated: _____

NOTES

Meeting:	Town Team – Town Vitality Funding at Isambard House
Date and Time:	Tuesday 6 th September 2022 5PM

Present:	Title/Representing:
S Burrows (SB)	Town Clerk
D Joyce (DJ)	Administration Officer (Notetaker) – Saltash Town Council
P Ryland (PR) Acting Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
H Frank (HF)	Cornwall Councillor
R Bullock (RB)	Saltash Town Council
P Samuels (PS)	Saltash Town Council
J Grail (JG)	CEPL12
R Bickford (RBI)	CEPL12
Apologies for absence: Councillor Worth – Cornwall Councillor Councillor Lennox-Boyd – Cornwall Councillor Councillor Gillies – Saltash Town Council Councillors B Samuels – Saltash Town Council Catherine Thomson - Community Link Officer Cornwall Council	

Item	Key / Action Points:	Action by:
1.	Apologies: Members were informed that apologies were received from the following Members and Officers: Councillor Worth – Cornwall Councillor Councillor Lennox-Boyd – Cornwall Councillor Councillor Gillies – Saltash Town Council Councillors B Samuels – Saltash Town Council Catherine Thomson - Community Link Officer Cornwall Council Councillors Peggs and P Samuels confirmed their attendance as reserve representatives for Saltash Town Council for Councillors B Samuels and S Gillies.	
2.	To receive and approve the Town Team notes dated 23rd August 2022: All confirmed the notes were a true and correct record.	

3.	<p>To note the Town Renewal Officer's response to the amended Town Vitality Funding Bid Application:</p> <p>SB confirmed that a response from Cornwall Council Town Renewal Team received on the 5th September 2022 approving the spend (approx.. £3,000) towards Consultancy Fees to work up the procurement documents to tender had been received.</p> <p>SB confirmed the £3,000 would be taken from the awarded funding total of £84,000. SB confirmed the Town Council's finance department will provide a breakdown of expenditure to date at future Town Team meetings.</p>	SB
4.	<p>To receive, consider and appoint a contractor to write the Specification for the appointment of a Multidisciplinary Consultant:</p> <p>SB provided a brief overview of the companies that had submitted proposals for consideration.</p> <p>SB clearly stated she was not recommending any company but solely providing information of reviews evident on contract finder and sought from other Town and Parish Councils that had previously appointed the contractors for similar projects.</p> <p>Members discussed the various pros and cons of the contractors who had submitted proposals.</p> <p>All Member's felt Sam Jackson was the least suitable consultant for the project at hand due to the point in which the project is at. Members recognised that Sam Jackson would have been useful to have on board from the start. The Chairman requested a vote.</p> <p>Members unanimously voted to decline the proposal received from Sam Jackson.</p> <p>Members further considered and discussed proposals submitted by Kennall Consulting and Mel Richardson Consultancy.</p>	

	<p>SB confirmed both consultants have confirmed their availability to commence works on the procurement documents as soon as instructed to do so.</p> <p>Members took it to a vote.</p> <p>The Chairman asked for all those in favour of Kennall Consulting. One Member voted in favour.</p> <p>The Chairman asked for all those in favour of Mel Richardson Consultancy. Seven Members voted in favour.</p> <p>Members agreed to appoint Mel Richardson Consultancy to write procurement documents for the Town Team for the appointment of suitable contractors who will design a multi-use green community and events space in Saltash Town Centre at a total cost of £2,100 inclusive of up to four trips to Saltash (inception meeting, tender opening, shortlisting meeting and interviews) as agreed, all low volume printing, phone calls.</p> <p>SB asked Members for their preferred date for their first meeting with Mel Richardson Consultancy.</p> <p>SB reminded Members the final draft procurement document will be required to be approved by the accountable body – Full Town Council prior to going out to Tender.</p> <p>Members discussed areas such as Public Engagement and how to approach Public Consultation.</p> <p>All agreed to discuss further with Mel Richardson Consultancy and take her advice and guidance on the best way forward.</p> <p>SB asked if there were any areas Members would like further clarification or information prior to Mel's first initial meeting.</p> <p>SB reminded Members to keep their focus on the goal they are trying to achieve and to allow the consultant to take their ideas and drive the project forward.</p>	<p>ALL</p>
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	<p>All agreed public consultation / engagement is paramount but were unsure how it would be conducted or implemented prior to a finalised document proposal being received for the Public Open Space.</p> <p>SB reminded Members that at their request the consultant would include public engagement into the specification documents for tender and it would be for the consultants who submit proposals to suggest ways in which they would achieve this successfully.</p> <p>SB highly recommended Members review a recent public engagement exercise conducted by Callington Town Council.</p> <p>Members asked for the protocol should Mel Richardson Consultancy wish to bid for the tender.</p> <p>SB confirmed this would be tricky and would require further thought by the Town Team should the consultant confirm their interest in bidding. It is advised that Mel Richardson Consultancy would not form part of the scoring/appointment process to ensure fairness and transparency.</p>	<p>ALL</p>
<p>5.</p>	<p>A.O.B: <u>Brunel Bridge Town Seat</u></p> <p>JG informed Members she had reviewed the paperwork for the seat and did not come across anything of concern. The Chairman is to review upon receipt from JG.</p> <p><u>Town Speakers</u></p> <p>SB reported that the contractor who originally installed the speaker system is liaising with the Service Delivery Manager to alleviate issues with speakers that residents have complained about.</p> <p>SB will update Members upon confirmation that a resolution had been agreed between the Town Council and the complainant.</p>	<p>JG/PR</p> <p>SB</p>

