



Saltash Town Council

Konsel An Dre Essa



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

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd March 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.

Yours sincerely,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford (Chairman) J Brady R Bullock J Foster M Griffiths S Lennox-Boyd	VACANCY J Dent S Gillies S Martin J Peggs (Vice-Chairman) P Samuels	S Miller B Samuels B Stoyel D Yates

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 5)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 6 - 7)
8. Cornwall Gateway Community report for noting or matters arising.
9. Cornwall Gateway Community Action Points for Reports.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce. (Page 8)
12. To receive a report from the Climate Change and Environmental Working Group. (Page 9)
13. To receive a report from Cornwall Councillors.
14. To receive a report on Saltash Bus Services and consider any actions.
15. To receive a report on the future of the Health Care in Saltash and consider any actions. (Page 10)
16. To consider Risk Management reports as may be received.
17. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
18. To receive and approve the Minutes of the Full Town Council Meeting held on 2nd February 2023 as a true and correct record. (Pages 11 - 29)

19. Finance:
 - a. To advise the receipts for January 2023; (Page 30)
 - b. To advise the payments for January 2023; (Pages 31 - 33)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31st January 2023 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.
20. The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2023/24. (Pages 34 - 43)
21. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 9th February 2023; (Pages 44 - 51)
 - b. Planning and Licensing held on 21st February 2023; (Pages 52 - 58)
 - c. Joint Burial Board held on 28th February 2023.
22. To receive and note the minutes of the Devolution Sub Committee held on 16th February 2023 and consider any recommendations. (Pages 59 - 69)
23. To receive and note the Town Clerks report on delegated approval to use the Town Seals. (Page 70)
24. Meet your Councillors: The next scheduled meeting date Saturday 11th March 2023 outside Bloom Hearing, Fore Street.
25. 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.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
30. Date of next meeting: Thursday 13th April 2023 at 7:00 p.m.
31. 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 MARCH 2023

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

Tuesday 7 th February	7.00pm	Into the Wood Jr school musical, Saltash Community School
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DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 2 MARCH 2023

Saturday 4 th February	6.45pm	Saltash Festival Gala Concert Saltash Wesley Church
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REPORT TO TOWN COUNCIL

Date 22.02.23

February has been a steady month for CEPL12 with all enterprises continuing to thrive.

Our shop team have been working hard to expand the services we offer in No 4, whilst the shop provides an outlet for local small businesses, it is also a Community Hub that offers guidance and information about life in Saltash. We have introduced a new form filling service which is now in place, we had our first satisfied customer earlier this month.

Our eco crafters continue to meet weekly, we regularly have seven to eight crafters, they have made 377 Mors Bags and now aiming to make 400!

No 8 continues to thrive, We regularly serve over 40 meals a day to a growing number of regular and new customers. The range of food we receive for the Kitchen is variable and so our kitchen team have to be creative in making refreshments from whatever we receive on the day., they do an amazing job.

We are thrilled that we are now able to host a local stroke support group who met last week for the first time, they are hoping to make use of our space to meet and grow a self-help group to support those living with the impact of a stroke. Our Kitchen Manager is liaising with the local branch of the stroke association in order to further develop the group. This now means that we No 8 is the home to different groups each week day, fulfilling our ambition to be a community resource for PL12.

Last month we were able to provide refreshments to the Outreach Paramedics Team as they set off to deliver two ambulances and provide training to health workers in Ukraine. They have now returned safely, their social media reports made reference to the number of organisations who gave support to their mission, including CEPL12. They are continuing to raise funds for further missions, I am sure we will do all we can to help them again in the future..

.We have been in conversation with Groundwork Trust and Saltash.net regarding re-establishing the garden group that used to meet there, this will bring together volunteers and pupils from the school - another great step forward for us. We are currently looking for a group of interested volunteers who can drive this project forward.

Our DV group continues to grow and thrive. The café takes place on a weekly basis providing a safe space for people living with dementia to meet others for a drink and a chat. We have recently moved the venue to Ashtorre Rock, our hopper buses and volunteer drivers make sure that everyone is able to attend the new location. This has had a positive impact as we are now able to transport people from outlying parishes who, previously, were unable to make the journey. Thanks to funding from the Co-op we are able to organise trips for the group, they recently enjoyed lunch at Strawberry Fields near Lifton which gave everyone a much appreciated day out.

Our vibrant singing group meets twice a month at the Wesley Church, led by an incredibly talented facilitator we have a regular attendance of 20+ people who

create an amazing sound. We would love to showcase their talents by developing a DV choir in the future.

Our veterans group meets every other Saturday at the SHADO Centre, we regularly have over 30 people attending, they thoroughly enjoy their supper and entertainment organised by our volunteers.

All our activities are dependent on voluntary donations and grant funding, as a result we are constantly looking for ways to remain financially viable as the support we provide to people living with dementia is much needed. Our team of volunteers, led by Rose Edwards and Carol Emmett work incredibly hard to make sure all events are well planned and run smoothly, this is no mean feat! We are still looking for a Director to oversee and further develop the activities we are able to provide as we are well aware there is a growing need for support in the local community.

To the future:

It is hard to believe, but April 5th sees the one year anniversary of the opening of our Community Kitchen, it's amazing to reflect on how much we have accomplished in this time,! We are planning a 'thank you' event for all our sponsors who have supported us along the way for, without them,. we would not be in the fortunate position we are in.

March 5th is the most important day in the Cornish calendar: St Piran's Day. As this falls on a Sunday this year, we are planning to celebrate all things Cornish in No 8 on Saturday 4th March. Thanks for the generosity of Rowes, we are going to have a pasty lunch followed by scones for afternoon tea (jam first, obviously!) Please pop in for a cup of tea and a chat!

We are using the day to launch our annual 'seed swap,' thanks to the generosity of local seed merchants we have a wide range of seeds to give out with the hope that this will result in a return of fresh produce through the summer.

Both No 4 and No 8 provide a warm, safe space for many in our community, on March 22nd, Age UK are organising an information day which will take place in our Community Kitchen.

As ever, this report demonstrates how much we achieve each month, as February draws to an end we are in a strong position to move forward into the Spring with optimism.

'Together we can, together we do.'
War-barth 'gan gallos War-barth 'gan gwul

Jo Grail

Cornwall Gateway Community Network Area Report to STC March 2023

Cllr. Hilary Frank

Chair, Cornwall Gateway CNA

Members of Cornwall Council's Cabinet at their meeting on 8th February resolved that the 19 Community Networks would be replaced with 12 Community Area Partnerships.

I attended Cabinet meeting in person to highlight the disparity in size (our new CAP will have 29 parishes whereas the Clay Country CAP will have just six), and together with other CNA Chairs expressed concern that the larger CAPs would be difficult to manage and inefficient.

We also expressed disappointment that the Cabinet had peremptorily decided that there was no longer any need for proposals for the new CAPs to be presented to the Constitution and Governance Committee or Full Council, as had been their stated intention, but Cabinet members were content with the legal advice that the decision was an executive function that they were constitutionally able to take.

We were clear that the CAPs would only function if resources were adequately and fairly allocated, and sought reassurance that there would be a minimum of one Community Link Officer plus a support officer for each CAP, with extra resourcing for the larger CAPs. The response was that adequate resourcing had been taken into account when considering the number of CAPs and it was felt that resourcing of the proposed CAPs was in line with the staffing budget that had been allocated. It was stated that future resourcing of CAPs would match the capacity of the Localism Team with the demands of the CAPs as they arose and that the proposal set out the intention to have a Community Link Officer assigned to each CAP, but that there are currently just 10.8 full time equivalent Community Link Officers.

The Cabinet has given the Portfolio Holder for Neighbourhoods the authority to shape the plans, and the Portfolio Holder has said she would like to 'co-design' the governance arrangements with the Chairs and Vice Chairs of the current areas. It looks like the first meeting for that will be on 29th March.

So, our current network area will be merged with the Liskeard Looe area, making an area with 29 parishes covering a population of 65,832. The CAPs will include the Cornwall Councillors and Town and Parish Councils located within each area, who will work alongside other partners, including the Police, Voluntary Sector Forum and health partners. Each CAP will be required to agree a Good Growth Delivery Framework and a Community Action Plan, based on the top priorities for their area. The priorities and Plan will be shared with Cornwall Council and its strategic partners so that the Council can reflect them in plans and strategies going forward.

Funding for local highways schemes is already allocated by the Network Areas. Going forward the new CAPS will have additional powers to allocate funding from the Community Levelling Up Fund and the Community Capacity Fund.

Since the Cabinet meeting, I have attended an initial meeting together with the Vice Chair of our network area (Councillor Gary Davies of Torpoint Town Council) and the Chair of the Liskeard Looe network area (Cornwall Councillor Jane Pascoe, representing Liskeard) to meet with Cornwall Council officers and start work developing the Good Growth Delivery Framework for our new area. A meeting has been set up for 8th March with the 12 Cornwall Councillors in our new area to continue that work.

Appendix 2

Community Network Review: The Future of Cornwall's Area Partnerships

Table A: Proposed Geography of Community Area Partnership Areas

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 & Lanreath Division (Lanreath Parish)</i>	65832
CAP 4. "Bodmin, Wadebridge, Padstow, St Teath and Tintagel CAP"	Bodmin CN AND Wadebridge & Padstow CN PLUS Delabole, Michaelstow, St Breward, St Teath and Tintagel Parishes	26	7	47762
CAP 5. "Newquay, St Columb, St Agnes & Perranporth CAP"	Newquay & St Columb CN AND St Agnes & Perranporth CN	11	8	51698
CAP 6. "Truro & Roseland CAP"	Truro & Roseland CN PLUS St Goran Parish AND MINUS Grampound with Creed Parish	18	8	47808
CAP 7. "Falmouth & Penryn CAP"	Falmouth & Penryn CN	9	7	47205

¹ Source: 2020 Mid Year Population Estimates, Office for National Statistics. Please note these are population figures, not electorate figures.

Community Area Partnership (CAP) Draft Name <i>[Draft CAP names shown below; each CAP will decide its final name]</i>	Proposed area comprises <i>(CN = Community Network Area)</i>	Number of Parishes	Number of Electoral Divisions	Population (2020 Estimate)
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

Page 12 Table B: List of Electoral Divisions that will cross Community Area Partnerships under the proposals

1. Electoral Division	2. Community Area Partnership	3. Notes
(i) Lynher Division	<p>“Launceston & Caradon CAP”</p> <p>“Liskeard Looe & Cornwall Gateway CAP”</p>	<p>This Division will cross two of the proposed CAP areas (it currently crosses two Community Network Areas).</p> <p>The Division includes Quethiock Parish, which is in the proposed “Liskeard, Looe & Cornwall Gateway CAP.” The majority of the Division is in “Launceston & Caradon CAP” (parishes: Linkinhorne, South Hill, St Ive & Pensilva, St Mellion and Pillaton).</p> <p>During the engagement, the Parish Council considered this proposal and advised that, in the context of 12 CAPs, its preference would be to be linked with Cornwall Gateway rather than the Launceston and “Tamar Valley” [Caradon] area. The Divisional Member has commented that it would be simpler if the Division was within one partnership area, given the challenge as a working member of attending evening meetings across two areas. On balance, the Parish’s preferred link has been followed.</p>
(ii) Lostwithiel & Lanreath Division	<p>“St Austell Mevagissey St Blazey Fowey & Lostwithiel CAP”;</p> <p>“China Clay Area and Luxulyan CAP</p> <p>”Liskeard Looe & Cornwall Gateway CAP”</p>	<p>The Division will cross three of the proposed CAP areas (it currently crosses two Community Network Areas).</p> <p>(1) The majority of the Division is in the proposed “St Austell Mevagissey St Blazey and Lostwithiel CAP.” The relevant parishes are: Braddock, Boconnoc, Lanlivery, Lostwithiel, St Veep and St Winnow.</p> <p>(2) Part of the Division is in the proposed “China Clay Area and Luxulyan CAP”, namely the Luxulyan Parish Ward of Luxulyan Parish. The draft CAP geography proposed that Luxulyan Parish should either be in “St Austell Mevagissey St Blazey Fowey & Lostwithiel CAP” or “China Clay CAP”. During the engagement, Luxulyan Parish Council expressed a preference to be in the China Clay CAP. China Clay Community Network Panel asked that its CAP cover the same area as the current China Clay CNP (which does not include Luxulyan Parish). On balance, Luxulyan Parish has been included with China Clay Area and Luxulyan CAP. This follows discussion at the Community Network Chairs & Vice-Chairs meeting and with the Parish and the two relevant Divisional Members (the Lockengate Parish Ward of Luxulyan Parish is in Roche & Bugle Division).</p> <p>(3) Part of the Division is in the proposed “Liskeard Looe & Cornwall Gateway CAP”, namely Lanreath Parish. An alternative considered, which would have prevented the Division crossing CAPs at this</p>

		location, was to place the Parish in “St Austell Mevagissey St Blazey Fowey & Lostwithiel CAP.” Following discussion at the Community Network Chairs & Vice-Chairs meeting and with the Parish and the Divisional Member, the Parish’s preferred option has been followed.
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Page 14

