



Saltash Town Council

Konsel An Dre Essa



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

1 May 2026

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th May 2026 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 **no later than three working days before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the before the meeting.**

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

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
A Ashburn	S Gillies	G McCaw
R Bickford	M Johns	S Miller
J Brady	S Martin	B Samuels
R Bullock (Chairman)	P Nowlan	B Stoyel (Vice-Chairman)
L Mortimore	J Peggs	
P Samuels	J Suter	

Agenda

1. To elect a Chairman. (Page 10)
(Written Ballot)

(The outgoing Mayor to present the Mayors Chain to the incoming Mayor and the newly elected Chairman to make their Chairman's Declaration of Acceptance of Office and take the chair).

2. To confirm and note that the Chairman of Saltash Town Council has signed their Declaration of Acceptance of Office in the presence of the Proper Officer.
3. Incoming elected Chairman to present the Past Chairmans Badge to the outgoing Chairman.
4. To elect a Vice Chairman. (Page 11)
(Written Ballot)

(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman).

5. Health and Safety Announcements
6. Apologies
7. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
8. 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 email or via The Guildhall **no later than three working days before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

9. To receive and approve the Minutes of the Full Town Council Meeting held on 9 April 2026 as a true and correct record (Pages 12 - 197)

10. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Planning and Licensing held on 21 April 2026; (Pages 198 - 209)
 - b. Burial Authority held on 28 April 2026; (Pages 210 - 216)
 - c. Services held on 30 April 2026;
11. To receive the outgoing Chairman's report and consider any actions and associated expenditure.
12. To receive and note the Annual Town Council report for the year 2025/26. (Pages 217 - 226)
13. To receive the Monthly Crime Figures and consider any actions.
14. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 227)
15. To receive a report from Community Area Partnerships and consider any actions and associated expenditure. (Pages 228 - 259)
16. To receive a report from Safer Saltash and consider any actions and associated expenditure.
17. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
18. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 260 - 264)
19. To receive an update on the future of health care in Saltash and consider any actions and associated expenditure.
20. To receive the notes of the Saltash Town Team meeting held on 20 April 2026 and consider any actions and associated expenditure. (Pages 265 - 270)
21. To consider Risk Management reports as may be received.

22. Finance;
 - a. To advise the receipts for March 2026; (Page 271)
 - b. To advise payments for March 2026. (Pages 272 - 273)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31 March 2026 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.
23. To receive a report on the Town Council bank mandates and consider any actions. (Pages 274 - 275)
24. To reaffirm the Civility and Respect Pledge for the year 2026/27 and consider any actions. (Pages 276 - 283)
25. To re-adopt the Town Council Business Plan and Deliverables for the remaining term of the plan 2026 to 2027. (Pages 284 - 306)
Please note the Business Plan and Deliverables can be viewed by clicking here: www.saltash.gov.uk/town-council-business-plan
26. To re-adopt the Town Council Portfolios for the year 2026/27
Please note the Town Council Portfolios can be viewed on the website here: www.saltash.gov.uk/town-council-portfolio.php
27. To approve the Town Council Health and Safety Statement for the year 2026-27. (Page 307)
28. To note the council insurances:
 - a. Employers and Public Liability; (Page 308)
 - b. Cyber; (Pages 309 - 327)
 - c. Motor; (Pages 328 - 329)
 - d. Pontoon. (Pages 330 - 331)
29. To receive a recommendation to adopt the Town Council schedule of meetings calendar for the year 2026/27 and consider any actions. (Pages 332 - 335)
(Pursuant to FTC held on 15.01.26 minute nr. 306/25/26 and Annual Meeting of Parishioners held on 26.03.26 minute nr 10/25/26)

30. To receive a recommendation to adopt the Town Council budget and precept schedule of meetings for the year 2026/27 and consider any actions. (Pages 336 - 337)
(Pursuant to FTC held on 9.04.26 minute nr. 23/26/27)
31. To note the Town Council's policies and procedures for the year 2026/27. (Pages 338 - 339)
(Pursuant to FTC held on 9.04.26 minute nr. 20/26/27)
32. To note that the following Committees remain a composition of sixteen Members, therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council during the year 2026/27. (Page 340)
- a. Planning and Licensing;
 - b. Policy and Finance;
 - c. Services.
33. To appoint Members to the following committees;
- a. Burial Authority; (Page 341)
(Composition of six Members)
 - b. Joint Burial Board (Page 342)
(Membership established by separate constitution – composition of four STC Members inclusive of the Mayor and Deputy Mayor)
 - c. Personnel (Page 343)
(Composition of six Members)

The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

All members of this Committee will undertake employment law training within 6 months provided by the Council subject to course availability.