	<p>SB confirmed there was an underspend on the awarded S106 monies however the funds had been returned to Cornwall Council. Therefore, budget enquiries are being sought for the additional expenditure for the relocation / disconnection of one or two speakers.</p> <p><u>Planters</u></p> <p>JP informed Members that the replacement wood for the planters in Fore street is ready to be installed. The Service Delivery Department will undertake this work as soon as possible.</p> <p>HF asked if the mosaic teapot planter will be included in the renovated wooden tops. JP responded that it is believed so. HF advised that if the mosaic could be tilted to allow water to drain off this would alleviate future wood rot and water pooling issues on the artwork.</p> <p><u>Town Guide</u></p> <p>RB, JG and HF to meet to further progress with the view to possibly request funding under the Shared Prosperity Fund reporting back at the next meeting.</p>	<p>SB</p> <p>JP</p> <p>RB/HF/JG</p>
6.	<p>Date of next meeting:</p> <p>Members discussed dates and agreed Friday 9th September at 5pm subject to Mel Richardson Consultancy availability.</p> <p>Meeting ended 17:57pm.</p>	<p>ALL</p>

Notes of Town Team on 14th November 2022

PRESENT:	Richard Bickford	(CIC)
	Rachel Bullock	(STC)
	Hilary Frank	(CC)
	Jo Grail	(CIC)
	Sheila Lennox-Boyd	(CC)
	Peter Ryland (Chair)	(Chamber)
	Brenda Samuels	(STC)
	Martin Worth	(CC)

PRESENT

ONLINE: Catherine Thomson

TOWN GUIDE

Rachel said she has been working on a paper version of a Town Guide that will be distributed to the general public, saying it would be good to employ a drone to take aerial photographs.

A general discussion followed on the merits of producing a paper copy, including the need to establish the target audience and target age group.

The need to deliver a guide to people moving into new homes in Treledan was highlighted, and members discussed the need to have stocks available in Fore Street shops as well in churches and places like Livewire, not forgetting businesses on the industrial estate.

It was pointed out that a guide would need to be updated annually.

Brenda had brought a 'Town Guide Folder' from 2016-17 containing brochures for walks and a Welcome letter signed by Hilary, who was Mayor at the time. The folder had a map of the town centre on its cover, created by the artist Chris Wells. It was suggested that Chris Wells be approached for an updated version of the map. It was pointed out that there is also a map in 4 Fore Street that shows all the Hopper routes.

The need to use Instagram to promote business was highlighted.

Jo suggested linking in with STC website, but Brenda cautioned about the need to be careful of GDPR.

ACTIONS:

Catherine: to investigate what other towns are doing to promote their towns.

Hilary: to get in touch with Chris Wells for an updated version of the map.

TOWN BENCHES

Members were informed that town council benches would be installed by the end of the month.

Queries were raised regarding the state of the trees on Fore Street.

ACTION:

Rachel to email Catherine with photo of damaged tree outside the Brunel Inn.

PLANTERS

Members were informed that hard wood was going to be used for the planter frames instead of recycled plastic, and that the hard wood is being stored in the Longstone Depot.

TOWN CENTRE SIGNAGE

It was pointed out that although there is signage at the entrance of Carkeel there is no further signage to the town centre until the Burraton traffic lights.

Brenda suggested that it was STC which had opposed the installation of signage in 2019.

The question was raised of whether it might be possible to put a sign on a lamppost directing people to the town centre.

PLANNING APPLICATION AT CARKEEL

It was noted that a planning application had been submitted for a Domino Pizza and Majestic Wine Warehouse at the Carkeel development, and a query was raised whether this would be eligible for S106 funding to mitigate the loss of footfall to the town centre.

ACTION: Catherine to pick up contact with Eleanor Farnes

SHARED PROSPERITY FUND UPDATE

Richard said that the Town Council was looking to submit multiple bids for Shared Prosperity funding, including one for a person to write bids.

Rachel said she was working with Cllr. Peggs to submit an expression of interest on a bid to link the Waterside with the town centre.