Legend

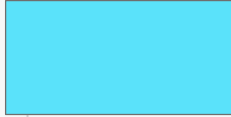


Parishes

DRAFT CAP NAME



Bodmin, Wadebridge, Padstow, St Teath and Tintagel



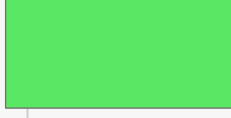
Bude and Camelford



Camborne Pool Illogan Redruth, Mining Villages, Hayle and Gwinear-Gwithian



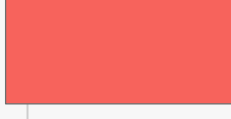
China Clay Area and Luxulyan



Falmouth and Penryn



Helston and South Kerrier



Launceston and Caradon



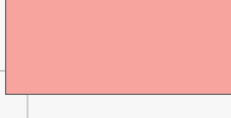
Liskeard, Looe and Cornwall Gateway



Newquay, St Columb, St Agnes and Perranporth



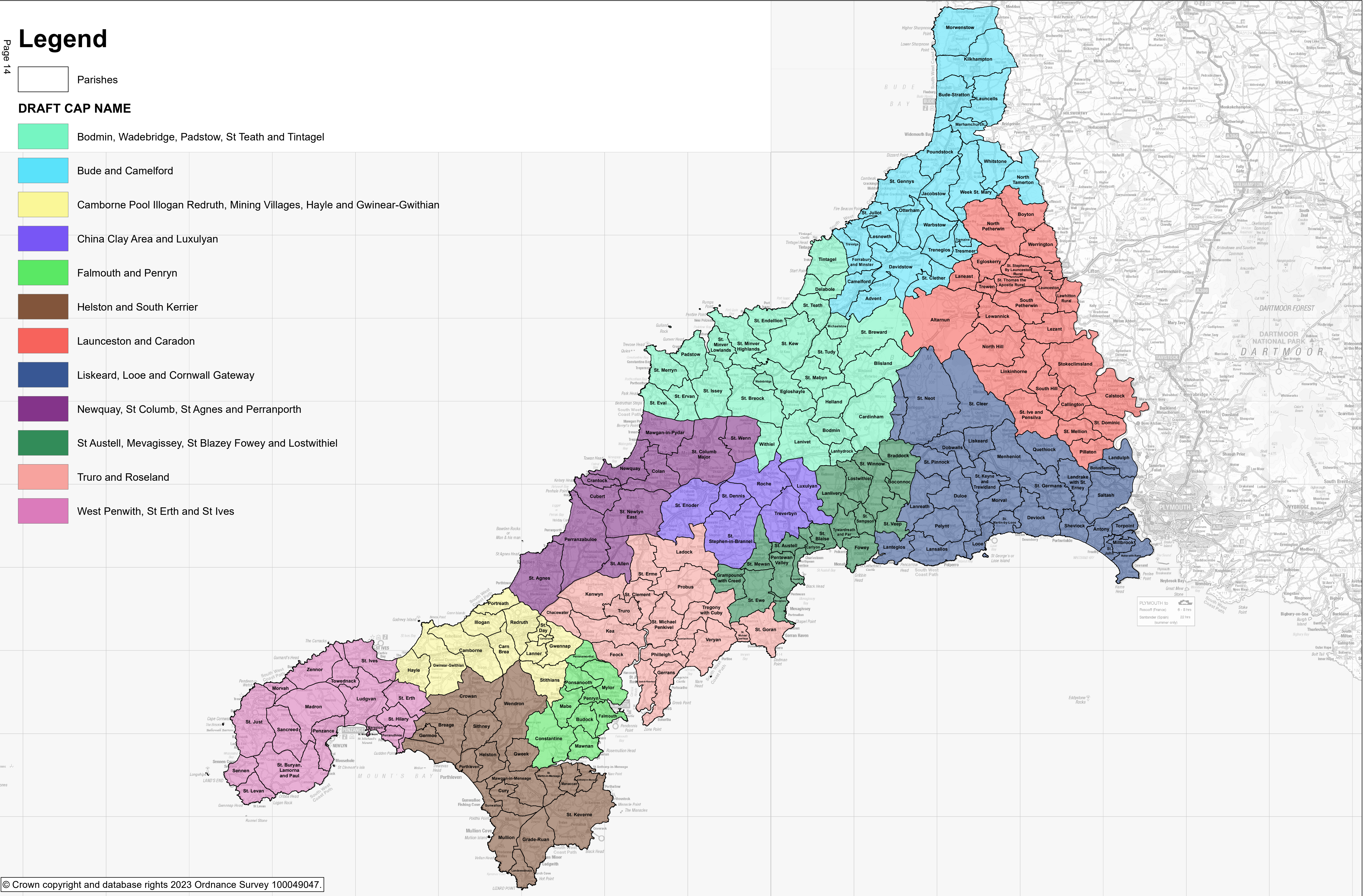
St Austell, Mevagissey, St Blazey Fowey and Lostwithiel



Truro and Roseland



West Penwith, St Erth and St Ives





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Page 15

Legend

Electoral Divisions

DRAFT CAP NAME

Bodmin, Wadebridge, Padstow, St Teath and Tintagel

Bude and Camelford

Camborne Pool Illogan Redruth, Mining Villages, Hayle and Gwinear-Gwithian

China Clay Area and Luxulyan

Falmouth and Penryn

Helston and South Kerrier

Launceston and Caradon

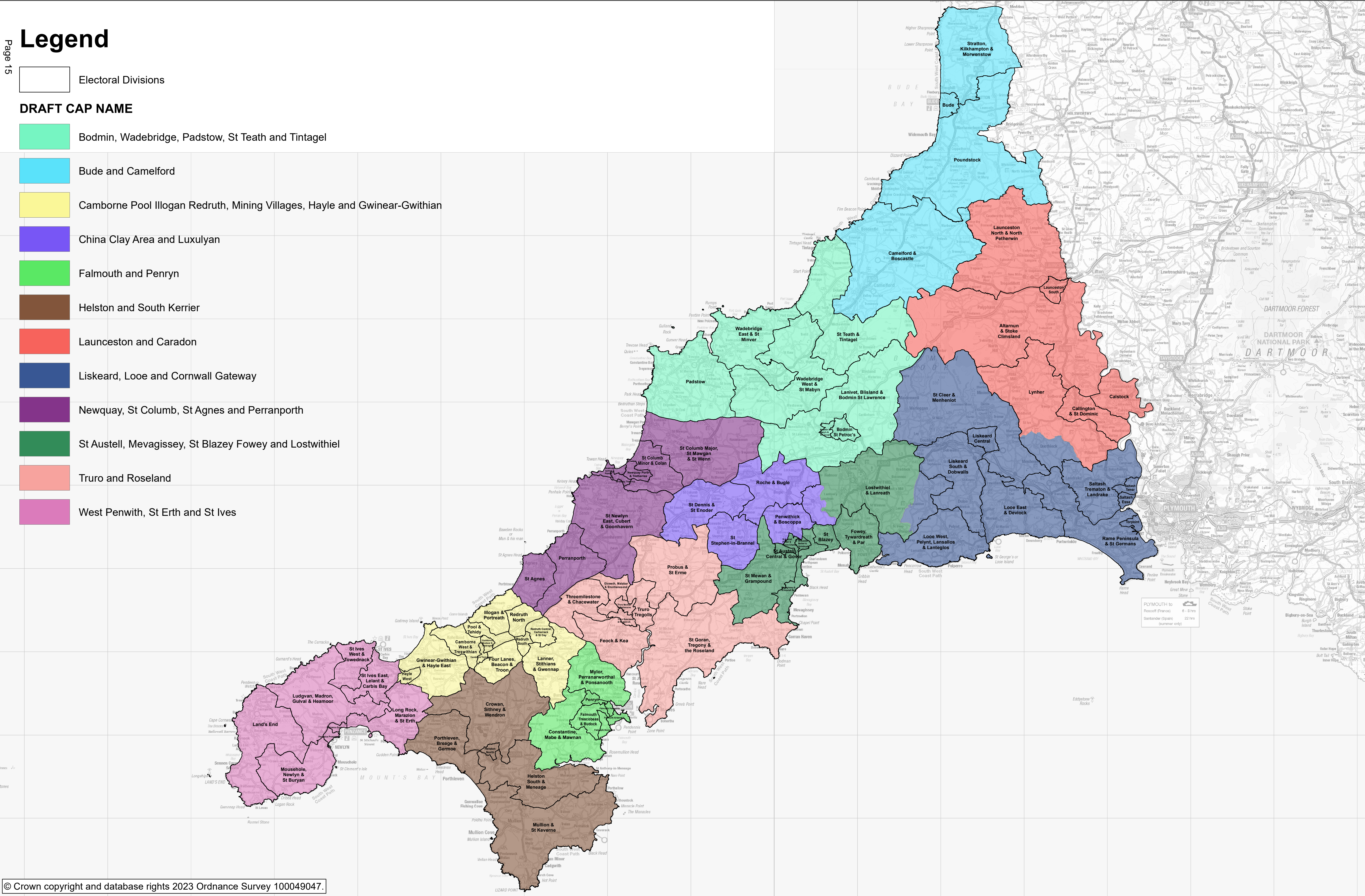
Liskeard, Looe and Cornwall Gateway

Newquay, St Columb, St Agnes and Perranporth

St Austell, Mevagissey, St Blazey Fowey and Lostwithiel

Truro and Roseland

West Penwith, St Erth and St Ives



CHAMBER REPORT

At our last meeting, Hilary Frank, a member of the Chamber re. her translation business, led the discussion with respect to the work of the Town Team, of which the Chamber is a member, re. the appointment of consultants who will be looking at how 'a new green realm to form the retail heart of the town' can be achieved. Members were pleased that work can start on the initiative. She explained that the consultants have been chosen, as a result of a lengthy process, with initially 9 companies expressing interest. This was whittled down to 4 who were interviewed and the successful candidate appointed. 6 months of work is now involved all funded by Cornwall Council's Vitality Fund and will necessitate public consultation.

Positive comments were made with respect to the Brunel Bench installed in Fore Street. This again was a Town Team project. It was reported by the Chairman that many members of the public had expressed their pleasure with the bench.

Chamber members were worried about the impact of the uplift in car parking charges that Cornwall Council were proposing to introduce. It was acknowledged that Cornwall Council had to meet a budget shortfall but increases above, an already high inflation rate, was not acceptable to members. The Chairman was asked to ensure the Chamber's voice was heard when public consultation takes place in early March and to liaise with other local chambers to ascertain their view.

There was a wide-ranging discussion re. the possibility of CCTV being installed in Fore Street. Chamber members were unenthusiastic due to the cost of installation and its effectiveness with respect to shoplifting and robbery (where access was usually gained from the rear. It was noted that systems are far more advanced than they were previously. The Chairman was asked to report to the S.106 Panel that the Chamber was unenthusiastic.

The matter of unauthorised car parking on the Industrial Estates was raised and Councillor Lennox-Boyd agreed to inform the Enforcement Officer of Cornwall Council that the problems persist.

Finally, it was decided not to participate in the nationwide Fiverfest Campaign in March but would consider whether June would be more appropriate.

STC Climate Change and Environmental Working Group 23.2.23

Report

Tree Saltash Update – Adrian White thanked the Tree Wardens and group of tree planters for the work done during the first phase of the tree planting.

There have been two requests from members of the public for additional trees to be planted in areas that have already been agreed by Cornwall Council and we are requesting to use up to £160 to purchase two suitable trees for these areas.

The planting season is coming to an end and therefore planning will need to start for the next season.

It was agreed that working with Services we look start to put together a tree planting strategy for Saltash going forward.

Big Green Week 10-18 June – It was agreed that we sign up to be part of the Great Big Green Week, this will be a week of climate change projects and events, to bring together the community and other groups in the town. We will register our participation on the Big Green Week Website to become an official Event co-ordinator. The first planning meeting is scheduled for 16 March 2023 7pm

Plastic Free Saltash – Cllr Peggs confirmed that we only have a few steps left to complete our work towards official status as plastic free and we will be looking to move this forward to have this status in place as soon as possible.

Victoria Gardens – update regards to the current status of Victoria Gardens and next steps once formal agreements are in place.

Cllr Sarah Gillies



Report to STC March 2023

Cllr. Hilary Frank

1. Revised Parking Tariff

The public consultation on the Traffic Regulation Order to replace the 120 different tariffs across Cornwall's 135 chargeable car parks with a 3-zone system commenced today (2nd March) and will run for a period of 21 days.

It is proposed that all Saltash car parks where charges are currently applied (including Culver Road) will be placed in Zone B.

Zones	30 mins Short Stay only	1 Hour	2 Hour	3 Hours	4 Hours	All day 9am to 4pm	Evening 4pm to midnight	Just Park Multi- session
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

2. EV Charge Points

A while ago I reported that EV charge points were going to be installed in Belle Vue West and Culver Road car parks. Unfortunately, the new substation at Belle Vue West Car Park is no longer being installed during the lifetime of this project, so there is no power to support electric vehicle charge points in Belle Vue West and points cannot be installed there within the timeframe of this Drive EV2 project.

Work has started, though, at the Culver Road car park to install three 7Kw fast chargers (which can charge six vehicles at the same time) and one 50Kw rapid charge point. This is the maximum number of charge points that can be installed within the power capacity available in Culver Road car park. We don't have a date yet for when they will be fully operational.

Cornwall Council is currently applying for central government funding for further charge points, and I have logged a request to have additional points installed through Cornwall Council in other locations in Saltash.

Central government funding is available to town and parish councils to install their own charge points: [On-Street Residential Chargepoint Scheme guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/on-street-residential-charging-point-scheme-guidance-for-local-authorities) Millbrook and Camelford have installed charge points as a result of successful funding bids to this scheme.

3. Resurfacing of Alexandra Square Car Park

Following concerns from a member of the public and Saltash Town Council about the poor state of the surface and lining in Alexandra Square Car Park, Cornwall Council has made capital funding available to carry out a resurface. Cormac will be delivering the work, with the aim of completing it within the next couple of months.

East Cornwall Community Transport Project.

From Monday 3rd April, we will be launching a pilot Community Transport project in East Cornwall that is an unprecedented joint venture between Saltash Red Bus, Go Cornwall Bus and Cornwall Council.

Following changes to the Local Bus network in September 2022, it has become apparent that although some villages in East Cornwall did not require a daily local bus service, there is still a need, albeit on a reduced level, for some form of public transport that residents can access to enable them to attend appointments, go shopping and make socially necessary journeys.

In light of that, we have worked closely with Saltash Red Bus and Go Cornwall Bus to introduce a handful of new bus journeys that will be operate as a Local Bus Service and are focussed on the villages that have recently lost a bus service or have not had one in recent years and there are some new connection opportunities available as well.