34. To appoint Members to the Library Sub-Committee. (Page 344)
(Composition of eight Members)

35. To review the Town Council Working Groups and appoint Members accordingly;
(Page 345)
- a. Waterfront Management and Water Transport;
(Composition of eight Members)
 - b. Neighbourhood Plan Steering Group;
(Composition of three Town Council Representatives)
 - c. Emergency Plan;
(Composition of four Members)
 - d. Saltash Team for Youth;
(Composition of four Members)
 - e. Beating of the Bounds;
(Composition of four Members)
 - f. Saltash Waterside Sheds and Public Toilets Project;
(Composition of five Members)
 - g. CIL Application - Fourth Round;
(Composition of five Members)
 - h. Christmas Lights 2026;
(Composition of five Members)
 - i. Longstone Depot Lease;
(Composition of five Members)
 - j. Saltash Tunnel;
(Composition of three Members)
 - k. Churchtown Farm Nature Reserve;
(Composition of six Members)
 - l. CIL Application - Fifth Round;
(Composition of six Members)

36. To appoint Members to Outside Partnerships; (Page 346)
- a. OPCC Councillor Advocate Scheme;
(Composition of three representatives)
 - b. Safer Saltash;
(Composition of four representatives)
 - c. Community Area Partnerships (CAP's);
(Composition of two representatives, Mayor and Deputy Mayor)
 - d. CAP Working Group - Transport, Connectivity and Accessibility and Economic Development;
(Composition of two representatives)
 - e. CAP Working Group - Health and Wellbeing;
(Composition of one representative)
 - f. CAP Working Group - Climate Change and nature Recovery Network;
(Composition of two representatives)
 - g. CAP Working Group - Community Engagement;
(Composition of two representatives)
 - h. Section 106 Panel;
(Composition of three representatives – Mayor, Deputy Mayor and one Member)
 - i. Town Team;
(Composition of three representatives)
 - j. Saltash Leisure Centre Working Group;
(Composition of two representatives)
 - k. Saltash Waterside Partnership;
(Composition of two representatives)
 - l. Saltash Together;
(Composition of two representatives)
 - m. St Barnabus Project Team Sub Group.
(Composition of one representative)
37. To receive a request for a Civic Parade at Saltash Regatta and consider any actions. (Pages 347 - 348)
38. To receive Cornwall Council's draft Cornwall Seascape Character Appraisal and consider any actions and associated expenditure. (Pages 349 - 351)

39. To receive planning application PA26/02653 and consider any actions.

PA26/02653

Mr James Artingstall Bloor Homes – Land At Phase 2A, Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ

Non material amendment in relation to decision notice PA23/07113 dated 22.03.2024 render colour on plots 1, 24, 26, 28, 30, 31, 33, 34, 40, 44, 45, 51, 52, 85, 168 and 194-196 amended from Pearl Grey to Cornish and the Neighbourhood Centre materials simplified to align more with the housing materials, elevations refined to align to flat/store amendments, access arrangements refined to minimise wasted space and flat layouts have been refined and standardised for ease of construction.

Ward: Trematon

Date received: 23 April 2026

Response date: Extended to 8 May 2026

[https://planning.cornwall.gov.uk/online-](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDU7WQFGK8X00)

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40. 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.

41. To consider any items referred from the main part of the agenda.

42. Public Bodies (Admission to Meetings) Act 1960

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

43. Meet your Councillors: The next scheduled meeting date Saturday 16 May 2026 outside Saltash Heritage Museum, Fore Street.

44. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

45. Date of next meeting: Thursday 4 June 2026 at 7.00 pm

46. 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.