

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 11th January 2024 at 7.00 pm**

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

**ALSO PRESENT:** Reverend T Parkman, H Frank (Cornwall Council), M Worth (Cornwall Council) and P Ryland (Chairman Town Team), S Burrows (Town Clerk) and D Joyce (Administration Officer).

**APOLOGIES:** R Bickford (Chairman), J Brady, J Foster, S Lennox-Boyd, L Mortimore, B Samuels, P Samuels and D Yates.

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#### **285/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **286/23/24 PRAYERS.**

Reverend Tim Parkman led prayers.

#### **287/23/24 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.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve Councillors Bullock and Dent dispensation requests (as attached) relating to agenda item 20 due to the business would be so great as to impede the transaction of the business.

#### **288/23/24 CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**289/23/24     MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

**290/23/24     REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**291/23/24     COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

It was **RESOLVED** to note.

**292/23/24     COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

Cornwall Councillor Frank informed Members that Town and Parish Councils have been given an opportunity to raise issues of wider relevance to the CAP.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** for the Chairman and Deputy Chairman to prepare the CAP update report for Saltash with assistance from Councillor Gillies for the climate change section, reporting back at the 1st February 2024 Full Town Council meeting. Members are asked to email their comments to the Chairman.

**293/23/24     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

The Chairman provided a verbal update following a recently held Safer Saltash meeting.

It was **RESOLVED** to note.

**294/23/24     TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

Due to the Saltash Chamber of Commerce meeting being postponed to 29<sup>th</sup> January 2024, there was nothing to report at this evenings meeting.

**295/23/24     TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Nothing to report.

**296/23/24     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth provided a verbal report.

Councillor Worth updated Members on traffic congestion being reported at Carkeel roundabout. Enquiries have been made to engineers to investigate why the slowing of traffic was being experienced. Councillor Worth confirmed issues were due to the weight of traffic (Christmas period) and not due to traffic light changes. The area is continuing to be monitored and further traffic congestions are to be reported. A site meeting will be arranged with Cornwall Council, a rep from Saltash Town Council and engineers should problems continue to be experienced.

Councillor Worth informed Members that Cornwall Council budgets are to be scrutinised next week with areas under financial pressure to be discussed. These areas include children services, home to school transport and temporary accommodation costs and availability.

It was **RESOLVED** to note.

**297/23/24     TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

The Chairman referred to the letter sent to the NHS Chief Executive regarding a meeting date to discuss current operational matters and local leadership as set out in the Health Care Groups Action Plan as well as the strategic vision.

The Chairman informed Members that the Healthcare Action Group now have a stall at the Saltash Library Hub promoting the Action Plan and Mission, seeking residents views.

The Chairman confirmed that the Health Care Action Group will be joining the Meet Your Councillor Session on 13<sup>th</sup> January to engage with the community.

It was **RESOLVED** to note.

**298/23/24     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**299/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**300/23/24     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 7TH DECEMBER 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 Councillor Griffiths and **RESOLVED** that the minutes of the Full Town Council Meeting held on 7<sup>th</sup> December 2023 were confirmed as a true and correct record.

**301/23/24     FINANCE:**

a. To advise the receipts for November 2023;

It was **RESOLVED** to note.

b. To advise the payments for November 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> November 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**302/23/24** **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Services held on 14th December 2023;

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

- b. Planning and Licensing held on 19th December 2023;

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

- c. Policy and Finance held on 9th January 2024;

**133/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS AND CONSIDER ANY ACTIONS:**

- a. Policy and Finance held on 14th March 2023.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** the Public Loudspeaker Policy subject to further amendments (as attached) to Full Council to be held on 11th January 2024.

- b. Planning and Licensing held on 19th September 2023.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** the amendments to the Planning - A Guide for Councillors (as attached) to Full Council to be held on 11th January 2024.

- c. Burial Authority held on 25th September 2023.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Cemetery Management Policy and Regulations (as attached) to Full Council to be held on 11th January 2024.

Members agreed to take the above recommendations en-bloc.

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

140/23/24 TO RECEIVE AN AMENDMENT TO THE TOWN COUNCIL SEALS AND LOGO POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and resolved to **RECOMMEND** the amendments to the Town Council Seals and Logo Policy (as attached) to Full Council to be held on 11th January 2024.

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

**303/23/24** TO RECEIVE A REPORT ON THE TRUSTEES OF SALTASH HERITAGE REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the report received and contained within the circulated reports pack.

Members discussed the report in length.

Members considered reviewing the current Lease and agreed the importance of keeping the Lease in its current format with no changes required.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to:

1. Approve further delegated authority to the Town Clerk to work with Anthony Earl of Earl and Crocker Solicitors, to review options regarding the potential conversion of The Trustees of Saltash Heritage currently unincorporated body to a CIO, reporting back at a future Full Town Council meeting as required;
2. Agree that the current Lease remains status quo due to there being no good reason to make any changes at this time.