Route 450 Saltash Daily Town Service from Saltash Railway Station

Route 451 Mondays Merrymeet – St Germans Station – Saltash Fore St

Route 452 Tuesdays Cargreen – Pillaton – Botus – Saltash Fore St

Route 453 Wednesdays St Ive – Blunts- Tideford Cross – Trematon – Forder – Saltash Fore St

Route 454 Thursdays Cargreen - Botus – Saltash Fore St

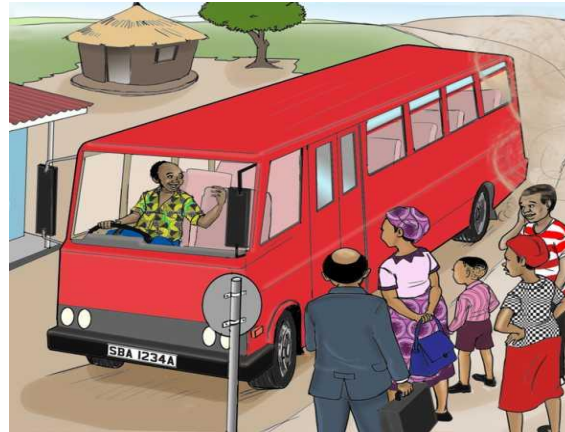
Route 455 Fridays St Neot – Trago Mills – Dowalls – Liskeard

Saltash Red Bus will be operating these routes Monday to Friday, Go Cornwall Bus have assisted with timetables, registrations and required equipment like ticket machines and Cornwall Council will be assisting with funding through our Community Transport Scheme.

We are starting this project tentatively with some routes only operating once a week so we can understand the uptake and need for this transport before considering increasing any frequencies.

What we would ask is that all residents really get behind these services and use them wherever possible- we would hope that from this starting point we can grow these services and possibly even increase frequencies in future months.

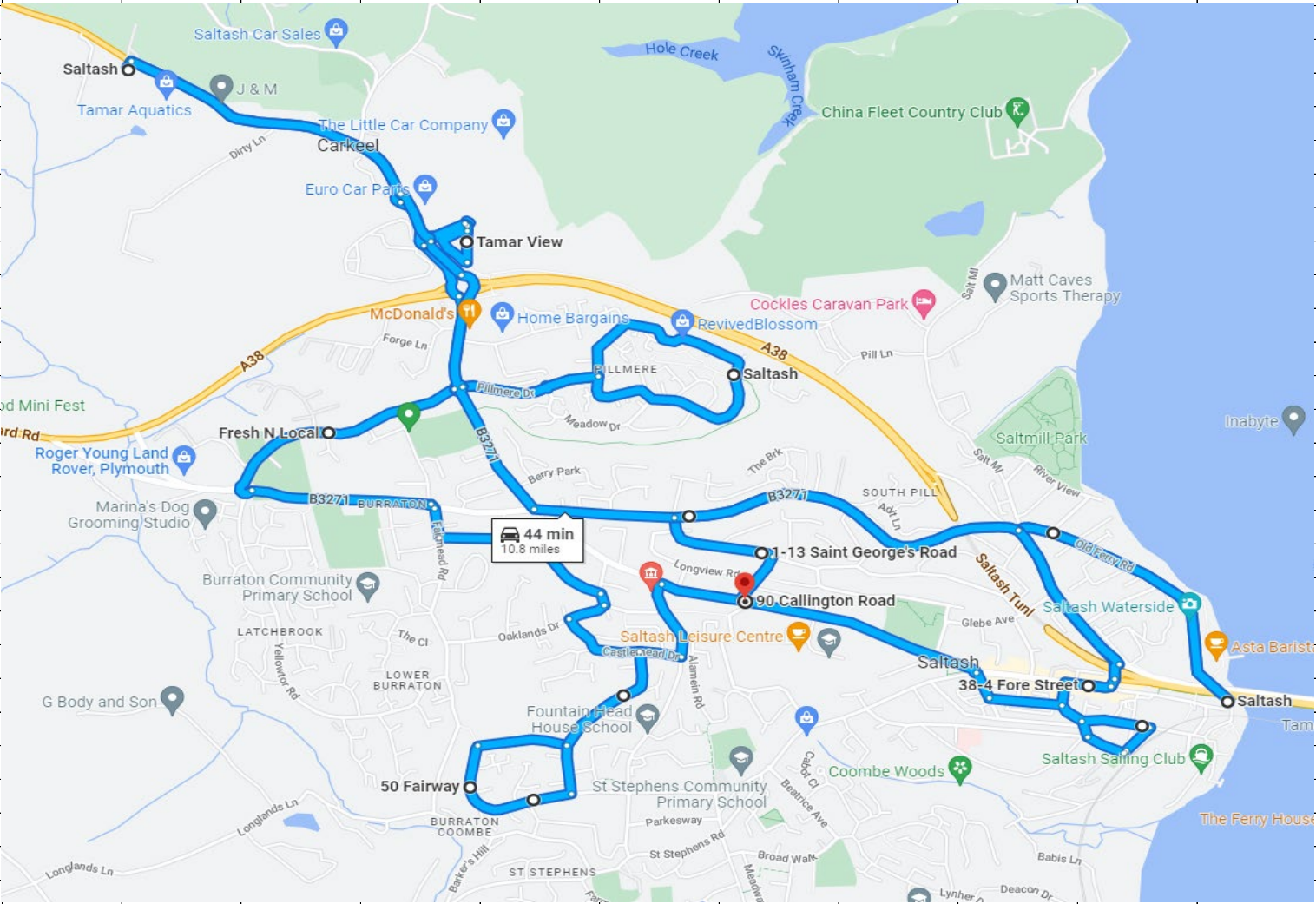
I have attached the timetables to the email as well and would ask that these are shared as far and wide as possible please.



Daily Town Service - 450

Daily – Monday to Friday, school days and Vacs, no Bank Holiday Service

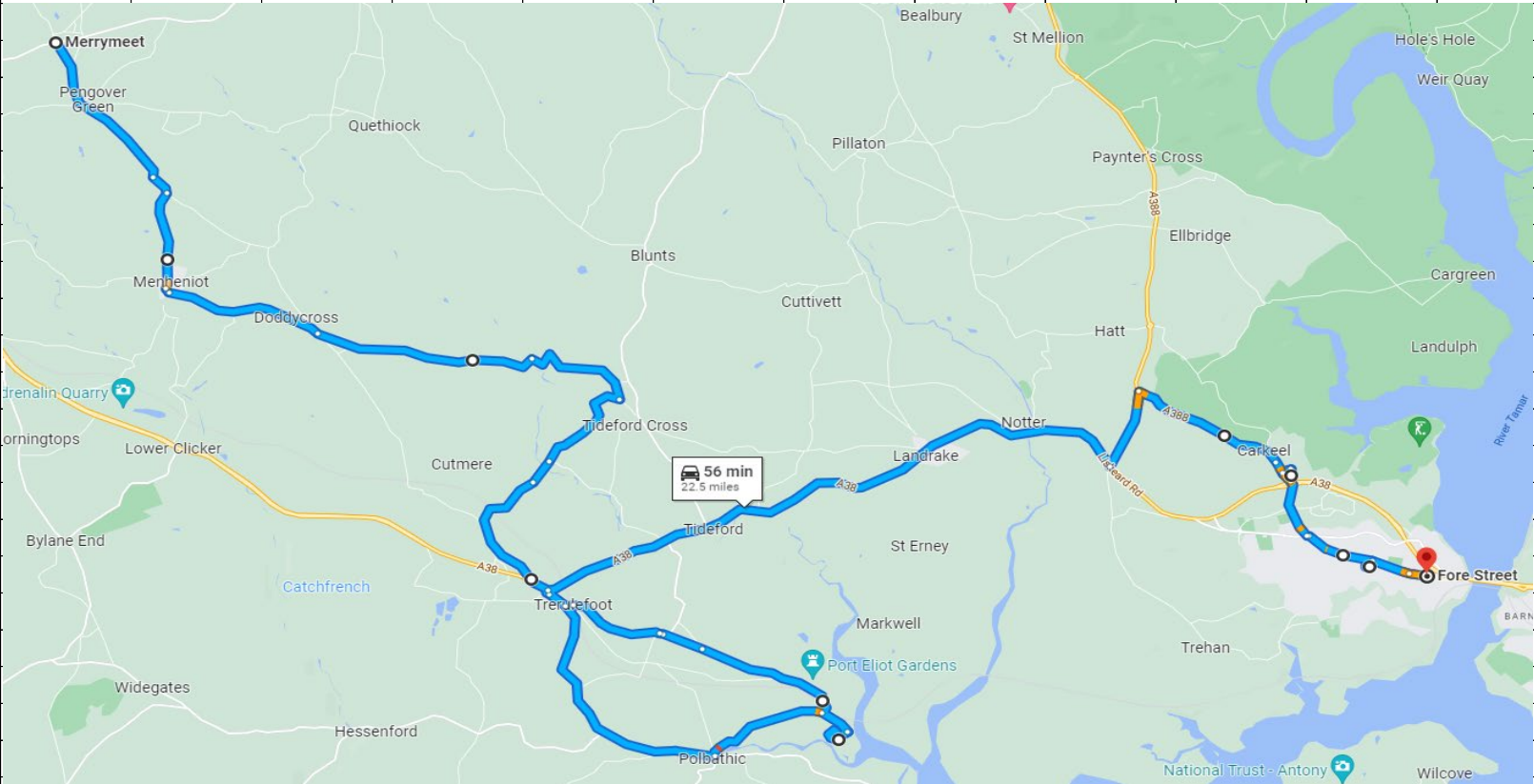
Saltash, Railway Station	0957	1103
Fore Street, Bottom	1000	1106
Old Ferry Road, Waterside	1008	1111
St George's Road	1013	1116
Saltash Leisure Centre	1017	1120
Back Hill, St Stephens	1023	1126
Grenfell Road	1027	1130
Burrton, Industrial Estate	1030	1133
Pillmere, Dartmoor View	1035	1138
Carkeel, Lidl	1038	1141
Carkeel, Waitrose	1041	1144
Tamar View, Nurseries	1046	1149
Saltash, Lidl	1051	1154
Callington Road, Leisure Centre	1056	1159
Saltash, Fore Street	1059	1205
Saltash, Railway Station	1102	1220
Tamar View Nurseries	1340	
Carkeel, Waitrose	1345	
Carkeel, Lidl	1350	
Pillmere, Dartmoor View	1353	
Burraton, Industrial Estate	1558	
Grenfell Road	1401	
Back Hill, St Stephens	1405	
Saltash Leisure Centre	1411	
St George's Road	1415	
Old Ferry Road, Waterside	1420	
Fore Street, Bottom	1428	
Saltash, Railway Station	1431	



