

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd August 2023 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Public, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, S Lennox-Boyd and L Mortimore.

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#### **109/23/24 PRAYERS.**

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

Councillor Yates led prayers.

#### **110/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **111/23/24 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.

#### **112/23/24 CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**113/23/24**    **MONTHLY CRIME FIGURES.**

The Chairman informed Members that crime figures continue to be unavailable via the internal police system. This is an ongoing issue, Members requested the OPCC Councillor Advocates continue to pursue a response with the Police and Crime Commissioner reporting back at a future Full Town Council meeting.

It was **RESOLVED** to note.

**114/23/24**    **REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**115/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

No report.

The Chairman confirmed the next meeting date is scheduled for 5<sup>th</sup> September 2023 location to be confirmed and that the name for the new CAP is confirmed as South East Cornwall CAP.

The Chairman informed Members there are three Working Groups:

- Climate Change and Nature Recovery
- Transport and Connectivity
- Economic Growth and Development

Town Council Rep (Chairman of the Town Council) is being asked to confirm if he would like to be part of the Transport and Connectivity and Economic Growth and Development Working Groups. The Chairman confirmed as the Rep for Saltash he would submit his interest for all future Working Group meetings and in his absence the Deputy Mayor as the reserve Member or a Town Council Member to ensure Saltash has representation.

**116/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

- a. A38 Carkeel to Trerulefoot Safety Package Letters - Secretary of State for Transport and National Highways

It was **RESOLVED** to note.

**117/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Peggs provided a brief overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

**118/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

It was **RESOLVED** to note.

**119/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies gave a verbal report requesting that the Climate Change and Environmental Working Group in partnership with Saltash Environmental Action (S.E.A) continue to be granted free use of the facilities at Isambard House for meetings and events.

It was proposed by Councillor Bickford, seconded by Councillor Gilles and **RESOLVED** to continue to support joint complimentary use of the facilities at Isambard House to the Climate Change and Environmental Working Group and SEA working in conjunction with the Climate Change and Environmental Working Group.

**120/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth spoke of a recently signed agreement between Cornwall Council and Wales through Celtic Heritage. The agreement, the first of its kind, is to further strengthen and support affordable and sustainable housing, the need to achieve net-zero and ways of growing thriving rural economies.

It was **RESOLVED** to note.

**121/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

**122/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**123/23/24** **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**124/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6TH JULY 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 Bullock and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 6<sup>th</sup> July 2023 were confirmed as a true and correct record.

**125/23/24** **FINANCE:**

a. To advise the receipts for June 2023;

It was **RESOLVED** to note.

b. To advise the payments for June 2023;

It was **RESOLVED** to note.

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

Nothing to report.

d. To note that bank reconciliations up to 30<sup>th</sup> June 2023 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.

**126/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL CCLA ACCOUNT AND CONSIDER ANY ACTIONS.**

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

1. To remove signatories Mrs Gloria Challen, Miss Sonia Emmett and Mr William Phillips;
2. To add signatories Mrs Sinead Burrows, Mr Steve Miller and Mrs Wendy Peters;
3. To confirm that Mrs Sinead Burrows and Mrs Wendy Peters are Saltash Town Council Officers and that Mr Steve Miller, Mr John Brady and Mr Peter Samuels are Saltash Town Councillors who have authority to act on behalf of Saltash Town Council, the investing organisation, for the purpose of investing with CCLA.

**127/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Policy and Finance held on 11th July 2023;

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

**RECOMMENDATION:**

12/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

2. It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Policy and Finance to approve the following additions to the Churchtown Cemetery Management Policy and Regulations in regard to grave markers as follows:

Additional sections 4.3.5., 4.3.6. and 4.3.7. Management Policy and Regulations:

4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial, which would normally take place within 12 months.

4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.

4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3rd August 2023 to approve the above Burial Authority recommendation.

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

- b. Planning and Licensing held on 18th July 2023.

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

**128/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 5TH JULY 2023 AND 1ST AUGUST 2023 AND CONSIDER ANY RECOMMENDATIONS.**

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

**129/23/24 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. The proposed plan for the Town Council Remembrance Civic Service for the year 2023-24 subject to laying a token of respect at the Memorial Peace Garden;
2. Allocating the cost of £1,215.08 to budget code 6202 Civic Occasions.

**130/23/24 TO RECEIVE AN UPDATE ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk updated Members on the project.

The Town Team met with Studio Hive on 27<sup>th</sup> July to receive their initial draft presentation following the public consultation. The next step is to await the final presentation to be received at 7<sup>th</sup> September Full Council meeting. Members of the public are encouraged to attend.

It was **RESOLVED** to note.

The Guildhall fire alarm was activated, those in attendance left the building.

The fire alarm was a test, all those in attendance returned to the meeting.

**131/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin left the meeting.

The Chairman informed Members the Working Group met on Monday 31<sup>st</sup> July to review the tender scores (four tenders received). Architecture by Studio Hive were appointed.

Councillor Martin returned to the meeting.

The Working Group felt their submission showed a collaborative approach and introduced a maritime expert who will have involvement. They have experience with similar water/riverside projects.

The inception meeting is to be held on 14<sup>th</sup> August where discussions regarding a possible trial during the Summer months is to be considered.

It was **RESOLVED** to note.

**132/23/24 TO REVIEW THE EMF FUNDING BIDS BUDGET CODE TO HELP DEVELOP TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To vire £10,000 from General Reserves to budget code 6286 EMF Funding Bids to support future Town Council funding bids to cover professional fees;
2. To provide delegated authority to the Town Clerk working with Town Council Funding Working Groups, Committee or Sub Committees providing regular updates at the appropriate Town Council meeting.

**133/23/24 TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.



**134/23/24 TO RECEIVE LLOYDS BANK CLOSING SALTASH BRANCH REVIEW (PART 1) AND CONSIDER ANY ACTIONS.**

Members discussed the closure of Lloyds Bank Saltash branch and the importance for better information around the proposed hub to ensure our residents remain supported.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to approve for the Chairman to arrange a meeting with key stakeholders (Lloyds Bank, Post Office, Saltash Chamber of Commerce, Town Councillors and Cornwall Councillors) to further investigate the proposed banking hub and future impact of the Lloyds Bank Saltash branch closure, reporting back at a future meeting.

**135/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12TH AUGUST 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 12<sup>th</sup> August 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** for Councillors Gillies, Peggs, Martin and Dent to attend and that some Members will be available at Victoria Gardens.

**136/23/24 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.

**137/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**138/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**139/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**140/23/24 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 Foster and **RESOLVED** to issue the following Press and Social Media releases:

1. Remembrance 2023-2024 (closer to the date);
2. Lloyds Bank regarding closure.

**141/23/24 DATE OF NEXT MEETING: THURSDAY 7TH SEPTEMBER AT 7:00 P.M.**

Thursday 7<sup>th</sup> September 2023 at 7.00pm

**142/23/24 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.

**DATE OF NEXT MEETING**

Thursday 7 September 2023 at 7.00 pm

Rising at: 8.15 pm

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

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