**304/23/24** TO RECEIVE A REPORT ON THE TOWN COUNCIL SCHEDULE OF MEETINGS FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS.

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

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** approval of the Schedule of Meetings for the year 2024/25 to the Annual Meeting of Saltash Town Council to be held on Thursday 2<sup>nd</sup> May 2024.

**305/23/24     TO CONSIDER TOWN COUNCIL ATTENDANCE AT TOWN EVENTS HELD IN 2024 AND ANY ASSOCIATED EXPENDITURE.**

Members considered attendance at Saltash town events in 2024 on the proposed dates provided within the circulated report.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to approve a Town Council stall at May Fair, Regatta 13<sup>th</sup> July only and Saltash Christmas Festival, subject to a rota being in place prior to the events, at no cost to the Town Council and combined with Meet Your Councillor sessions on Fore Street.

**306/23/24     TO RECEIVE TOWN TEAM NOTES HELD 8TH JANUARY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the proposal put forward from Town Team and contained within the circulated report.

The Town Clerk confirmed there is capacity within the administration department to support the request.

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

1. Note the Town Team notes and supporting report;
2. Approve, in principle, the concept of a ring-fenced portion of the S106 available funds to deliver the next stage of the Town Vitality project;
3. Provide a note-taker for Town Team bi-monthly meetings at a cost to the Town Council.

**307/23/24     TO RECEIVE AN UPDATE ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**308/23/24     TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**309/23/24     TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed various ideas for commemorating D-Day 80.

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

1. Create a Working Group comprising of Councillors Martin, Peggs, Bullock, Dent and Cornwall Councillor Frank, subject to confirmation of any Member who may wish to join who are not present this evening;
2. The Working Group are to consider how Saltash Town Council will commemorate D-Day 80 in Saltash reporting back at a Full Town Council meeting.

**310/23/24     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13TH JANUARY 2024 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 13<sup>th</sup> January 2024 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Griffiths, seconded by Councillor Martin and **RESOLVED** for Councillors Lennox-Boyd, Griffiths, Gillies and Bullock to attend in partnership with Saltash Healthcare Action Group.

**311/23/24     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.

**312/23/24     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**313/23/24     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



**314/23/24     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**315/23/24     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Meet Your Councillors in partnership with Healthcare Action Group;
2. Healthcare Action Group stall at the Saltash Library Hub.

**316/23/24     DATE OF NEXT MEETING: 1ST FEBRUARY 2024 AT 7:00 P.M.**

Thursday 1<sup>st</sup> February 2024 at 7.00pm

**317/23/24     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 1 February 2024 at 7.00 pm

Rising at: 8.21 pm

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

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

# DISPENSATION REQUEST FORM

Minute Item 287/23

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	RACHEL BULLOCK	COUNCILLOR RACHEL BULLOCK
The business for which you require a dispensation (refer to agenda item number if appropriate)		AGENDA ITEM 20
Details of your interest in that business		ON THE COMMITTEE
Date of meeting or time period (up to 4 years) for which dispensation is sought		FTC 11/1/24 ONLY
Dispensation requested to participate, or participate further, in any discussion of that business by that body		<input checked="" type="radio"/> Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body		Yes / <input checked="" type="radio"/> No
<b>REASON(S) FOR DISPENSATION</b>		
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business		✓
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote		
33c) the dispensation is in the interests of persons living in the authority's area		
33e) that it is otherwise appropriate to grant a dispensation		
Reason :		

Signed: Rachel Bullock Dated: 11/1/24

DECISION :	
Dispensation Given : <input checked="" type="radio"/> YES / NO	LENGTH OF DISPENSATION : <u>FTC 11/1/24 only</u>
Date: <u>11/01/24</u>	Minute Number: <u>287/23/24</u>
Signed : <u>[Signature]</u>	Clerk to the Council

## DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Mr John Dent.
The business for which you require a dispensation (refer to agenda item number if appropriate)	Agenda Item 20.
Details of your interest in that business	Chairman of Heritage
Date of meeting or time period (up to 4 years) for which dispensation is sought	STC - 11/1/24 only.
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
<b>REASON(S) FOR DISPENSATION</b>  33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	✓
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	
33e) that it is otherwise appropriate to grant a dispensation  Reason :	

Signed: John Dent Dated: 11/1/24

<b>DECISION :</b>	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION : <u>FTC 11/01/24 only</u>
Date: <u>11/01/24</u>	Minute Number: <u>287/23/24</u>
Signed : <u>[Signature]</u>	Clerk to the Council