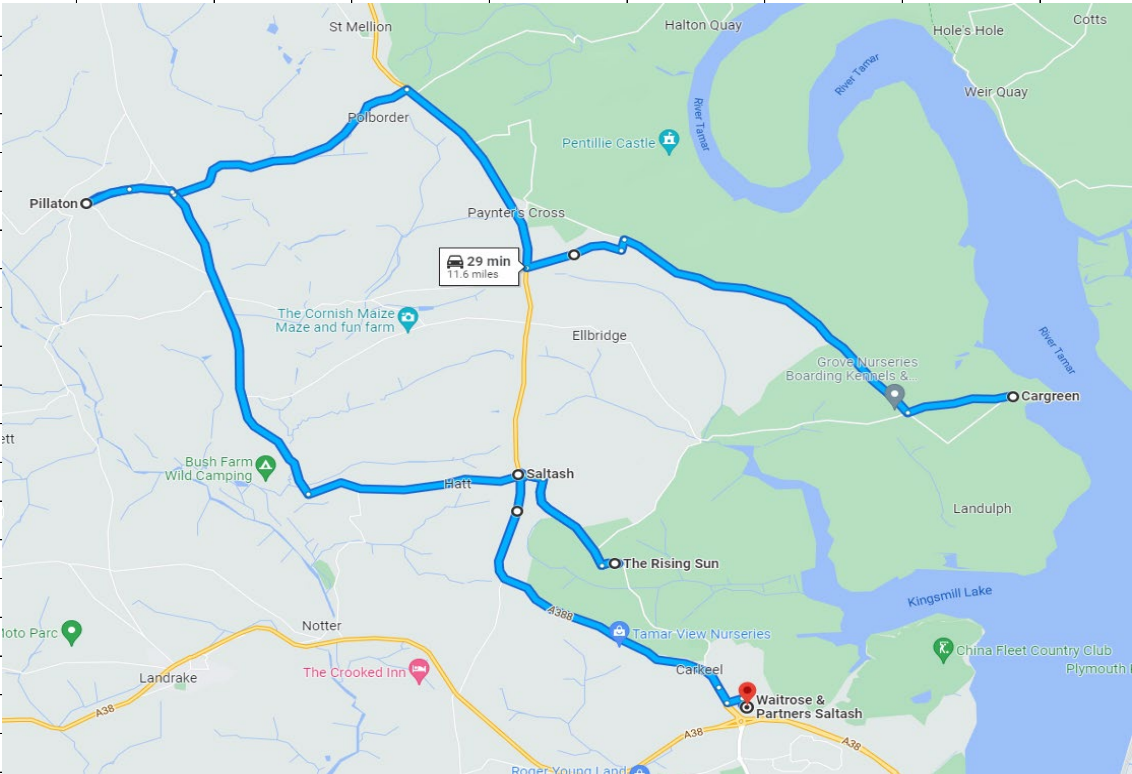
451 - Mondays

Mondays Only – School Term and Vacs, no Bank Holiday Service

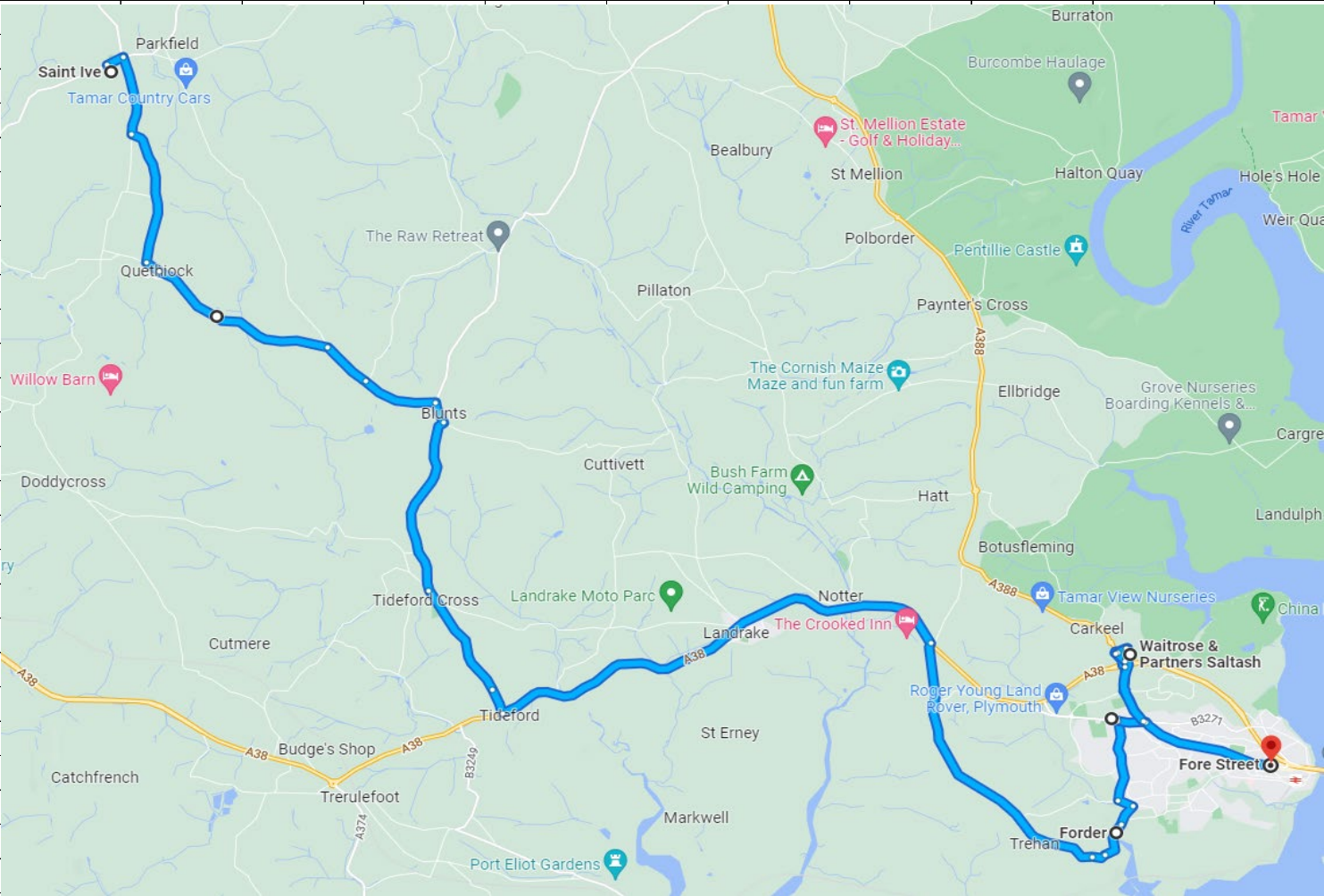
Merrymeet	0845																	
Pengover Green	0847																	
Menheniot, Church	0856																	
Doddycross	0903																	
Bethany, Church	0908																	
Trerulefoot, Kernow Mill	0913	Connect with 11 (Padstow) 09:23																
St Germans, Eliot Arms	0918																	
St Germans, Eliot Hall	0919																	
St German's Eliot Drive	0923																	
St Germans, Station	0925																	
Polbathic	0928																	
Trerulefoot, Kernow Mill	0932																	
Tideford, A38	0936																	
Landrake, A38	0941																	
Tamar View Nurseries	0948																	
Carkeel, Waitrose	0953																	
Carkeel, Lidl	0956																	
Callington Rd, Leisure Centre	0959																	
Fore Street, Bottom	1002	Connect with 71 due 1007																
Fore Street, Bottom	1315	Connect with 71 due 1307																
Callington Rd, Leisure Centre	1318																	
Carkeel, Lidl	1321																	
Carkeel, Waitrose	1325																	
Tamar View Nurseries	1329																	
Landrake, A38	1335																	
Tideford, A38	1340																	
Trerulefoot, Kernow Mill	1344																	
St German's Eliot Arms	1348																	
St Germans, Eliot Hall	1349																	
St Germans, Eliot Drive	1353																	
St Germans, Station	1355																	
Polbathic	1359																	
Trerulefoot, Kernow Mill	1403	Connect with 11 from Padstow (due 13:55)																
Bethany, Church	1408																	
Doddycross	1413																	
Menheniot, Church	1420																	
Pengover Green	1428																	
Merrymeet	1431																	



452 - Tuesdays																	
Tuesdays Only – School days and Vacs, no Bank Holiday Service																	
Cargreen, Fore Street	0855																
Polborder	0907																
Pillaton	0912																
Hatt, Garage	0922	*Connects to Service 12 to Callington/Launceston/Bude at 0934															
Botus Fleming, Rising Sun	0927																
Hatt, Garage	0932	*Connects to Service 12 to Callington/Launceston/Bude at 0934															
Tamar View Nurseries	0937																
Carkeel, Waitrose	0942																
Carkeel, B&M	0944																
Carkeel, Home Bargains	0947																
Carkeel, Lidl	0949																
Callington Rd, Leisure Centre	0954																
Fore Street, Bottom	0958	*Connects with 71 due 1007															
Fore Street, Bottom	1345																
Callington Rd, Leisure Centre	1351																
Carkeel, Lidl	1356																
Carkeel, Home Bargains	1358																
Carkeel, Waitrose	1402																
Carkeel, B&M	1404																
Tamar View Nurseries	1410																
Hatt, Garage	1420	*Connects to Service 12 from Callington/Launceston/Bude at 1415															
Botusfleming, Rising Sun	1425																
Pillaton	1440																
Polborder	1445																
Cargreen, Fore Street	1457																

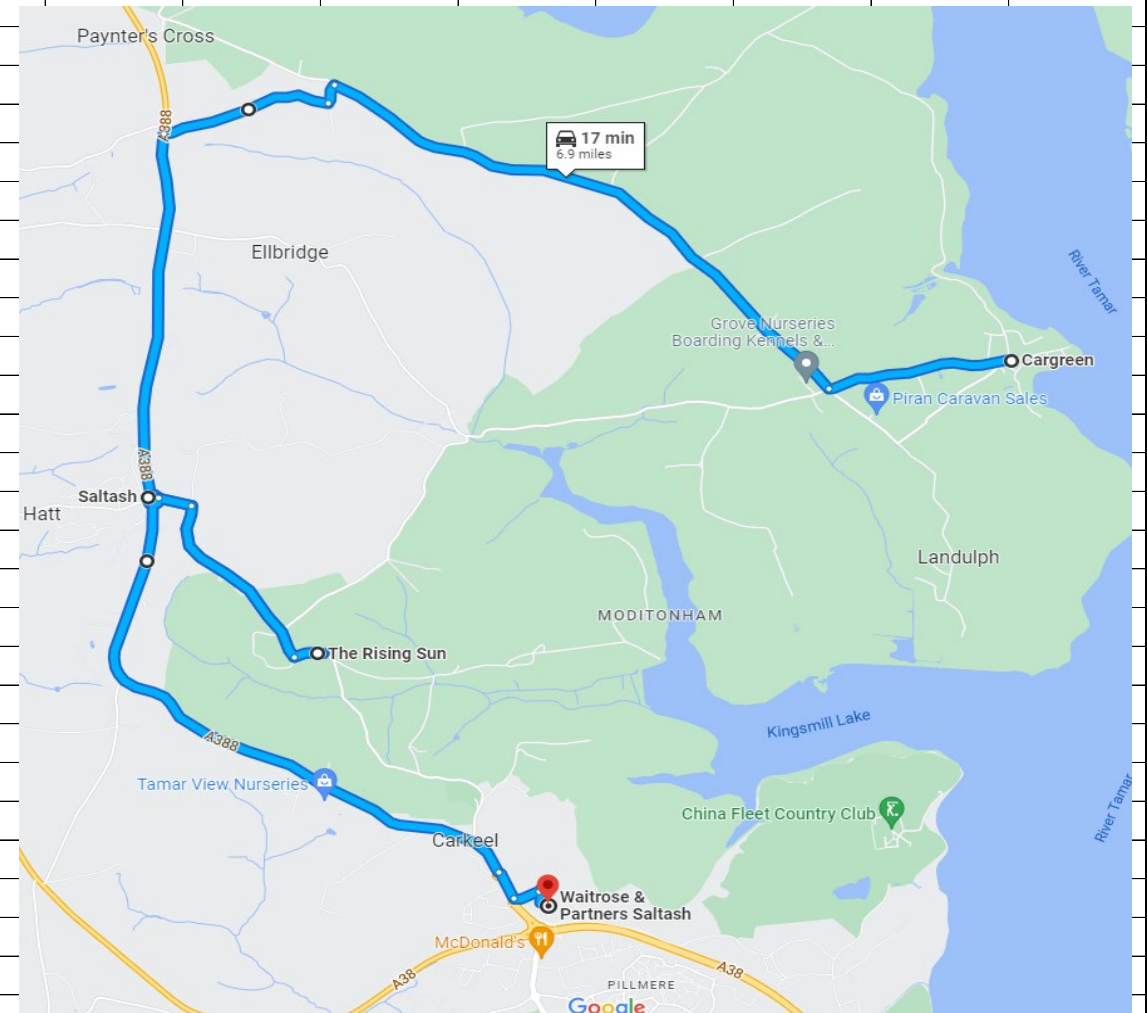


453 - Wednesdays																			
Wednesdays only, School Days and Vacs, no Bank Holiday Service																			
St Ive Cross	0850																		
Quethiock	0858																		
Blunts	0906																		
Tideford Cross	0912																		
Tideford	0916																		
Landrake	0921																		
Trematon	0928																		
Forder	0938	Via Steep Hill																	
Burraton, Kenny Kuet's	0943																		
Carkeel, Lidl	0946																		
Carkeel, Home Bargains	0948																		
Carkeel, Waitrose	0952																		
Carkeel, B&M	0954																		
Callington Road, Leisure Centre	0959																		
Fore Street, Bottom	1003	*Connects with 71 due 1007																	
Fore Street, Bottom	1330																		
Callington Road, Leisure Centre	1333																		
Carkeel, Waitrose	1339																		
Carkeel, B&M	1341																		
Carkeel, Home Bargains	1344																		
Carkeel, Lidl	1346																		
Burraton, Kenny Kuet's	1349																		
Forder	1351																		
Trematon	1401																		
Landrake	1408																		
Tideford	1413																		
Tideford Cross	1417																		
Blunts	1423																		
Quethiock	1431																		
St Ive Cross	1439																		



454 - Thursdays

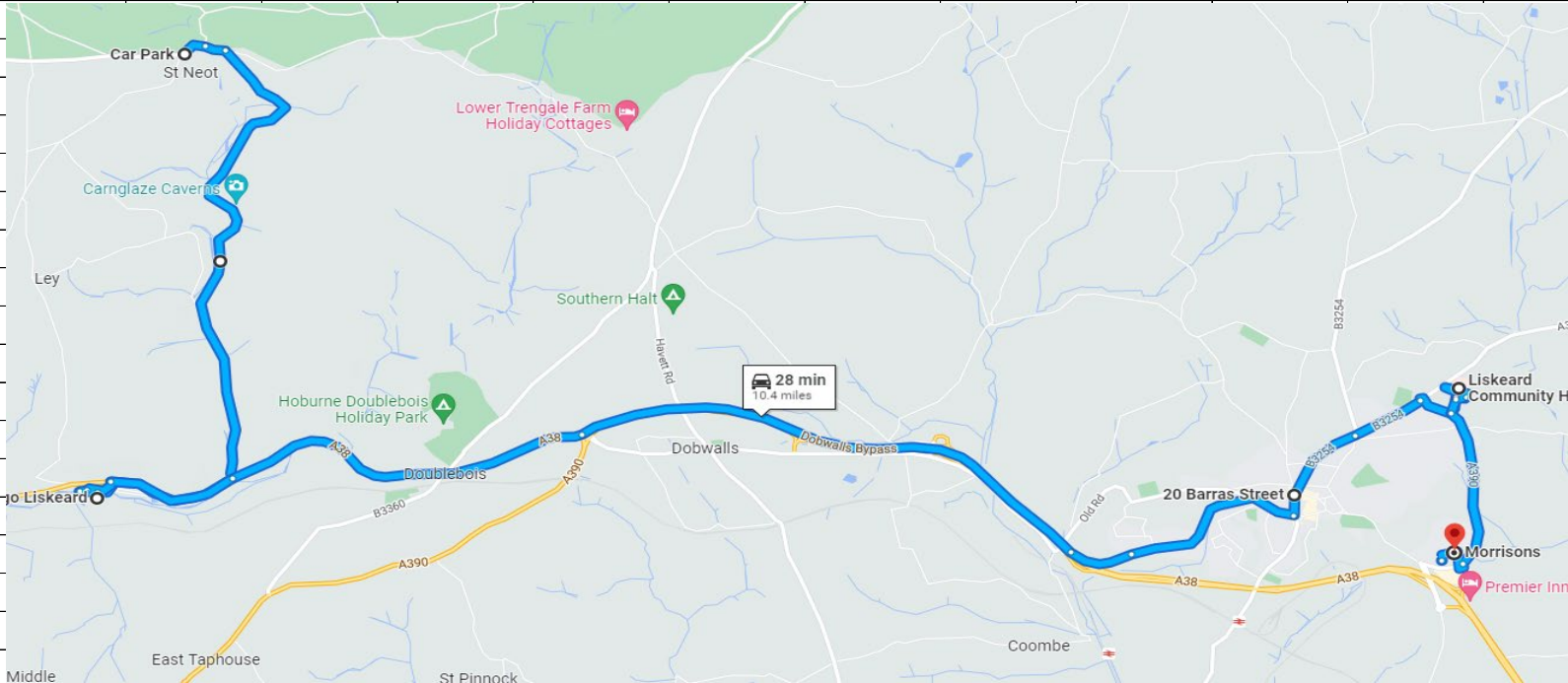
Thursdays Only, school days and Vacs, no Bank Holiday Service

[illegible]

LIS003 - Friday - 455

Fridays Only, school days and Vacs, no Bank Holiday Service

St Neot, Social Club	0940			
Trago Mills	0952	*Connects with Service 11 to		
Dobwalls, Church	1000	Plymouth and Padstow		
Liskeard, Barras Street	1007			
Liskeard, Hospital	1011			
Liskeard, Morrisons	1015			
Liskeard, Morrisons	1350	*Connects with Service 11 from		
Liskeard, Hospital	1355	Plymouth and Padstow		
Liskeard, Barras Street	1400			
Dobwalls, Church	1405			
Trago Mills	1413			
St Neot, Social Club	1425			



The Future of Health Care in Saltash

Following the unexpected and sudden closure of St Barnabas Hospital for in-patients and Minor Injuries in December 2016 - which we were told was “temporary” - a public consultation process was started by the NHS to consider the future role of the hospital. This progressed at a snail’s pace and was inconclusive by 2020 when overtaken by the Covid pandemic. All such work stopped at that point.

