

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st June 2023 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Public, 1 Member of the Press, H Frank (Cornwall Council), R Lumley (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, J Dent, S Martin and S Miller, M Worth (Cornwall Council).

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#### **38/23/24 PRAYERS.**

The Chairman led Members into a minute's silence as a mark of respect for the passing of a former Mayor – Joe Ellison.

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

#### **39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **40/23/24 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.

**41/23/24**      **CHAIRMAN'S REPORT.**

The Chairman thanked everyone for attending the recently held Mayor Making event.

The Chairman was pleased to inform Members that £2,000 was raised in the year 2022-2023 for the Mayor's chosen charities Saltash Sailing Club Cadets and Saltash Environmental Action (S.E.A). The Chairman informed Members for the year 2023-2024 the Mayors charities are Saltash Food Bank, PL12's Community Kitchen and Christians Against Poverty (C.A.P).

It was **RESOLVED** to note.

**42/23/24**      **MONTHLY CRIME FIGURES.**

The Chairman reminded Members that due to the transition of the new Police system and associated changes to processes, policies and procedures there is currently no meaningful performance data for whilst the new system and processes are embedded.

**43/23/24**      **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Chairman drew Members attention to an invitation received from PL12 to visit the shop, hub and kitchen. The Chairman requested Members to contact him to arrange a suitable date for a visit if they wish accept the invitation.

It was **RESOLVED** to note.

**44/23/24**      **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

Nothing to report.

**45/23/24**      **COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

No actions.

**46/23/24**      **TO FURTHER REVIEW THE CAP MEMBERSHIP LEVEL AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of his and the Deputy Mayor's planned attendance to the scheduled Community Area Partnership (CAP) meeting to be held at 6pm on Tuesday 6<sup>th</sup> June 2023 at Eliot Hall, St Germans.

The Chairman informed Members can attend CAP meetings with no voting rights as there is only one vote per parish/town council.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Peggs as the nominated substitute representative for Saltash Town Council at CAP meetings.

The Chairman brought Members attention to the request to identify the top three priorities of each parish / town council received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** that the Town Council's top priorities are a Safer A38, Connectivity, Air Quality, Climate Change and Water Transport.

**47/23/24**      **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd confirmed that Safer Saltash had not yet met but spoke of recently held meetings with Shop Watch and of their progress to date.

Cornwall Councillor (CC) Frank and Councillor Lennox-Boyd had undertaken a recent Environmental Audit and inspected the estate at Babis Farm, identifying issues with guttering as well as revisiting Warfelton.

It was **RESOLVED** to note.

**48/23/24**      **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

It was **RESOLVED** to note.

**49/23/24**      **TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies provided a brief verbal report on planned activities throughout the Big Green Week commencing on Saturday 10<sup>th</sup> June 2023.

Activities include a tree walk with Friends of Tincombe at Tincombe Park, community litter picks at Saltmill with S.E.A, single use plastic free picnic with Friends of Victoria Gardens and many more activities scheduled throughout the month of June at Saltash Library Hub.

It was **RESOLVED** to note.

**50/23/24**      **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

**Changes to Waste Collection Service**

CC Frank spoke of the changes to waste collection services advising Members that Saltash would not expect to receive changes to the services until April 2024.

CC Frank advised that the food waste collection is a central government directive with many councils now looking at alternative food waste disposal to avoid it going to landfill.

**Parking**

CC Frank spoke of the public consultation held in March and of some of the negative responses received in relation to various aspects of the proposals. CC Frank stated that some of the proposals had been revised following objections, however, Sunday parking charges throughout Cornwall were to be implemented from today.

Members discussed discounted multi-use sessions available via the Just Park app use across Cornwall Council car parks .

It was **RESOLVED** to note.

**51/23/24**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**52/23/24**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**53/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON THURSDAY 4TH MAY 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 Annual Meeting of Saltash Town Council held on Thursday 4<sup>th</sup> May 2023 were confirmed as a true and correct record.

**54/23/24** **FINANCE:**

- a. To advise the receipts for April 2023;

It was **RESOLVED** to note.

- b. To advise the payments for April 2023;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 30<sup>th</sup> April 2023 were reviewed as correct by the Chairman of the Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**55/23/24** **TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR END REPORT DATED 31ST MARCH 2023 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to note the report and that there are no suggested actions.

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 (AGAR):**

- a. To review and note BDO LLP appointment as the External Auditor to Smaller Authorities Audit Appointments.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note the appointment of BDO LLP as the External Auditors to SAAA.

- b. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

The Assistant Town Clerk (ATC) read out the conflict of interest statement received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to confirm that at this stage there are no conflicts of interest with BDO LLP.

- c. To receive and note the Annual Internal Audit Report.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to note the Annual Internal Audit report 2022-23 carried out by Hudson Accounting Ltd.