Catherine emphasised the need to submit an expression of interest as soon as possible, and urged members to avoid being too specific at this stage, stressing that the enquiry form should give a flavour for the application. Hilary suggested that rather than being a bid for a specific method of connecting the Waterside and the Town Centre, an EOI should establish the background for the need and then ask for funding to engage a consultant to suggest the optimum solutions.

Peter pointed out that multiple submissions can be made.

ANY OTHER BUSINESS

Peter reported that the speakers on Fore Street are fully operational, and that music will be played on Saturdays in December.

Peter commented that Cllr. Julia Peggs had made valuable input, and suggested she be invited to future Town Team meetings, but Hilary pointed out that the Town Team Terms of Reference are clear on the number of representatives from each constituent body, and that the choice of individual representatives was a matter for each constituent body to take a decision on.

Minutes of the Town Team

20th January 2023, Isambard House

Present: Peter Ryland, Jo Grail, Brenda Samuels, Hilary Frank, Sheila Lennox Boyd, Richard Bickford, Sarah Gillies and Rachel Bullock. Steve Miller (late arrival)

- 1) **APOLOGIES**: Martin Worth
- 2) **NOTES OF LAST MEETING** – Approved.
- 3) **MATTERS ARISING** – None.
- 4) **BRUNEL BENCH UNVEILING** – We are waiting for permission form the council according to Sinead. Need to double check the paperwork is completed. BS will chase this up.

When the bench is ready it was agreed that we will ask the mayor to unveil the bench in a ceremony. Possible date for unveiling April 15th or 16th or May 2nd (the day the RAB was opened in 1859)

Suggestions from TT of who to invite to the unveiling ceremony:

The mayor
STC members
Town Clerk
Town Team members
Jo Baskott
workshop designers/builders of the bench
Catherine Thompson
Saltash Heritage
Children from Brunel School
The Brunel Pub
The Observer/Voice newspapers
TV crews

R.Bickford will contact Adrian Chapman to ask if he would like to come along to the opening dressed as Brunel.

- 5) **BANNERS ON LAMP POSTS** – BS stated that in 2019 we had banners on lampposts which were popular and brightened up the Town Centre. At the time local businesses sponsored the signs. BS says we have money left in the pot to buy some again. Cost £2150 for 12 (3mtrs high) £30.00 cost per banner for design, £100 for a pair of banner hangers. We need to speak to CT about it to adapt the 106 application. Also, we need to check with STC to see if they are happy with the banner proposal.

Brenda will write to Cornwall Council to ask what type/size of banner we would be allowed. We need to decide whether to fund the banners ourselves or to part fund them with sponsors like last time.

- 6) **SATURDAY MUSIC ON SPEAKER SYSTEM** – We have had negative and positive feedback with regards to the speakers being played last Saturday. Reports that the sound levels are not equal throughout the street, some areas were too loud, some too quiet. The type of music being played wasn't to everyone's taste. HF suggested we played the speakers every other week or maybe once a month. R.Bullock suggested that they are played on the same Saturday as "Meet your Councillor" so the councillors are there in the street to take any feedback. HF also suggested trying buskers in Fore Street and have that played across. R.Bickford stated that we would need to look in to the PRS license with reference to playing live music. BS stated that Pete S has many play lists that can be used. Suggestions were put across that themed play lists could be played throughout the year. Romantic music on Valentine's Day and Cornish music to be played on St Piran's Day for example.
- 7) **TOWN LEAFLET** – R.Bullock has started working on the leaflet, however there were various opinions on how detailed the leaflet should be and how it should be presented. A Town leaflet working group has been set up. R.Bullock, R.Bickford, HF and JG will meet in No8, 9am on 1st February to discuss further.
- 8) **TREES IN PLANTERS** – R.Bickford states that the new trees can come from the Services budget. Any new planters would need to be supplied by the Town Team.
- 9) **AOB** – SLB pointed out that one of the complaints from "Meet your Councillor" was that the poster in the bottom bus shelter is blocking the Stop By shop window. Apparently, this has reduced trade in the shop. This is a CC issue not Town Teams.

Next meeting TBC

To receive a report from the Town Team and consider any actions and associated expenditure

Town Vitality – a Saltash Community Space Project

On the 3rd November 2022, Saltash Town Council approved the Town Vitality procurement documents to tender against the funding pot of £84,000.

Since then, Saltash Town Team have worked with the appointed consultant Mel Richardson and the Town Clerk to move the project to the next level to allow Town Team to deliver the project.

A robust shortlisting and interview process has been fulfilled and Town Team are pleased to confirm that Architecture by Studio Hive (Bristol based company) have been appointed to undertake the work on behalf of Saltash Town Council (the accountable body) and Saltash Town Team at a cost of £68,870 + VAT within budget.

The next stage is for a contract to be worked up and for the interview panel Members (Peter Ryland, Cllr Frank, Cllr B Samuels and Richard Bickford), Mel and the Town Clerk to meet with Architecture by Studio Hive on 15th February 2023 to understand the goals, objective and approach of the project as agreed in the brief together with any recommendations by Architecture by Studio Hive. This will entail a tour of the town.