At the end of lockdown, members of the Patient Participation Groups at our two Practices sought to have the process re-commenced, but no action followed from local NHS managers. We made an appointment to see our local MP, who helpfully suggested that she would back local plans for health care provision if they were supported by GPs. The Practice Managers agreed to follow this up. We also linked up with representatives of the St Barnabas League of Friends.

Simultaneously, several PPG representatives from East and North Cornwall also met with Dr Andrew Sant, newly appointed Managing Director of the local Cornwall NHS “Integrated Care Area”. He was already knowledgeable about the lack of development in Saltash, and offered to visit to hear local opinions. However, in November 2022 it was confirmed that a different NHS consultation would be commenced covering the future of all NHS buildings in the town, i.e. not just St Barnabas, but also the two surgeries and Peninsula House, a modern office building on the Tamar View Industrial Estate.

This was due to start in January, but nothing happened (as usual). We decided to start an online quest for wider local views and support, which drew 200+ contributions, and strengthened our resolve to seek not only the restoration of lost services but also a modernisation of the way health care is provided locally, and to do this in partnership with the Health Centre and Port View Surgery. In addition, Dr Sant was approached for help, and within days he came to Saltash for the morning on 16 February. He was very supportive of our concerns, and we came away convinced he would lead a process to gather community views and find a way forward quickly.

Dr Sant would like to meet local Town and Cornwall Councillors, PPG members, and other community representatives to explain what he has in mind. He would have come to the March meeting of STC, but is unavailable on the date. He has offered to attend on March 15th however.

Recommendation: STC to nominate representatives to meet Dr Sant during the afternoon of Wednesday March 15 (timing tbc, but Council Chamber provisionally booked)

Our two PPGs will organise the meeting, and invite community representatives.

Peter Thistlethwaite
Chair, Port View Surgery PPG

George Muirhead
Chair, Saltash Health Centre PPG

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 2nd February 2023 at 7.00 pm

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

ALSO PRESENT: 2 Members of the Public, T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), Martin Wright Cornwall Council Officer, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Foster, S Gillies and S Lennox-Boyd.

329/22/23 PRAYERS.

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

Reverend Tim Parkman led prayers.

330/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

331/22/23 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.

332/22/23 CHAIRMAN'S REPORT.

The Chairman welcomed Councillor Brady to the Town Council.

The Chairman thanked Councillor L Challen for his time at the Town Council.

The Chairman added that due to the received resignation from Councillor L Challen a Notice of Vacancy has now been advertised.

The Chairman informed Members that no strategic meetings had been held in the month of January. However, a meeting is scheduled to be held with Cornwall Councillors on the 23rd February 2023. The Chairman welcomed questions and feedback from Members prior to the scheduled meeting.

It was **RESOLVED** to note.

333/22/23 MONTHLY CRIME FIGURES.

The Town Clerk informed Members of a recent update received from PC Kim Lavers which explained that due to the transition of the new system and associated changes to processes, policies and procedures there will be no meaningful performance data for approximately 6 months whilst the new system and processes are embedded.

It was **RESOLVED** to note and that the Town Council will continue to receive information through the regular Safer Saltash Partnership Meetings.

334/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

335/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

No report.

336/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR CONSIDERATION.

No Actions.

337/22/23 TO RECEIVE THE COMMUNITY NETWORK HIGHWAYS SCHEME FOR SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a brief overview on the Town Council highway application for Albert Road.

Members discussed transport issues on Albert Road and the need for proposed resolutions to be actioned as soon as possible.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to contribute £5,000 from General Reserves for the Highway works to Albert Road and to submit the Town Council application to the next CNP meeting.

The Chairman announced the next item of business to be considered is Agenda Item 26.

338/22/23 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.

The Town Council welcomed Cornwall Council Officer Martin Wright to this evening's meeting.

The Chairman invited Martin to speak on the request posed to Members to withdraw the outstanding application to register Warfelton Green as a Town Green.

Martin spoke of the law and legislation requirements of registering land as common land.

Unfortunately, it is the Officers view that the legislation on this occasion, appears to not be met and advised Members that if they wished to proceed with the application it would most certainly fail and be a timely, bureaucratic and costly exercise on the public purse.

Members discussed the options.

It was proposed by Councillor Brady, seconded by Councillor Yates and **RESOLVED** to approve to withdraw Saltash Town Council Application no.2718 for the registration of land at Warfelton Green, Saltash as a Town Green.

339/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Peggs provided a verbal update on the recently held Safer Saltash meeting. The update included items, such as, state audits and reports from Enforcement Officers on reported dangerous driving around local schools.

It was **RESOLVED** to note.

340/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

No Report.

341/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

342/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Martin Worth gave a verbal update received prior to this evening's meeting from Councillor Connor Donnithorne – Portfolio Holder for Transport.

Councillor Worth spoke of Councillor Donnithorne's recognition to the comments of the Mayor and Saltash Town Council regarding all the Saltash car parks which are in Zone B and the charging times at the end of the day. As a small business owner Councillor Donnithorne understands the concerns of local traders losing that potential few hours of commuters returning across the Tamar and therefore the free time will continue to begin at 16:00 and not the proposed 18:00 for Zone B car parks only.

Councillor Frank informed Members of the scheduled cabinet meeting on 8th February 2023 for further discussions and debate on the proposed car parking charges. A full public consultation on the Traffic Regulation Order is due to commence on the 2nd March and will last for a period of 21 days.

Councillor Worth spoke of the Leisure Centre and the recent discussions on repairs with the overall scheme currently remaining within budget.

Councillor Frank gave a verbal update on the report circulated to Members and the proposed Community Area Panels (CAP's).

Councillor Frank advised Members that the decision Cabinet makes next week will be final and stressed that it is vital that resources needed to be appropriate and fairly distributed between the area partnerships. With the need for at least one Community Link Officer (CLO) per Community Partnership Area.

Members agreed.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to note the updates and that the Chairman writes to:

1. Cornwall Council Estates Transformation regarding the future of a Service Hub at Saltash Leisure Centre;
2. Cornwall Council Parking prior to the cabinet meeting to be held on 8th February 2023 regarding Saltash parking tariff;
3. The Community Area Panel to reinforce and strengthen the Town Council's position that there must be at least 1 Community Link Officer per area and for the process to be fair and equitably resourced.

343/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

344/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman advised that one question had been received from Mr. Simmons.

Question 1:

Dear Saltash Town Council,

I must first apologise for my absences from this meeting due to a prior engagement.

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.

Without intervention the situation regarding the above is only going to get worse.

Answer 1:

The Town Clerk informed Members of a recent response and offer from the Cornwall Council Community and Civil Parking Enforcement Assistant Manager to meet in Saltash to discuss any issues with an area visit.

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

1. To invite Cornwall Council Community and Civil Parking Enforcement Assistant Manager to Saltash to discuss parking issues with an area visit;
2. To report various parking issues to the Police at the next Safer Saltash meeting, reporting back at a future Full Town Council meeting;
3. To inform Mr. Simmons of the Town Council's resolution and request the areas of concern.

345/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 12TH JANUARY 2023 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 12th January 2023 were confirmed as a true and correct record.

346/22/23 FINANCE:

- a. To advise the receipts for December 2022;

It was **RESOLVED** to note.

- b. To advise the payments for December 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 31st December 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

347/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. 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 Stoyel and **RESOLVED** to note the minutes and approve the above recommendation.

b. Planning and Licensing held on 17th January 2023;

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

The Chairman of Planning and Licensing – Councillor B Samuels informed Members that the CC Planning Portal would be unavailable on Friday 3rd February 2023 between 17:00 and 20:00.

Councillor B Samuels reminded Members of a survey poll in relation to application PA22/11136 - 71 Callington Road, Saltash, PL12 6DZ is in circulation and requested Members respond accordingly.

c. Personnel held on 24th January 2023;

RECOMMENDATION 1:

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

Councillor Yates left the meeting.

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

Councillor Yates returned to the meeting.

RECOMMENDATION 2:

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.

Councillor Martin requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	Absent
Gillies	Absent
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Peggs	For
B Samuels	Abstain
P Samuels	Abstain
Stoyel	For
Yates	For

It was proposed by Councillor Martin, seconded by Councillor Peggs and following a recorded vote of 9 for **RESOLVED** to approve the above recommendation.

d. Extraordinary Joint Burial Board held on 26th January 2023.

RECOMMENDATION 1:

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'.

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

348/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 19TH JANUARY 2023 AND CONSIDER ANY RECOMMENDATIONS.

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

349/22/23 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.

It was **RESOLVED** to note.

350/22/23 TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Representative of Town Team Councillor B Samuels provided a brief overview of the works recently actioned by the Town Team and the interviews held with tender submission relating to the Saltash Community Space Project.

Members thanked the Town Team for their works undertaken to date and were pleased with the developments and direction of the Saltash Community Space Project.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to give delegated authority to the Town Clerk to review and sign the contract on behalf of Saltash Town Council for the appointment of Architecture by Studio Hive.

351/22/23 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.

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

1. To accept the invitation to a Civic Parade on 6th May 2023 as a part of the King's Coronation Celebrations;
2. To accept the offer of a free of charge Town Council stall at the street market on Fore Street;
3. To nominate Councillors Bickford, Bullock, Martin and Peggs as representatives to meet with the May Fair Committee to further discuss the details and ways in which the Town Council can be involved in the celebrations.

352/22/23 TO RECEIVE A REPORT ON THE CIVIC AWARDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Brady gave his apologies and left the meeting.

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

1. To procure a website editable page with an option for photos to promote the Civic Award winner at the cost of £90+vat allocated to budget code 6211 Website Maintenance;
2. To procure 200 of the Modern Logo designed lapel pin badges in soft enamel with presentation backing cards and text at a cost of £189.17+vat allocated to budget code 6202 PF Civic Occasions.

353/22/23 TO RECEIVE A REPORT FROM THE BEATING OF THE BOUNDS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To hold a Beating of the Bounds event on 8th May 2023;
2. Grant permission for the use of the Town Seals on promotional material;
3. To approve the ticket price (£5.00 per person) to be sold from the Guildhall and Library from the 27th February 2023;
4. To note that Councillors B Samuels and Bullock (who both hold food hygiene certificates) to organise the provisions of scones, including gluten free options if required;
5. To invite the Media to attend and report on the event;
6. To note charges are to be waived for the clergy attending to bless the stones and any other invited guests;
7. To hire the Saltash Red Bus for 4 hours at a cost of £225.00 to be off set against the sale of the tickets;
8. To report back the expenditure following the event.

Councillor Peggs left the meeting.

354/22/23 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels updated Members on the submitted application for the Community Levelling Up Funding.

Mel Richardson Consultancy advised the Working Group that a contribution would help enhance the application should the bid be approved.

Councillor Peggs returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED**;

1. To contribute £5,000 from General Reserves, subject to the Good Growth Team approving the project;
2. To approve to initially fund the entirety of the project (£79,500) from General Reserves should the funding application be approved, funds to be reallocated upon release from the Community Levelling Up funding pot, during the project.

355/22/23 TO RECEIVE A VERBAL UPDATE ON THE COASTAL COMMUNITIES WORK.

Councillor Bickford spoke of the plans presented to Cornwall Officers with further questions and answers being asked of Cornwall Council and Environmental Agencies prior to discussions being organised with other key stakeholders. Councillor Bickford is mindful the correct processes must be adhered too.

It was **RESOLVED** to note.

356/22/23 TO RECEIVE A SALTASH LEISURE CENTRE UPDATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford gave a verbal overview of the last meeting held with relevant parties involved in the continuing support of the Leisure Centre Facilities.

Councillor Bickford was pleased to inform Members that the Leisure Centre has been rated Number 1 in a recently held Customer Service Survey in Cornwall and 5th in the Country.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** for the Chairman to send a letter to reiterate to Cornwall Council and MP Sheryl Murray that future energy support schemes should include community swimming pools such as the one located at Saltash Leisure Centre.

357/22/23 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:

PA22/11400

Mr Stonebridge – **24 Parkesway St Stephens Saltash PL12 4AL**
Garage conversion and raised rear decking.

Ward: Essa

Date received: 11/01/23

Response date: 16/02/23

It was proposed by Councillor Bullock, seconded by Councillor Martin and **RESOLVED** to recommend approval.

d. 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

It was proposed by Councillor Yates, seconded by Councillor Stoyel and **RESOLVED** to refuse on the grounds of:

1. Cornwall Councils Tree Officers report;
2. Loss of hedgerow.

358/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH FEBRUARY 2023 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 11th February 2023 outside Bloom Hearing, Fore Street.

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

1. Councillors Dent, Peggs and Martin to attend;
2. Hire the loudspeakers - Councillor P Samuels to provide Valentines music.

359/22/23 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.

360/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

361/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

362/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

363/22/23 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 Dent and **RESOLVED** to issue the following Press and Social Media releases:

1. Beating of the Bounds;
2. Meet Your Councillors;
3. Annual Parishioners Meeting and Shop Your Town Event;
4. Saltash Community Space Project in conjunction with the Town Team and Cornwall Council;
5. May Fair Civic Parade in conjunction with the May Fair Committee.