- d. To consider the Annual Governance Statement (Section 1).

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the Annual Governance Statement 2022-23 (Section 1).

- e. To consider the Accounting Statements (Section 2).

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve the Accounting Statements 2022-23 (Section 2).

- f. To set the commencement date for the exercise of public rights.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to set the commencement date for the exercise of public rights on the 12th June 2023 for a period of 30 working days.

Members wished it to be noted their thanks to staff and the Town Clerk / Responsible Finance Officer for their continued hard work to obtain a clean audit.

57/23/24

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Policy and Finance held on 10th May 2023;

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

**RECOMMENDATION 1:**

19/23/24 TO RECEIVE THE HOME LIBRARY SERVICE POLICY OF THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL.

The Town Clerk informed Members of the amendments contained within the policy received and circulated within the reports pack and additional amendments for consideration.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Home Library Service Policy (as attached) to Full Council to be held on 1st June 2023, subject to the additional amendments in the Risk Assessment.

It was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to approve the above recommendation.

**RECOMMENDATION 2:**

22/23/24 TO RECEIVE RECOMMENDATIONS OF THE FOLLOWING SUB COMMITTEES:

- a. Station Property held on 27th March 2023;

**RECOMMENDATION:**

47/22/23 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30 Monday to Friday, £50 Saturday and Sunday, based on a six-hour day and 10% commission, for Saltash based Art Exhibitions only;
2. The above additional cost-plus VAT to be added to the Town Council fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

It was proposed by Councillor Bullock, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the above Station Property Sub Committee recommendation.

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

### **RECOMMENDATION 3:**

**23/23/24 TO RECEIVE A REPORT TO FURTHER REVISE ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the additional Fees and Charges for art exhibitions outside Saltash held at Isambard House:

#### **Art Exhibitions (Non Saltash Based)**

£40 Monday to Friday  
£60 Saturday and Sunday  
Plus 10% commission per sale.  
Based on a six hour day.

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



b. Property Maintenance held on 4th April 2023.

8/23/24 TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on further information received from Company C and the type of energy efficiency data that would be produced and received within the report should Members wish to proceed with the appointment.

The Town Clerk informed Members of a further cost of £450+vat for an evaluation of Saltash Heritage Centre as this was not requested at the time of seeking a quote.

The Town Clerk further informed Members that there are not sufficient funds in budget code 6224 Professional Costs to cover the quote due to last year's £10,000 virement returned to General Reserves.

Members discussed the information received.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 1st June 2023 to vire £10,000 from General Reserves to budget code 6224 Professional Costs to cover the cost of appointing Company C (£1,900) and to allow for future projects to be undertaken for the year 2023/2024.

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

b. Planning and Licensing held on 16th May 2023;

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

c. Burial Authority held on 23rd May 2023;

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

58/23/24

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS.**

a. Devolution held on 11th May 2023;

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

**RECOMMENDATION:**

10/23/24 TO RECEIVE AND CONSIDER CORNWALL COUNCILS REVISED HEADS OF TERMS FOR VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of Cornwall Council's revised Heads of Terms to form a five-year Leasehold.

The Town Clerk confirmed the existing Town Council Public Liability insurance covers all areas that the Town Council is responsible for, there are no additional costs should Members wish to proceed with the five-year Leasehold.

The Community Link Officer advised that the Heads of Terms will be refined and formed as the basis of the Leasehold and the referral of the Maurice Huggins Room as Tea Rooms would be amended at the point of drafting the Leasehold.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023;

1. To approve Cornwall Council's revised Heads of Terms to form a five-year Leasehold for the Maurice Huggins Room and Victoria Gardens, subject to the Personnel Committee identifying additional work levels to efficiently discharge works required by the Town Council;
2. To accept Cornwall Council's offer to provide the Town Council with a grant in the sum of £5,000 to undertake repair and maintenance works to the railings.

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

b. Station Property held on 17th May 2023.

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

**RECOMMENDATION:**

9/23/24 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bullock spoke of the progress for the concessionaire (Simon Zinn) to open the café and waiting room area.

Due to Simon's other commitments and the requirement to procure specialised catering equipment, the concessionaire is unable to commence trading until the 1st September 2023. Slight alterations to the design of the kitchen space have been proposed to start at the beginning of August.

Members discussed the necessity to open the waiting room and café and that an assurance must be received from the concessionaire should the Town Council allow for additional time until trading can commence.

Members discussed how the space could be utilised in the interim. Members agreed charitable community organisations should be approached to ascertain interest in running a pop up café in aid of fundraising, subject to managing the kitchen and waiting room area.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023:

1. To approve the amendments to the Agreement inclusive of a one off cover bond of £500 payable on Agreement date to Saltash Town Council, to be returned to Simon Zinn within 14 days of the Operational Commencement Date;
2. To include a further amendment to the Agreement, the concessionaire to reinstate the kitchen to its original design, if required;
3. To continue with the previously agreed offer with Simon Zinn of a six-month free trial period (rent and utilities only) reflective of the details contained within the existing tender pack to commence on 1st September 2023 with a three month review to be undertaken;
4. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council.