The Town Clerk is currently undertaking the governance checks and Mel is working up a robust contract for both parties to sign.

Due to the restricted timeframe to meet the funding criteria, we ask for the Town Council's permission to delegate to the Town Clerk to review and sign the contract on behalf of Saltash Town Council.

Town Team will continue to update Saltash Town Council as we work through the project.

Peter Ryland
Acting Chairman



Saltash May Fair Committee
c/o 5 Warfelton Terrace
Saltash
PL12 6DT

mayfairsaltash@googlemail.com

26th January 2023

**RE: Civic involvement at May Fair
Saturday 6th and Sunday 7th May 2023**

Dear Mr. Mayor,

In recent years, there has not been a Civic Parade at Saltash May Fair. Recognising that this year's May Fair falls on the same day as the coronation of King Charles III, however, the May Fair committee has voted unanimously to invite the Town Council to hold a Civic Parade on 6th May as part of the celebrations.

We are also pleased to be able to offer you a spot at the street market on Fore Street free of charge, as last year.

We are planning two days of events over the coronation weekend, with live music on the Longstone Park stage running until late in the evening of Saturday 6th and a day of Wellness Activities based in Longstone Park on Sunday 7th, including, thanks to collaboration with the Tamar Trotters, the Saltash Half Marathon, 5K and Fun Run. I'd be grateful if you could nominate a representative to meet with us to discuss details of other ways in which the Town Council might like to be involved in the weekend's celebrations.

Thanking you in advance,

A handwritten signature in black ink that reads 'Hilary Frank'. The signature is written in a cursive, slightly slanted style.

Hilary Frank

Treasurer, Saltash May Fair

Saltash Town Council Civic Awards – Lapel Pin Badges

Information:

With the Annual Civic Awards having been revised this year, with various new categories representing a wider range of achievements, the idea to offer a lapel pin badge was deemed most appropriate.

This small award appeals to any age group, being small storage is not an issue, they can be kept and worn publicly by the proud winners and potentially sought after if promoted correctly and effectively.

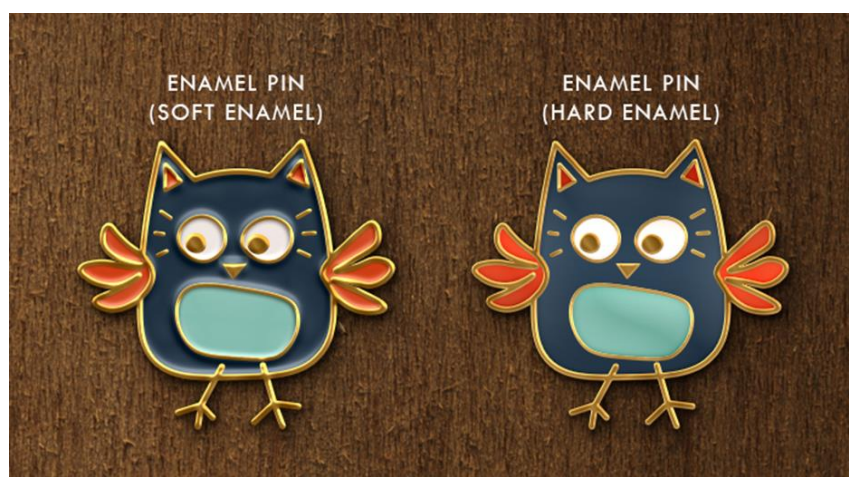
The phrase #SaltashCommunityHero was agreed, and suitable designs were drafted and scrutinised within the Administration Department for a matching timeless lapel pin badge. Alternatively the modern logo can be used as representing the town:



There is a minimum order of 200 badges to make it value for money as the company will make the mould for the badge. With a maximum of six awards given each year the badges will be used for the Civic Awards for the next 33 years. The preferred supplier has confirmed a lead time of approximately 50 days.

There are two finishes available when purchasing. Hard Enamel and Soft Enamel.

Examples of this and a brief explanation can be found below.



EXPLANATION OF THE DIFFERENCES BETWEEN FINISHES: ‘Many people have the same question: What’s the difference? The biggest difference between hard and soft enamel is the finished texture. **Hard enamel pins are flat and smooth, and soft enamel pins have raised metal edges.** Both methods use the same metal moulds, and both will have bright and vibrant colours.’

When investigating costs and designs the option to select a personalized presentation card became available.



The following is a suggested DRAFT design:

Saltash Thanks You

FOR BEING A COMMUNITY HERO!

A message from the Town Council.....

On behalf of the Saltash Community,
all of us here at Saltash Town
Council would like to thank you for
your excellent achievement in being
a #SaltashCommunityHero

Thank you so much for your continued hard work and commitment to the community of Saltash.

To show our appreciation please wear this lapel pin with pride.

Knowing that you have made a big difference within your local community.