364/22/23 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.

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.

365/22/23 COMMON SEAL:

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

Rising at: 9.28 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 January 2023 to 31 January 2023

Contact	Description	Net	VAT	Gross
Barclays	Transfer from Barclays Active saver	£ 67,463.78	£ -	£67,463.78
Barclays	Loyalty Reward	£ 0.91	£ -	£ 0.91
Churchtown Cemetery	Interments	£ 4,132.00	£ -	£ 4,132.00
Guildhall Income	Various Bookings	£ 41.20	£ -	£ 41.20
HMRC	VAT Refund	£ 12,452.96	£ -	£12,452.96
Isambard House Income	Various Bookings	£ 120.00	£24.00	£ 144.00
Library Income	Book Sales	£ 36.84	£ -	£ 36.84
Library Income	Library Photocopying Fees income	£ 11.25	£ 2.25	£ 13.50
Public Sector Funding	Interest Received	£ 516.52	£ -	£ 516.52
Seagull Bags Income	Sale of bags	£ 8.75	£ 1.75	£ 10.50
Grand Total		£ 84,784.21	£28.00	£84,812.21

Bank Payments

Saltash Town Council

For the period 1 January 2023 to 31 January 2023

Contact	Description	Net	VAT	Gross
A&M Security	Annual CCTV maintenance visits - Longstone Depot, Library, Guildhall	£ 237.84	£ 47.58	£ 285.42
All Seasons Window	Station Window Cleaning - December 2022	£ 35.00	£ -	£ 35.00
Aquastorage System	Legionella Risk Assessments - All town Council Premises	£ 175.00	£ 35.00	£ 210.00
ASG Security	Annual fee for Security Alarm Maintenance - Longstone Depot	£ 155.97	£ 31.19	£ 187.16
ASG Security	Annual fee for Security Alarm Maintenance - Churchtown Cemetery	£ 164.55	£ 32.91	£ 197.46
ASG Security	Annual fee for Security Alarm Maintenance - Maurice Huggins Room	£ 166.72	£ 33.34	£ 200.06
Atlantic Building Consultants Limited	Heritage Impact Assessment and Condition Survey (Library Refurbishment)	£ 1,200.00	£ 240.00	£ 1,440.00
Barclays	Bank Charges	£ 10.32		£ 10.32
Barron Surveying Services Ltd	Building surveyors report for St Stephens Church yard collapsed wall	£ 825.00	£ 100.00	£ 925.00
Bond Timber	Equipment for Community Tree Planting Initiative	£ 171.28	£ 34.26	£ 205.54
Bond Timber	Materials to fix street furniture	£ 61.56	£ 12.31	£ 73.87
Bond Timber	Materials to replace Fore Street Planting tops	£ 497.25	£ 99.45	£ 596.70
Carlton Plastics (SW) Ltd	Replacement of clear perspex to external lighting - Isambard House	£ 24.99	£ 5.00	£ 29.99
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal Costs	£ 160.00	£ -	£ 160.00
Cormac Contracting Limited	Cost of repairs to Service Delivery equipment	£ 297.66	£ 59.53	£ 357.19
Cornwall Association of Local Councils	VAT Registered Councils course - Finance Assistant 13/12/2022	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Non Domestic Rates 2022/23 - Guildhall, Library and Station	£ 25,623.65	£ -	£ 25,623.65
Cornwall Council	Rent for Longstone Garage and Depot - January 2023	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - January 2023	£ 20.00	£ -	£ 20.00
Cornwall Council	Admin fee for Volunteer DBS check - Library	£ 11.00	£ 2.20	£ 13.20
Cornwall Pensions	Pension Fund Payment - January 2022	£ 9,320.16		£ 9,320.16
Credit Card (Adobe)	Refund for Adobe License	-£ 60.95	-£ 12.19	-£ 73.14
Credit Card (Amazon)	Stationary Costs - Longstone	£ 19.04	£ 3.80	£ 22.84
Credit Card (Amazon)	Materials for Street Furniture Maintenance	£ 9.83	£ 1.97	£ 11.80
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
DB Autos Ltd	MOT Vehicle: Ford Transit, White, Registration EA14ZCZ	£ 68.00	£ 4.00	£ 72.00
Denmans	Materials for repairs at Longstone Depot	£ 114.54	£ 22.91	£ 137.45
Denmans	Materials for General repairs - Public Toilets	£ 61.80	£ 12.36	£ 74.16
Denmans	Materials for General repairs - Isambard House	£ 8.99	£ 1.80	£ 10.79
Denmans	Materials for General repairs - Guildhall	£ 36.48	£ 7.29	£ 43.77
Devon Contract Waste Ltd	Large Waste Bags x 100 bags	£ 235.00	£ 47.00	£ 282.00
Door Care South West	Cost of repairing Library entrance door	£ 117.00	£ 23.40	£ 140.40
EE	Staff Mobiles & Pontoon Broadband charges	£ 172.78	£ 34.56	£ 207.34
Efficient Comms Ltd	Telephone Call and Service Charges - December 2022	£ 197.08	£ 39.42	£ 236.50
Furniture@Work	Security Locker for Service Delivery Staff	£ 77.00	£ 15.40	£ 92.40
Hampshire Flag	Components for Flags and Bunting	£ 43.94	£ 8.79	£ 52.73
HMRC	PAYE Payment January 2022	£ 8,318.15		£ 8,318.15
Hygiene 2 Health Ltd	Health and Safety Consultancy Fees	£ 46.90	£ 9.38	£ 56.28
Laser - Belle Vue Toilets Electricity	Electricity Charges - 01/12/2021 to 31/05/2022	£ 111.89	£ 5.60	£ 117.49
Laser - Cemetery - 1051640	Electricity - 01/09/2022 to 30/11/2022	£ 59.81	£ 2.99	£ 62.80
Laser - Christmas Light supply Point 4 - 1051645	Electricity - 01/06/2022 to 30/11/2022	£ 100.25	£ 5.01	£ 105.26
Laser - Christmas Light supply Point 6 - 1051646	Electricity - 01/06/2022 to 30/11/2022	£ 122.08	£ 6.11	£ 128.19
Laser - Christmas Lights Supply Point 5	Electricity - 01/06/2022 to 30/11/2022	£ 125.50	£ 6.27	£ 131.77
Laser - Guildhall Gas	Gas Charges - 30/09/2022 to 30/11/2022	£ 772.23	£ 114.00	£ 886.23
Laser - Library Gas	Library Gas 30/06/2022 to 30/11/2022	£ 945.59	£ 140.34	£ 1,085.93
Laser - The Maurice Huggins Room - 1051636	Electricity - 01/09/2022 to 30/11/2022	£ 153.24	£ 7.66	£ 160.90

Laser - Unmetered supply - 1051655	Consumption and standing charge at Moorland View 01/10/2022 to 31/10/2022	£ 17.74	£ 0.89	£ 18.63
Laser -Guildhall Electric	Electricity - 01/06/2022 to 30/11/2022	£ 1,878.78	£ 375.76	£ 2,254.54
Laser- Haldo Pillar Park light 1051653	Electricity - 01/09/2022 to 30/11/2022	£ 53.17	£ 2.66	£ 55.83
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 0.80	£ -	£ 0.80
Parish Online	Annual Subscription Renewal 28/12/2022 - 28/12/2023	£ 525.00	£ 105.00	£ 630.00
PEAC Finance	Photocopier Lease 26/01/2023 - 25/04/2023	£ 649.28	£ 129.86	£ 779.14
People Safe	Peoplesafe Lone worker Devices And 24 months Sim Contracts	£ 210.00	£ 42.00	£ 252.00
Print Copy Scan Ltd	Prints for New Photocopiers 22-Nov-2022 to 21-Dec-2022	£ 39.87	£ 7.96	£ 47.83
Public Works Loan	Public Works Loan Board payment - Churchtown Cemetary	£ 10,692.33		£ 10,692.33
Rogers Blinds & Awnings Ltd	Supplying/installation of blinds- Longstone, Guildhall and MHR	£ 562.00	£ 112.40	£ 674.40
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,060.00	£ 212.00	£ 1,272.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 636.00	£ 127.20	£ 763.20
Rosevale Accountants Ltd	Monthly Payroll and Absence Management - December 2022	£ 533.00	£ 106.60	£ 639.60
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 795.00	£ 159.00	£ 954.00
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 583.00	£ 116.60	£ 699.60
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 1,044.00	£ 208.80	£ 1,252.80
Rosevale Accountants Ltd	Finance Consultancy Fees	£ 841.00	£ 168.20	£ 1,009.20
Saltash & District Observer	Town Messenger - December 2022	£ 300.00	£ -	£ 300.00
Saltash Age Concern	Minibus Hire for Beating of the Bounds event	£ 195.00	£ -	£ 195.00
Saltash Chamber of Commerce (SALTASHC)	Saltash Christmas Festival 2022 - minute number 80/22/23	£ 1,500.00	£ -	£ 1,500.00
Saltash Window Cleaning	Guildhall Window cleaning - 02/12/2022 and 06/01/2023	£ 90.00	£ -	£ 90.00
Simon James	Author visit at the Library for Literary Festival 08/10/2022	£ 75.00	£ -	£ 75.00
SLCC Enterprises Ltd	ILCA Training Course for Planning and General Administrator	£ 120.00	£ 24.00	£ 144.00
SLCC Enterprises Ltd	ILCA Course for Mayor's Secretary/Receptionist	£ 120.00	£ 24.00	£ 144.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 957.30	£ 191.46	£ 1,148.76
South West Hygiene	Alexandra Square toilets - Sanitary Unit Rental	£ 152.68	£ 30.54	£ 183.22
South West Hygiene	Waterside public toilets - Sanitary Unit Rental	£ 206.37	£ 41.28	£ 247.65
South West Hygiene	Longstone Park Public Toilets - Sanitary Unit Rental	£ 194.24	£ 38.85	£ 233.09
South West Hygiene	Belle Vue Car Park Public Toilets - Sanitary Unit Rental	£ 206.37	£ 41.28	£ 247.65
South West Water - Fairmead Road	Water Charges 15/09/2022 - 01/12/2022	£ 12.45	£ -	£ 12.45
South West Water - Guildhall	Water Charges and Sewerage Charges - 01/10/2022 - 06/12/2022	£ 96.62	£ -	£ 96.62
South West Water - Library	Water Charges and sewerage 02/07/2021 - 10/11/2022	£ 415.21	£ -	£ 415.21
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 05/10/2022 - 04/01/2023	£ 87.22	£ 7.22	£ 94.44
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 02/08/2022 - 04/01/2023	£ 99.16	£ 8.06	£ 107.22
South West Water - Waterside	Waterside Toilets - Water and Sewerage Charges 18/06/2022 - 31/08/2022	£ 182.04	£ -	£ 182.04
Spot-On-Supplies	Cleaning supplies - Public Toilets	£ 264.02	£ 52.80	£ 316.82
Spot-On-Supplies	Cleaning Supplies - Library	£ 83.53	£ 16.70	£ 100.23
Staff Salaries	Staff Salaries	£ 31,389.13		£ 31,389.13
Survitec	Cost of servicing Poontoon Life Jackets	£ 74.26	£ 14.86	£ 89.12
The Christmas Decorators	Storage of Christmas Decs from January to November 2022	£ 400.00	£ 80.00	£ 480.00
Tool station	Materials for repairs to Street Furniture	£ 12.39	£ 2.48	£ 14.87
Tool station	Keter Folding Work Bench	£ 53.82	£ 10.76	£ 64.58
Trade UK Account	Materials for electrical maintenance - Maurice Huggins	£ 46.44	£ 9.29	£ 55.73
Trade UK Account	Door Maintenance materials for Guildhall and Isambard House	£ 123.31	£ 24.66	£ 147.97

Travis Perkins Trading Company Ltd	Materials for Guildhall Maintenance	£ 82.00	£ 16.40	£ 98.40
Travis Perkins Trading Company Ltd	Materials for Maintenance to notice boards	£ 143.54	£ 28.71	£ 172.25
Travis Perkins Trading Company Ltd	Rocksalt Bulk Bag for Salt bins	£ 188.33	£ 37.67	£ 226.00
Travis Perkins Trading Company Ltd	General Materials for repairs to Longstone Depot	£ 11.01	£ 2.20	£ 13.21
UK Fuels Ltd	Fuel for Vehicles	£ 235.78	£ 47.15	£ 282.93
Westcountry Skip Hire	16/12/22 and 12/01/2023 - Disposal of skip waste	£ 594.00	£ 118.80	£ 712.80
Westcountry Skip Hire	17/01/23 Waste Disposal	£ 20.80	£ 4.16	£ 24.96
Westcountry Skip Hire	Green Waste Refuse Disposal - 16/12/22, 05/01/2023, 09/01/2023 and 16/01/2023	£ 66.56	£ 13.30	£ 79.86
WesternWeb Ltd	Updating and maintaining Council website	£ 45.00	£ 9.00	£ 54.00
Zahara Systems	Annual Subscription Renewal 14/01/2023 - 13/01/2024	£ 1,861.50	£ 372.30	£ 2,233.80
Grand Total		£ 112,618.30	£4,464.13	£ 117,082.43

SALTASH TOWN COUNCIL – NOMINATION FOR OFFICE FOR MAYOR AND DEPUTY MAYOR 2023-24

Full Town Council

The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2023/24 at the **2nd March 2023 meeting**. An Extraordinary meeting of the Town Council, to elect the Mayor elect and Deputy Mayor elect, is set for **Thursday 16th March at 6pm**.

Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

Completed nominations must be submitted to the Town Clerk **within 7 days** of the issue of the call for nominations. Closing date **Thursday 9th March 2023 at 5pm**.

A special meeting of the Council will be held **within 28 days** of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect. **As above Thursday 16th March 2023 at 6pm**.

At least **48 hours** prior to the special meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors. Town Clerk to circulate **Friday 10th March 2023**.