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

**59/23/24**     **TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update on the recently awarded funding bid.

The offer letter has now been received and in the interim period the Town Clerk, working in conjunction with the members of the Shared Prosperity Working Group, has obtained quotes in relation to the project management.

The working group met last week along with Town Clerk and are pleased to have appointed a consultant. Due to the extremely tight timescales in delivering the project Members discussed the necessity to continue with the works required to progress the tender process at the earliest opportunity.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to provide delegated authority to the Town Clerk working with the Shared Prosperity Working Group to progress the tender specification and issue of the tender with support from the appointed consultant in accordance with the Town Council's procurement regulations reporting back to a future Full Town Council meeting.

**60/23/24**     **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

Members discussed the report and the need for better health care provisions within the Saltash community.

It was **RESOLVED** to note.

61/23/24

**TO RECEIVE A REPORT AND CONSIDER SUPPORTING THE CALL FOR GOVERNMENT WATER COMPANIES TO TAKE ACTION ON SEWAGE DISCHARGES.**

Members discussed the report received and contained within the circulated reports pack.

Members spoke of the requirement to look at why these issues are happening and how they can be prevented to offer solutions with further pressure to be put on relevant water companies to address issues immediately.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to create a response to Cornwall Council, Southwest Water, Sheryl Murray MP for South East Cornwall as well as any suitable body regarding improving sewage discharge, water quality and sewage systems.

62/23/24

**TO RECEIVE CORNWALL COUNCILS DOG RELATED PUBLIC SPACES PROTECTION ORDER RENEWALS AND CONSIDER ANY ACTIONS.**

The Chairman spoke of the request received from CC in regard to renewing dog related public space protection orders.

The ATC informed Members of the closing date for a response as 15<sup>th</sup> August 2023.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** for Members to review the information provided and feedback comments to the ATC to correlate, with the ATC reporting back submitted comments to the following Full Council meeting to be held on 6<sup>th</sup> July 2023, to formally complete the questionnaire included in the circulated reports pack.

**63/23/24** **TO RECEIVE A REPORT FROM PENINSULAR TRANSPORT AND CONSIDER ANY ACTIONS.**

Members discussed the report received and contained within the circulated reports pack.

The ATC informed Members of the closing date for a response to the consultation as 13<sup>th</sup> July 2023.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the ATC working with the A38 Working Group to formulate and submit a response on behalf of the Town Council to the Department for Transport, shaping the future of England's strategic roads consultation.

**64/23/24** **TO RECEIVE A REPORT ON THE SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal update on recent meetings held with GLL and other parties. The Chairman spoke of additional funding awarded to GLL for swimming pool improvements.

The Chairman went on to speak of membership levels not having improved as forecasted. With the energy costs of operating the pool continuing to be substantially high.

It was **RESOLVED** to note.

**65/23/24** **PLANNING:**

a. Application for consideration:

**PA23/03663**

Mr Danny Wilders Cornwall Housing – **29 Mulberry Road St Stephens Saltash PL12 4NW**

Rear Extension and Porch construction to provide adaptable means for disabled access.

**Ward: Essa**

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

**66/23/24**      **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH JUNE 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Gillies, Bullock, Peggs, P Samuels and Yates to attend.

**67/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**68/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**69/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**70/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman wished to raise attention to correspondence received from Landrake with St Erney Parish Council regarding an objection to the placement of a proposed 5g mast at the entrance to Landrake village, off the A38.

The Chairman raised the three points Landrake with St Erney Parish Council requested within the correspondence with the view to receive and consider point one of the requests at the following Planning and Licensing meeting to be held on Tuesday 20<sup>th</sup> June 2023 for discussion pending the approval of the committee Chairman.

The Chairman advised, that if members wished, they could respond to points two and three raised by the Parish Council as an individual.

**71/23/24** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Department of Transport Strategic Road Consultation;
2. Big Green Week;
3. Victoria Gardens and Heads of Terms;
4. Home Library Service;
5. Station Café Concessionaire;
6. Energy review of Town Council owned buildings;
7. CC Parking Charges and Just Park App;
8. Exercise of Public Rights;
9. Pursuing better water quality;
10. Meet Your Councillors.

**72/23/24** **DATE OF NEXT MEETING: THURSDAY 6TH JULY 2023 AT 7:00 P.M.**

Thursday 6<sup>th</sup> July 2023 at 7.00pm

**73/23/24** **COMMON SEAL:**

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

Rising at: 8.37 pm

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

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