You are part of the reason that
Saltash is such a fantastic and
vibrant Community.

(Space available for the current Mayor to sign and date)

CONNECT WITH US
www.saltash.gov.uk.php
@SaltashTownCouncilOfficial
@Saltashlibraryhub



#SALTASHCOMMUNITYHERO



Figure 2: Front

Figure 1 Back

Another option to promote the awards would be to use the #SaltashCommunityHero as a type of branding. With a website page dedicated to the awards explaining what they are, why they exist and who won. This further promotes the awards, the 'brand' and encourages engagement with the community and local community organisations'. Whilst advertising the fantastic work people undertake within the community.

An example of the web page is as follows:



Saltash Civic Awards



Saltash Town Council Civic Awards

Nominations are invited for the annual Civic Awards to be presented by the Mayor. The Awards have been revised this year with a number of new categories to represent a wider range of achievements in our community.

The Award Categories

Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

Sporting Achievement

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

Cultural Contribution

Recognising significant contribution to the cultural life of the town by an individual

Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

Nominations must be made using the official nomination form available to download and view by clicking [here](#) and received by 5pm on 31st January 2023.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
or by e-mail to mayors-secretary@saltash.gov.uk

Winners 2023



Joe Bloggs - #SaltashCommunityHero for Contribution to the Community

Text to be written and included.

Associated Costs and Budget Information:

Website Page

An editable page with option for photos: £90 excl. VAT (£108 inc. VAT)

Budget Code: 6211 Website Maintenance

Budget Availability: £510

Badges and Backing Card

Lapel Pin Badges Soft or Hard Enamel: 200 badges - £189.17 excl. VAT (£227 inc. VAT)

Presentation Backing Card: 200 backing cards - £47 excl. VAT (£56.40 inc. VAT)

Total Costs: £326.17 +vat.

Budget Code: 6202 PF Civic Occasions (including Road Closures)

Budget Availability: £2,236

“Beating the Bounds”

A report from the working group – Pete Samuels, Brian Stoyel, Julia Peggs, Rachel Bullock and Martin Lister.

I think we can all agree that last year’s “Beating the Bounds” event was a success. Tradition states that this event should be carried out in the year of a jubilee or coronation. The “Beating the Bounds” working group have decided to hold the event on the bank holiday Monday following the Coronation of King Charles III and the Mayfair.

Key facts:

- The date of the event is Monday 8th May
- People will meet at the Waitrose car park side of the Waitrose bridge at 10.30am
- The walk will take approximately 3 hours passing through Moditonham Quay, Botus Fleming, Hatt and Notter Bridge. The walk is approximately 5 miles.
- For those wishing to take part, but are unable to walk the route, a bus will be available to drive those passengers so they can still participate, like last year’s event. The bus will be waiting in Waitrose car park at 10.30am.
- There are 5 boundary stones in which the walkers will pass. At each stone there will be a blessing before Mayor and other members of the walk are “bounced”
- At Notter Bridge the walkers will stop for a brief rest, a picnic or a drink/snack in the pub if they wish. The Notter Bridge Inn will be informed of this event like last time. We will suggest to participants that they take a picnic and plenty of drink for their journey.
- At 2.30pm will be collected from Notter by the Saltash Red Bus. The buses will transport us to St Germans for the final leg of the trip. The 3 buses hold 45 people in total and are hired for 4 hours, so they can go back and forth to St Germans if more than 45 people attend the event.
- At St Germans we will then catch the 3.29pm train back to Saltash.
- The day will end in Isambard House with a scones and cream for the participants. Brenda has kindly offered to make scones like last time.
- The Saltash Red Bus will be on standby for anyone wishing to return to Carkeel after the event if need be.

Event costing:

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

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

Ticket prices:

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

We have 2 options:

- 1) Charge £5 a ticket and any losses can come from our events funding.
- 2) Charge more for the tickets so the Council does not incur any expenses. This could mean that less people would attend the event.

I would like this to be decided at the FTC meeting.

I am also seeking permission from the council to use the town seals in the advertising of this event. The town seals are on some of the boundary stones, so I think it is only right that we use them on the posters.

Expenditure Log 2022 – Jubilee Beating of the Bounds:

<u>Expenditure</u>	<u>Cost</u>	<u>Income</u>	<u>Cost</u>
Afternoon Tea	£52.98	55 tickets sold @ £5 per ticket	£275.00
Saltash Red Bus	£195.00		
Total	£247.98	Total	£275.00
<u>Surplus £27.02</u>			

Risk assessment:

A risk assessment was created for the event last October. This risk assessment can be used for this same event, subject to the Service Delivery Managers review and Town Clerk approval.



Saltash Town Council



presents...