Election of Mayor and Deputy Mayor

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2/2022	Approved by	ATM
Date	April 2017	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23e(iv)
Next review date	Annual or as required		

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April 2017	2	AJT	
April 2021	2/2021	AJT	Reviewed for reapproval – new council
May 2022	2/2022	AJT	Readopted

Document Retention Period
Until superseded

Saltash Town Council

Policy For The Election Of Mayor And Deputy Mayor

Background

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Mayor and Deputy Mayor at the full Council meeting held in February. The election and installation takes places at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

1. NOMINATION AND ELECTION OF MAYOR

a. In a non-election year

- i. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.
- ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- iii. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- iv. A special meeting of the Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.
- v. At least 48 hours prior to the special meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.
- vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) above.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- x. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- xi. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.
- xii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.
- xiii. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.

*** The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.**

b. In an election year (where the Annual Meeting must be held within 14 days of the election)

- i. As soon as possible, and in any case by the end of the fourth day after the elections, the Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Council to be held within 14 days.
- ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- iii. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- iv. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.
- v. The Annual Meeting of the Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.
- vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Council to be held within 14 days of the election.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

- x. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- xi. A tie in votes will be settled by the casting vote of the Chairman of the meeting.
- xii. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

- A. *If the retiring chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Council.*

If they have been elected as a councillor for the new council, then in the election of the new chairman:

- *They have an original vote but are not under a duty to cast it*
- *If there is an equality of votes the chairman has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a chairman using either their original or casting vote in their own favour.*

If the retiring councillor has not been elected as a councillor for the new council then they must preside the meeting until the election of the new chairman is completed, and their successor appointed. The retiring chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new chairman but

- *They do not have an original vote; and*
- *If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

- B. *If the retiring chairman is not present the retiring Deputy Mayor will take the chair for the election of the chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the chairman.*
- C. *All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting (see advisory note 1 above) and*

those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.

- D. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.*

2 NOMINATION OF DEPUTY MAYOR

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- c. All nominations must be received in accordance with this policy.

3 NOMINATION OF MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

4 NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.

Nomination form for the Office of Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 9TH MARCH 2023

Candidate's Details	
Surname:	
Forenames:	

	Print name	Signature
Proposer:		
Seconder:		
Candidate:		

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk

Office use only:

Received by:	
Date:	
Time:	
Nomination checked & circulated:	

Nomination form for the Office of Deputy Mayor of Saltash Town Council

ALL NOMINATIONS MUST BE RECEIVED BY 5.00PM ON THURSDAY 9TH MARCH 2023

Candidate's Details	
Surname:	
Forenames:	

	Print name	Signature
Proposer:		
Seconder:		
Candidate:		

Date:

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to sinead.burrows@saltash.gov.uk

Office use only:

Received by:	
Date:	
Time:	
Nomination checked & circulated:	

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 9th February 2023 at 6.30 pm

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

ALSO PRESENT: R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: J Brady and J Foster.

104/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

105/22/23 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.

106/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

107/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH 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 Dent, seconded by Councillor Miller and **RESOLVED** that the minutes of the Services Committee held on 8th December 2022 were confirmed as a true and correct record.

108/22/23 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

109/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

110/22/23 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) provided an overview on the report received and circulated within the reports pack.

Christmas and Festive Lights

Members discussed the life span of the River of Lights and asked the SDM to further investigate the condition of the catenary wires.

Members requested the SDM provide a report, with costings for Members consideration, at the next Services Committee meeting for additional festive lighting options.

Grit Bins

It was identified the portfolio list held by the Town Council was not extensive.

Members requested the SDM and Assistant Town Clerk (ATC) ascertain which grit bins are owned, managed, and maintained by the Town Council and report back to a future services meeting.

Vehicles

Members expressed concern for the condition of vehicle SD1. The SDM responded that vehicle SD1 had recently passed its MOT.

The SDM made Members aware a fleet report is to be provided with detailed cost options including recommendations for solutions at a future Services Committee meeting.

Vandalism

Due to the recent incident of theft at Isambard House Members expressed concern for Town Council Properties.

Members asked the SDM to look into appropriate localised CCTV, that records Town Council assets, to protect against theft incidents such as the recent incident at Isambard House. Reporting to a future services meeting.

It was **RESOLVED** to note.

The Chairman announced the next Agenda Item 9. To receive a report on the Loudspeaker System and consider any actions and associated expenditure be received following Agenda Item 15. To receive a report on Town Council Playparks and consider any actions and associated expenditure.

111/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL WASTE CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received which outlined the current waste contract held by the Town Council.

Members were content that best value for money was being achieved compared to the alternative options presented and were happy to remain within the rolling contract of Company A.

Members spoke of the necessity to reduce waste, reuse and recycle wherever possible.

The SDM confirmed a report outlining environmentally friendly green waste options would be provided for Members' consideration at the next Services Committee meeting.

It was **RESOLVED** to note.

112/22/23 TO RECEIVE A REPORT ON STORAGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The ATC provided a verbal overview of the report received and circulated within the reports pack.

Members discussed the need to further review the listed items to be stored and the locations and to determine if the Town Council require all items.

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

1. That the ATC reviews the items requiring to be stored, taking into consideration any items that are no longer fit for purpose;
2. That the ATC explores options with Cornwall Council for a storage unit to be sited at Alexandra Car Park;
3. That the ATC reports back at a future Services Committee meeting.

113/22/23 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Yates left the meeting.

The Chairman updated Members on the trees which have been planted within the community from the report submitted.

Councillor Yates returned to the meeting.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the tree stakes and bark for the tree planted at Broad Walk open space at a cost of £99.94 + vat to be allocated to budget code 6589 EMF Community Tree Planting Initiatives.

114/22/23 TO RECEIVE A REPORT FROM TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels provided further information in relation to the report received.

Councillor B Samuels spoke of trees that were declined for planting by Cornwall Council previously. S106 monies were awarded and not used. The proposal received from Town Team is to procure ornamental trees, green herbs and hedgerows for the planters situated in Fore Street.

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

1. To support the proposal of the planting of suitable ornamental trees and green vegetation;
2. To pursue the authorised location for the planting of suitable trees contained in the original S106 application;
3. To provide delegated authority to the ATC working with the Chairman and Vice Chairman of the Services Committee to liaise with the Town Team to complete the project.

115/22/23 TO RECEIVE A REPORT ON SALTASH THEME CUTOUTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman gave a verbal report on the proposed idea and offer from local artists and craftsman to install Saltash Themed Cutouts around Saltash.

The Chairman advised further information is to be provided at a future meeting.

It was **RESOLVED** to note.

116/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL PLAYPARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The SDM provided a verbal overview on the report received and circulated within the reports pack.

Members discussed the urgency to improve play areas within Saltash with some play areas not being fit for use due to location.

Members asked if the Town Council play areas could be assessed, and suitable proposals be received for further consideration at a future Services Committee meeting.

It was proposed by Councillor Peggs seconded by Councillor P Samuels and **RESOLVED** that the SDM obtains three quotes for new equipment and design of the Town Council playparks reporting back at a future Services meeting.

The Chairman announced the next item of business to be considered is Agenda Item 9. To receive a report on the Loudspeaker System and consider any actions and associated expenditure.

117/22/23 TO RECEIVE A REPORT ON THE LOUDSPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin left the meeting.

The SDM provided an overview of the report submitted and advised Members of two speakers that had been deactivated.

Councillor Martin returned to the meeting.

Members discussed loudspeakers and their use and requested the SDM review volume controls as the sound levels are inconsistent along Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to continue using the Loudspeakers with the current configuration, providing suitable notice to the public via Social Media and Press Releases.

118/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICY TO THE POLICY AND FINANCE COMMITTEE.

a. Town Council Playpark Match Funding;

It was proposed by Councillor Bickford seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to be held on 14th March 2023.

b. Town Council Loudspeaker System.

It was proposed by Councillor Dent seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to be held on 14th March 2023, subject to an amendment to the reducing of volume levels during the event.

119/22/23 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.

120/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

121/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

122/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

123/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media Releases;

1. Support for S.E.A Tree Planting Initiative and thanking S.E.A for their ongoing work;
2. Brunel Bench installation by the Town Council Service Delivery Team in combination with Town Team and Cornwall Council.

DATE OF NEXT MEETING

Thursday 27 April 2023 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st February 2023 at 6.30 pm

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

ALSO PRESENT: 10 Members of the Public, H Frank (Cornwall Council), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, M Griffiths, S Lennox-Boyd, S Martin and J Peggs.

121/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

122/22/23 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
Foster	PA23/00106	Non-Pecuniary	Personal Friend	Yes
Bullock	PA23/00363	Non-Pecuniary	Personal Friend	Yes
Foster	PA23/00363	Non-Pecuniary	Personal Friend	Yes
Stoyel	PA23/00524	Non-Pecuniary	Personal Friend	Yes

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

None.

123/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

124/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 17TH JANUARY 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 17th January 2023 were confirmed as a true and correct record.

125/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

126/22/23 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:

PA22/11132

Motor Fuel Group – **Carkeel Roundabout Callington Road Saltash PL12 6LF**

Advert Consent: Erection of 7m Pole Sign.

Ward: Tamar

Date received: 23/01/23

Response date: 24/02/23

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

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

PA23/00106

Mr D Bennets – **Land Rear of 62 St Stephens Road Saltash PL12 4BJ**

Erection of one detached dwelling.

Ward: Essa

Date received: 12/01/23

Response date: 22/02/23

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

Councillor Foster was invited and returned to the meeting.

PA23/00193

Mr & Mrs Attwood – **71 Hobbs Crescent Saltash PL12 4JJ**

Single storey front, side and rear extensions.

Ward: Tamar

Date received: 11/10/23

Response date: 22/02/23

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

PA23/00341

Jane Bownas – **Smallacombe Carkeel Saltash PL12 6NW**

Replacement of existing rear conservatory extension with new rear extension; replacement of existing single-storey side extension with new single storey side extension and 2 no. proposed dormer windows to the rear of the existing property.

Ward: Trematon

Date received: 30/01/23

Response date: 24/02/23

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

Councillors Bullock and Foster both declared an interest in the next agenda item and left the meeting.

PA23/00363

Mr I Waterfall – **128 St Stephens Road Saltash PL12 4NQ**

Single two storey rear extension to provide dining room, shower room and bathroom.

Ward: Essa

Date received: 09/02/23

Response date: 02/03/23

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

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

PA23/00439

Mr & Mrs Jones – **16 Gallacher Way Saltash PL12 4UT**

Proposed rear extension.

Ward: Trematon

Date received: 19/01/23

Response date: 24/02/23

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

PA23/00444

Mr Mark Chadd – **Aberfoyle Plough Green Saltash PL12 4LA**

First-storey timber-framed extension to the rear of the property to create an additional bedroom and en-suite to master bedroom, extension of front dormer width in master bedroom to extend internal room space and front extension of garage wall to extend out in line with front of property.

Ward: Tamar

Date received: 24/01/23

Response date: 24/02/23

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

PA23/00589

Carey – Lewis – **Maryfield View Wearde Road St Stephens Saltash**

Demolition of Partially Substandard Dwelling and Replacement with Ecologically Sensitive Dwelling.

Ward: Essa

Date received: 01/02/23

Response date: 02/03/23

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

d. Tree Applications:

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

PA23/00524

Tristan Evely – **Trees At Cedar Court Saltash PL12 6DQ**

Works to trees under a tree preservation order (TPO): T1 - Bay tree - Prune back to boundary line over neighbouring garden. G1 -Leylandii trees - Crown lift over neighbours garden to achieve 3 metres of clearance above ground level. T2 - 1x Lime tree - Crown lift by removing all epicormic growth up to a height of 5m above ground level. T3 - Elder - Reduce in height by approximately 2m.

Ward: Tamar

Date received: 25/01/23

Response date: 24/02/23

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

It was proposed by Councillor P Samuels, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL** subject to removing branches no greater than 5cms as per the Saltash Town Council Voluntary Tree Wardens' Report.

Councillor Stoyel was invited and returned to the meeting.

127/22/23 TO RECEIVE A RESPONSE FROM CORNWALL COUNCIL REGARDING THE TOWN COUNCIL TREE PRESERVATION ORDER FOR THE DARLEY OAK SAPLING AT JUBILEE GREEN, SALTASH

It was **RESOLVED** to note.

128/22/23 TO RECEIVE AND CONSIDER RESPONDING TO THE CONSULTATION ON REVISING THE NATIONAL PLANNING POLICY FRAMEWORK.

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

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** that should Members have any comments to forward these to the Assistant Town Clerk prior to 3rd March 2023 for onward transmission to Cornwall Council.

129/22/23 TO RECEIVE AN UPDATE FROM BLOOR HOMES ON THE TRELEDAN PHASE 2 DEVELOPMENT.

The Chairman informed Members that the presentation from Bloor Homes would exceed 10 minutes breaching Standing orders.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to suspend Standing Order Section Six, item b) iii (f) to allow Bloor Homes 30 minutes for their presentation.

The Chairman proposed questions be received from Town Councillors and members of the public following the presentation by Bloor Homes.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to receive questions following the presentation by Bloor Homes for up to 30 minutes.

A member of the public was invited to speak on behalf of the Saltash Flood Forum in relation to the update from Bloor Home on the Treledan Development.

Following the presentation, the Chairman reminded the meeting that the representatives from Bloor Homes had agreed to a meeting with the Saltash Flood Forum, (SFF). The Chairman suggested that the SFF liaise with the Assistant Town Clerk in order to set up this meeting.

130/22/23 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.

131/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

132/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

133/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

134/22/23 **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 March 2023 at 6.30 pm

Rising at: 8.02 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th February 2023 at 6.00 pm

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

ALSO PRESENT: S Webber (Service Delivery Manager), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: Councillor S Lennox-Boyd and R Magrath (Co-Chair).

39/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

40/22/23 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.

41/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

42/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 25TH OCTOBER 2022 AND THE EXTRAORDINARY JOINT BURIAL BOARD MEETING HELD ON 26TH JANUARY 2023 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 Dent, seconded by S McKee and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 25th October 2022 were confirmed as a true and correct record.

It was proposed by Councillor Dent, seconded by L Maddock and **RESOLVED** that the minutes of the Extraordinary Joint Burial Board Committee held on 26th January 2023 were confirmed as a true and correct record subject to the amendment to the total costs under minute number 38/22/23.

43/22/23 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

No report.

44/22/23 TO RECEIVE A REPORT ON THE TOWN CLERKS DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor Dent, seconded by Councillor Bullock and following a vote of STC Members only and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Tuesday 14th March 2023, to ratify the Town Clerk's spend of £825.00+vat to appoint the Town Council Building Surveyor to tender for works to St Stephens Churchyard wall allocated to budget code 6224 Professional Costs.

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

No report.

46/22/23

TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Service Delivery Manager (SDM) provided an overview on the report contained within the reports pack.

Grounds Maintenance

The SDM informed Members of the grass cutting LMP arrangement in the closed section of St Stephens Churchyard and that in the year 2022 the Service Delivery Department provided 14 cuts at a significant cost to the Town Council. The SDM requested this to be reduced to 6 cuts per year.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to reduce the number of cuts in the closed section of St Stephens Churchyard to 6 per year.

Pathways

M Wills asked Members to be mindful when repairing the pathway surface because if there are any historic human remains found they will be required to be reburied in a suitable location within the Church grounds by the Vicar.

It was proposed by Councillor Dent, seconded by S McKee and **RESOLVED** to;

1. Approve delegated authority to the Town Clerk to appoint a contractor at the earliest opportunity to carry out Health and Safety works to the pathway at the side entrance in Farm Lane;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £2,192.00 within budget allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2022-2023.

Due to the ash tree located immediately inside the pedestrian gate in Farm Lane suffering from ash die-back it is viewed that the ash tree requires urgent attention.

Members discussed the Tree Report provided by the Town Council's Volunteer Tree Wardens and noted the advice received and that the Town Council's contracted Tree Surveyor report is due to be received Friday 3rd March 2023.

It was proposed by Councillor Dent, seconded by M Wills and **RESOLVED** to;

1. Approve delegated authority to the Town Clerk to obtain three quotes to appoint a contractor to fell the tree;
2. Approve delegated authority to the Town Clerk up to a maximum cost of £500.00 allocated to budget code 6108 Trees Survey and Tree Maintenance for the year 2023-2024.

General Site Maintenance

L Maddock advised the Town Council that an identified leak within the Church grounds had now been fixed. However, the ground is still compacting and therefore loose. It was confirmed there are no health and safety issues regarding the area or works to be undertaken.

It was **RESOLVED** to note the report and further updates received.

47/22/23

TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Dent provided an overview on the process for closing a churchyard.

Members discussed the closure and the implications.

It was proposed by L Maddock, seconded by Councillor Bullock and **RESOLVED** to defer to the Joint Burial Board Committee meeting to be held on 27th June 2023 to allow for further information to be sought by PCC Co-Chairman Reverend R Magrath.

48/22/23 TO RECEIVE AN UPDATE ON THE ST STEPHENS CHURCHYARD WALL REPAIRS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The SDM provided an overview of the report contained within the reports pack, stating that repair works to the collapsed section of the wall have been confirmed with the contractor and are to begin the week commencing 13th March 2023. The SDM added a brief overview of the schedule of works timeline with a report to be received by the Committee upon completion.

It was **RESOLVED** to note.

49/22/23 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. (As required or if necessary).

50/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

51/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

52/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

53/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 27 June 2023 at 6.00 pm – Meeting to be held at St Stephens Church followed by a site visit.

Rising at: 7.01 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Thursday 16th February 2023 at 6.30 pm

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

ALSO PRESENT: 4 Members of the Public, Councillor S Miller and H Frank (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

1/22/23 TO APPOINT A CHAIRMAN.

Councillor Martin informed Members that the first item of business is to appoint a Chairman for the meeting and that she would like to put herself forward.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Martin as Chairman for the purpose of this meeting only.

Councillor Martin in the Chair.

2/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Town Clerk informed Members of Councillor Miller's attendance at this evening's meeting and at the discretion of the Committee Councillor Miller may sit at the table and speak at the invitation of the Chairman, but has no voting rights.

The Chairman welcomed Councillor Miller and the public attending the meeting.

3/22/23

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.

4/22/23

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE TOWN COUNCIL.

None.

5/22/23

TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 29TH SEPTEMBER 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 29th September 2021 were confirmed as a true and correct record.

6/22/23

TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

The Chairman asked the Town Clerk to provide an overview of the agenda items, reports contained within the reports pack and Cornwall Council's devolution status, due to the Sub Committee not meeting for some time.

The Town Clerk confirmed that agenda items 7 a, b and c are existing devolution items approved by Full Council, the remaining items are new for Members consideration this evening, and that Cornwall Council's approach has varied slightly in order to better prioritise devolution interests received by Town and Parish Councils.

The Town Clerk requested Members consider its prioritisation of any devolution of assets and land that are of interest to the Town Council. The Town Clerk explained that a prioritised list will enable a detailed submission to be made to Cornwall Council with the list being inclusive of information on the responsibilities the Town Council wishes to obtain through the devolution programme.

The Town Clerk asked Members to advise on any areas of interest that may not be included on this evening's agenda as they should form part of the prioritisation list and included in the submission to the devolution programme – agenda item 12.

Members confirmed they had no further questions at this time and understood the purpose of a prioritised list.

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Saltash Waterside Partnership meeting notes and the future of the Waterside and Pontoon;

Councillor Bickford provided a verbal update since the report received at Full Council dated September 2016. This included improved waterside management, repairs and refurbishment of the pontoon with allocated monies and predicted financial forecasts on track to being achieved.

Councillor Bickford spoke of the strong partnership with Cornwall Council, Cornwall Council Maritime Department, the Town Council's Community Link Officer and the Coastal Communities Team.

The Town Clerk advised a future meeting with all relevant parties is scheduled to be held on site in March. Although partnership meetings were proposed to be held monthly, Members were asked to consider reducing to quarterly.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council;

1. To note the reports received and continue with the Saltash Waterside Partnership Working Group;
2. To reduce the meetings from monthly to quarterly;
3. To continue to work up the Terms of Reference for the Working Group;
4. To continue with Cornwall Council's Tenancy at Will relating to the Pontoon at Brunel Green.

- b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;

4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Policy and Finance to allocate to budget code 6224 Professional Costs the Building Surveyors fees to undertake a Building Surveyors Report for Victoria Gardens only.

Cornwall Councillor Frank offered her support and assistance when applying for a Licence or SLA with Cornwall Council.

c. Longstone Garage and Store existing lease terms:

The Town Clerk advised that the existing Lease with Cornwall Council is not due to expire until March 2024 therefore it is not on the current devolution programme list possibly because the Lease runs for another year. The Town Clerk has enquired with Cornwall Council how Longstone Garage and Store could be considered on Cornwall Council's devolution list if Members are interested in pursuing that and is awaiting a response.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to continue with the current Lease and revisit upon receipt of the new Lease from Cornwall Council.

8/22/23

**TO RECEIVE A REPORT ON THE MEMORIAL PEACE GARDEN
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk informed Members of recent correspondence received from Cornwall Council regarding a request to plant a tree in memory of the Late Brad Hine.

Cornwall Council advised the Town Clerk that no Agreement, Licence to work, or Lease is in place between Cornwall Council and Saltash Town Council for the Memorial Peace Garden. The Town Clerk has been asked by Cornwall Council's Open Space Officer to refrain from making any alterations to the site, until there is an agreement in place.

The Chairman together with Members approval invited Mrs Sue Hooper to speak in relation to this matter due to her large involvement in the Memorial Peace Garden Project.

The Town Clerk thanked Mrs Sue Hooper for providing paperwork relating to the Memorial Peace Garden Project.

It was **RESOLVED** to note the Town Clerk's findings.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council;

1. To approve for Cornwall Council to urgently work up a Generic Grounds Maintenance Licence for Saltash Town Council to carry out various maintenance works, bedding and tree planting, installations, and social gatherings on the site;
2. To approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for the Memorial Peace Garden site.

Councillor Yates left the meeting.

9/22/23

TO RECEIVE A REPORT ON ALEXANDRA SQUARE TOILETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council have a Tenancy at Will with Cornwall Council and asked Members to consider requesting a Lease for 99 years providing extra security to the Town Council.

The Town Clerk informed Members that Saltash Town Council has a 99 year Lease on Belle Vue and Longstone Park toilets.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for Alexandra Square Toilets.

It was further requested that Cornwall Council consider the Memorial Peace Garden and Alexandra Square Gardens as a Freehold Package.

Councillor Yates returned to the meeting.

10/22/23

TO RECEIVE A REPORT ON SALTASH CAR PARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Frank spoke of a complaint received from a resident in relation to the poor state of Alexandra Car Park. Councillor Frank supported the complaint and pursued with relevant departments within Cornwall Council and the Town Clerk resulting in a Cornwall Council Officer visiting the site to conduct an up to date survey.

The Cornwall Council Officer agreed the conditions of the car park required immediate address with confirmation received that resurfacing works were scheduled to be undertaken by Cormac in the following few months.

Members discussed various car parks in Saltash and consideration was given to include car parks on Saltash Town Council Devolution Programme.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to defer to a future Devolution Sub Committee meeting to allow the Town Clerk to obtain from Cornwall Council the latest available data for Saltash car parks reporting back at a future Devolution Sub Committee meeting.

Members requested the Town Clerk at the next Saltash Leisure Centre Working Group to ascertain the nature of the leasing agreement between Cornwall Council and GLL for the Leisure Centre car park.

11/22/23 TO RECEIVE AN UPDATE ON THE MAINTENANCE OF LONGSTONE PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the work at Longstone Park mostly involves addressing uneven and restricted footpaths and trip hazards caused by tree roots, and works will raise the paths with a special method that doesn't harm the trees and allows for future growth. In addition, the fence to the play area on the side of the bowling club will be replaced and realigned to allow room for a new much improved path around the outside and step improvements at the lower end.

Cornwall Council have no plans to do anything to the tennis courts, bins, benches and play equipment.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to note the Town Clerk's update and defer the item to a future Services Committee meeting upon receipt of further information received from Cornwall Council.

12/22/23 TO CONSIDER RECOMMENDING TO FULL TOWN COUNCIL A DEVOLUTION PRIORITISATION PROGRAMME.

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

1. Saltash Town Council's Devolution Prioritisation Programme as a living document and work in progress which will evolve as the Devolution Plan for Saltash evolves – as attached;
2. Submit Saltash Town Council's Devolution Prioritisation Programme to Cornwall Council's Devolution Department and Community Link Officer to further progress.

13/22/23 TO FURTHER INVESTIGATE THE RENOVATION OF SUMMERFIELD PARK BY FRIENDS OF SUMMERFIELD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the recommendation from the Services Committee meeting received February 2022.

Members agreed the recommendation was made prior to the progress of the Friends of Summerfield and felt it was no longer suitable for the Sub Committees consideration.

It was **RESOLVED** to continue to support Friends of Summerfield and congratulate them on their continued hard work and progress to date.

14/22/23 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.

15/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

Councillor Bickford left the meeting.

DATE OF NEXT MEETING

Members discussed a date for the next Meeting to ensure continuation of the Devolution Sub Committee is met.

Thursday 20 April 2023 at 6.30 pm

Rising at: 8.27 pm

Signed: _____
Chairman

Dated: _____

Version 1.0 / 21.02.2023	Saltash Town Council - Devolution Programme - Living Document								
Priority Order (most important to least important)	Site	Ownership	Saltash Town Council Current Agreement	Saltash Town Council Formal Responsibility	Short Term Aspirations	Medium Term Aspirations	Long Term Aspirations	Meeting date	Minute Number
1	Victoria Gardens The Maurice Huggins Tea Rooms	Cornwall Council	Victoria Gardens - No current agreement MHR - Implied Tenancy at Will	Victoria Gardens - N/A The Maurice Huggins Tea Room - hire facility to community groups / cleaning	Licence to work or SLA to tidy the lower lying areas (shrubs, grass, bedding plants) during the Spring/Summer 2023 and for the Coronation celebrations	Cornwall Council to undertake the high risk works offering Saltash TC improved Heads of Term to form a Lease	Freehold	16.02.23	7/22/23 (b)
2	Memorial Peace Garden	Cornwall Council	No current agreement	None, currently undertake grounds maintenance work to the site	Generic Grounds Maintenance Licence to undertake various maintenance works, bedding and tree planting, installations and social gatherings on site	Lease 99 Years	Freehold - part of a package with Alexandra Square Toilet Block	16.02.23	8/22/23
3	Alexandra Square Toilet Block	Cornwall Council	Tenancy at Will	General maintenance and operations	Lease 99 Years	Lease 99 Years	Freehold - part of a package with the Memorial Peace Garden	16.02.23	9/22/23
4	Longstone Park	Cornwall Council	No current agreement	N/A	Defer to the Services Committee upon further information from Stuart Wallace regarding various work to the site	Request options to work with Cornwall Council to further improve the park facilities - tennis courts, picnic benches, play equipment.	Freehold	16.02.23	11/22/23
5	Waterside - Pontoon Jubilee Green Boat Park, Car Park, Garages and Slipway Brunel Green	Cornwall Council	Pontoon - Tenancy at Will Jubilee / Brunel Green - No current agreement	General maintenance and operations of the Pontoon	Tenancy at Will for the Pontoon. Better understand the Pontoon and STC revenue data. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis.	Tenancy at Will for the Pontoon, possible Lease. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis. Better understand from Cornwall Council Jubilee / Brunel areas overtime.	Freehold	16.02.23	7/22/23 (a)

Request to use the Town Council Seals

<u>Date Requested</u>	<u>Reason For Request</u>	<u>Authorised / Rejected By</u>	<u>Date Authorised</u>
01/02/23	Mayor's Civic Service invitation	Authorised by the Town Clerk	02/02/23
03/02/23	Shop Your Town Poster	Authorised by the Town Clerk	03/02/23
03/02/23	Meet your Cllr banner	Authorised by the Town Clerk	03/02/23
14/02/23	Are you interested in being a Councillor poster	Authorised by the Town Clerk	14/02/23
21/02/23	Civic Awards certificates	Authorised by the Town Clerk	21/02/22
21/02/23	Mayor's Civic Service Order of Service	Authorised by the Town Clerk	21/02/22