"BEATING THE BOUNDS"

Monday 8th May - 10.30am

Meet at Waitrose foot bridge – Waitrose car park

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

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

This walk will be approximately 5 miles and will take you to the boundaries of Saltash - Moditonham Quay, Hatt and Notter Bridge. At these boundary markers the mayor will be "bumped" on the boundary stones, (see photo below) something not to be missed! A bus will also be available to drive the route for anyone wishing to take part but are unable to walk this distance.

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

Tickets cost £5 per person

Under 16s are free

The ticket cost includes the walk, bus transport to St German's and a cream tea at Isambard House

Pictures will be taken on the day and used following the event. If you would prefer your photo not to be taken please inform Cllr Bullock

Please review the Risk Assessment prior to attending the event

Well behaved dogs on leads are welcome!



Tickets are available to purchase from:

Saltash Library or Saltash Guildhall. Tel: 01752 844846

Photo gallery from last year's event





The History of BTB – taken from Saltash Heritage

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

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

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

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

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

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

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

In more recent years the ceremony was carried out on the 4th June 2012 with Mayor Martin Gee for the Queen's Diamond Jubilee and October 2022 for the Queens Platinum Jubilee with Mayor Richard Bickford.

The last two occasions were led by Martin Lister.

END OF REPORT

Cllr Bullock

Application 2718 – Commons Act 2006, section 15, Form 44

Application for the registration of land at

Warfelton Green, Saltash as a Town Green

- 1) Application was made on 7th May 2008 seeking to register approximately 3.261 hectares of land at Warfelton Green as a Town Green, by the Saltash Town Council. The land comprised an enclosed football ground and an open sports ground. The land is in the ownership of Cornwall Council, formerly Caradon District Council, with the football ground being leased. The application is supported by 177 evidence questionnaires completed by local residents.
- 2) It is the view of the Cornwall Council's Commons and Greens registration officer that the application is bound to fail. The legislation requires that use of the land for a town or village green is 'as of right', i.e. without the express permission of the landowner, i.e. use akin to trespass.
- 3) It is considered that both the football and sports grounds use is with the express permission of the landowner, i.e. 'by right' rather than 'as of right', to be used for sports and pastimes.
- 4) Applications cannot be refused unless parties to the application are afforded opportunity to present oral representations. This usually results in a public hearing with an experienced barrister presiding over the hearing to make a recommendation to the Council to grant or refuse the application.
- 5) Since the application was made, there are other factors which help protect the current status of the land as a recreational facility. It is considered there is sufficient protection for open space and recreation within the National Planning Policy Framework (NPPF), first published 2012, at paragraphs 98 and 99 of the current document, reproduced below:
- 6) **"98.** Access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities and can deliver wider benefits for nature and support efforts to address climate change. Planning policies should be based on robust and up-to-date assessments of the need for open space, sport and recreation facilities (including quantitative or qualitative deficits or surpluses) and opportunities for new provision. Information gained from the assessments should be used to determine what open space, sport and

recreational provision is needed, which plans should then seek to accommodate.

- 7) **99.** Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:
- (a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - (b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
 - (c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use."
- 8) In light of the above, it is requested by the commons registration office at Cornwall Council that the Saltash Town Council consider withdrawing their application No. 2718 seeking to register the land as a town green.

Thank you for kind attention.

Martin Wright

Commons and Greens Registration Officer, Cornwall Council

13th October 2022

Cc: Mike Eastwood, Countryside Rights of Way Team leader, Cornwall Council
Jon Mitchell, Public Space Team Leader, Cornwall Council

To receive an update from the Shared Prosperity Working Group and consider any actions and associated expenditure.

Since November 2022, six expressions of interest (EOI's) have been submitted to the Cornwall and Isles of Scilly Good Growth Team (CIOS), three on 29/11/22 and three on 22/12/22. Out of these six submissions, one received a response as suitable for Community Levelling Up Funding, this EOI was *Saltash Town & Waterside Connectivity*. Members of the working group attended a virtual meeting with CIOS to discuss as to why only one application was deemed suitable, also discussing other available funding pots part of the CIOS Shared Prosperity fund. During this meeting a previously submitted EOI was found to be suitable for Community Levelling Up Funding by CIOS from the submissions submitted 22/12/22 this EOI was *Saltash Water Transport Ferry Project*.

Both submissions that have been deemed suitable for Community Levelling Up Funding are attached to this report.

The Community Levelling Up Programme is being managed by Cornwall Council. Funded projects will have until the end of March 2024 to complete their projects. Time has been a factor involved with each process for the Community Levelling Up Funding element of CIOS Shared Prosperity funding, opening for formal applications 13/12/2022 and closing 31/01/2023.

With these two EOI being deemed suitable for Community Levelling Up Funding under minute no 222/22/23 from Full Town Council 06/10/22, with a resolution *To provide delegated authority to the Town Clerk working with the Shared Prosperity Working Group for the expenditure up to a maximum of £10,000 for professional fees to help develop funding bids*. Three quotes from consultants were requested to be received. After received quotes, Mel Richardson Consultancy was appointed, to move these EOI into the formal application phase at a cost of £1,500, with a closing date for submissions of 31/01/2023. The consultant's role would be to complete applications; for funding a consultant to action a feasibility study linked to the EOI's.

Mel met with the working group on Monday 23/01/23 to discuss the two suitable for funding EOI's and the concept of completing as one combined bid due to EOI's being deemed to have similarity, linking to connectivity, and the time frames involved with formal application submission. By combining as one it was deemed this would benefit each expression.

A suggestion as part of this call was for Saltash Town Council to match fund the £79,500 being requested as Community Levelling Up Funding with £5,000 from general reserves. If the funding application is successful, the Town Council would need to fund the project upfront and the funds would be released from Community Levelling Up upon completion of the project.

Submitted to CIOS 29/11/22

- Project Name – Saltash Town/Waterside connectivity
- Project Location – Saltash Town Centre/Waterside
- Please outline how you intend to spend any funding granted and explain your need for funding:

Saltash Town Council wish to submit a bid to appoint a Consultant. The purpose of the Consultant would be to generate feasible options for improving the connectivity from the Waterside to the Town Centre:

- Identifying who will benefit economically and socially
- Identify how much economic benefit might be achieved
- Identifying possible solutions and 5 year running costs
- Identifying operating models for delivering the chosen solution

Saltash Town Centre is located on a steep hill which leads down to the residential area of the Waterside and the River Tamar. Due to the lie of the land, connectivity from the Waterside to the Town Centre has always been an issue. People visiting the Waterside will often overlook visiting the Town Centre because they must walk up a very steep hill. Older residents of the Waterside that cannot drive feel isolated, having to rely on taxi's or friends and family to drive them up the hill to the Town Centre.

Saltash Neighbourhood Plan was adopted in the referendum in March 2022. Part of the objectives of the Neighbourhood Plan include:

- Revitalise the Waterside
- Encourage improved and sustainable connectivity
- Regenerate the Town Centre, especially Fore Street

Better connectivity from the Waterside to the Town Centre would help work towards these objectives.

There are also ongoing projects within the Town, such as the Coastal Community Team and the Town Vitality project, this idea aims to better link both these key projects.

Cornwall has seen an increase in tourism over the last few years, this also applies to Saltash. In the future we hope that a regular ferry service will also visit Saltash, connecting Saltash to other parts of South East Cornwall and Plymouth by water.

Improving connectivity to the Town Centre would increase footfall in the Town Centre and benefit the economy of the Town. It would also help to encourage town visitors to visit the Waterside helping to revitalise Waterside and businesses there too. A novel or interesting option might also generate an increase in tourist visits and therefore further economic benefit.

Total project cost - £20,000

Submitted To CLOS 22/12/22

PROJECT NAME

Saltash Water Transport/Ferry project

PROJECT LOCATION

Saltash – Saltash Town Council

PLEASE OUTLINE HOW YOU INTEND TO SPEND ANY FUNDING GRANTED AND EXPLAIN YOUR NEED FOR FUNDING

Saltash Town Council wish to put in a bid to employ a consultant, reporting to the Town Clerk who would report to the Full Council. The purpose of the consultant would be to generate feasible options for improving the connectivity along the extensive Saltash Waterfrontage, along the River Tamar and River Lynher.

Identifying who will benefit economically and socially

Try to identify how much economic benefit might be achieved

Identifying possible solutions and 5 year running costs

Identifying available landing points and future possible sites.

Identifying operating models for delivering the chosen solution

Saltash is extremely lucky to be surrounded by the beautiful Rivers, Tamar and Lynher. Whilst providing a stunning backdrop to much of the town, the rivers pose a significant challenge to connectivity and leave some areas more isolated.

Saltash has a Neighborhood Plan, which was adopted in the referendum in March 2022. Part of the objectives of the Neighborhood Plan include:

Introduce and improve river links.

Revitalize the Waterside

Encourage improved and sustainable connectivity

Regenerate the Town Centre, especially Fore Street

Better river connectivity would bring in visitors which would help work towards these objectives.

Possible landing sites that need to be assessed for permissions, suitability, accessibility, and investment required are:

China Fleet Club, Salt Mill Park, Jubilee Green, Saltash Waterside, Saltash Sailing Club, Wearde Quay, Churchtown Farm, Forder, Antony Passage which are all within Saltash town boundary, with possible links to Plymouth side of the river and Anthony on the south side of the Lynher. Other potential landing sites would also be investigated with the hope of a wide number of possible pickup/drop off points creating a large network.

There are also ongoing projects within the town, such as the Coastal Community Team and the Town Centre Vitality project, along with a plan to better link both these key projects.

Cornwall has seen an increase in tourism over the last few years, this also applies to Saltash.

In the future we hope that a ferry will not only increase connectivity for locals but attract visitors visiting the area not just for community purposes. An integrated solution that

signposts other public transport links, like bus and train may also help to reduce car reliance and encourage increased use of public transport.

A low carbon solution would be the preferred option with electric propulsion becoming a more proven solution for small boats carrying out this kind of work. We intend to work closely with other water transport projects being proposed for other sections of the Rivers.

PROJECT DESCRIPTION

To deliver a sustainable, viable, low carbon foot ferry service for water transport for Saltash, and build on the excellent public transport links that already exists in terms of trains and buses to better link our community and to provide tourist incentives to visit the area to the benefit of local businesses. Saltash has a lengthy water boundary of the Tamar and Lynher Rivers that, whilst providing a beautiful location, decreases connectivity options for large areas of our town. A public ferry service would fill a large void in our connectivity infrastructure, attract visitors and allow far more people to get access to our beautiful surroundings.

TOTAL PROJECT COST (£)
£30,000

FUNDING AMOUNT REQUIRED FROM SHARED PROSPERITY FUND (£)
£30,000

INVESTMENT PRIORITY

Community and Place / People and Skills / Supporting Local Business

Further funding suggestions are welcome the current opportunities are available below, these can be found on the following link <https://ciosgoodgrowth.com/funding-opportunities/> . With initiation documents available for each funding pot

**STRATEGIC BUSINESS, ENTERPRISE AND RESEARCH & DEVELOPMENT
INFRASTRUCTURE (£18.7M)**

The investment will unlock or accelerate the development or delivery of infrastructure for businesses, enterprises or organisations, to enable them to grow and fulfil their potential.
Total amount available: £18.7m

Project delivery timeframe: April 2022 – March 2025

Minimum grant award (capital): £500,000
Maximum grant award (capital): £5,000,000
Minimum grant award (revenue): £20,000
Maximum grant award (revenue): £100,000

Application deadlines:

Review point 1: 2nd September 2022 (closed)
Review point 2: 2nd December 2022 (closed)
Review point 3: 3rd April 2023
Review point 4 (final): 4th August 2023

The deadline for all applications is 5pm on the dates stated above.

CULTURE AND HERITAGE-LED REGENERATION AND SKILLS (£10.82M)

Investment in the creative economy, cultural institutions and development of heritage buildings and assets to regenerate our places and communities. This opportunity will drive pride in place and career opportunities, sustainability and social mobility and support the development, preservation and reimagining of our places and buildings and the cultural and creative economy.

Total amount available: £10.82m

Project delivery timeframe: April 2022 – March 2025
Minimum grant award: £150,000
Maximum grant award: £7,000,000

Application deadlines:

Review point 1: 2nd September 2022 (closed)
Review point 2: 2nd December 2022 (closed)
Review point 3: 3rd April 2023
Review point 4 (final): 4th August 2023

The deadline for all applications is 5pm on the dates stated above.

TOWN, RURAL AND COASTAL HIGH STREET DEVELOPMENT AND SKILLS PROGRAMME **(£4.4M)**

This invitation to bid encourages applications from businesses, property owners (public/private/third sector), developers and skills providers across towns, rural and coastal areas in Cornwall and on the Isles of Scilly, with a particular focus on regenerating high streets and neighbourhood shopping areas.

Total amount available: £4.4m

Project delivery timeframe: April 2022 – March 2025

Minimum grant award: £30,000

Maximum grant award: £500,000

Application deadlines:

Review point 1: 2nd September 2022 (closed)

Review point 2: 2nd December 2022 (closed)

Review point 3: 3rd April 2023

Review point 4 (final): 4th August 2023

The deadline for all applications is 5pm on the dates stated above.

CULTURAL EVENTS AND TALENT PROGRAMME (£4.4M)

Cornwall and the Isles of Scilly has an over reliance on tourism and this is concentrated in the summer months, putting a strain on both infrastructure and the environment. This seasonality also drives sectoral low productivity by curtailing year-round visitor spend. Primarily, activity in the Cultural Events and Talent Programme will seek to address this by creating sustainable jobs through generating more year-round, permanent, higher paid employment, and reducing the seasonal nature of the tourism sector and increasing visitor spend.

Total amount available: £4.4m

Project delivery timeframe: April 2022 – March 2025

Minimum grant award: £100,000

Maximum grant award: £1,000,000

Application deadlines:

Review point 1: 2nd September 2022 (closed)

Review point 2: 2nd December 2022 (closed)

Review point 3: 3rd April 2023

Review point 4 (final): 4th August 2023

The deadline for all applications is 5pm on the dates stated above.

COMMUNITY LEVELLING UP PROGRAMME (£1.885M)

This programme will support community level investment plans for Good Growth across Cornwall and the Isles of Scilly. *** Please note that this programme is managed by Cornwall Council. Full application guidance can be found on the Community Levelling Up Programme website

Total amount available: £1.885m

Minimum Award: £5,000

Maximum Award: £200,000

Application deadline:

Closing Date: 31/1/2023