

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd October 2024 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Public, 1 Member of the Press, S Burrows (Town Clerk / RFO), F Pretty (Development and Engagement Manager) and M Thomas (Senior Policy and Data Compliance Officer).

**APOLOGIES:** J Brady, J Foster and L Mortimore and early departure from S Lennox-Boyd. Cornwall Councillor Frank also gave her apologies.

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### **201/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman welcomed Cornwall Councillor Worth, Charlotte Carpenter from The Core and Freya Pretty, newly appointed Development and Engagement Manager (observing from the public gallery), to the meeting.

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

**202/24/25 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>Councillor</b>	<b>Agenda item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left meeting</b>
Samuels B	29	Non-pecuniary	Installed flooring for applicant	Yes
Samuels P	29	Non-pecuniary	Installed flooring for applicant	Yes

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

None.

**203/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**204/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 SEPTEMBER 2024 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 5 September 2024 were confirmed as a true and correct record.

**205/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Services Committee held on 12 September 2024

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

**RECOMMENDATION 1:**

**52/24/25 TO RECEIVE AMENDMENTS TO THE ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.**

The Town Clerk briefed Members on the amendments to the policy and tenancy agreement and drew Members' attention to the two template letters contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** approving the amendments and additions to the Allotment Policy to Full Council to be held on 3 October 2024 (as attached).

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

b. Planning and Licensing Committee held on 17 September 2024

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

c. Policy and Finance Committee held on 24 September 2024

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

**73/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

a. Co-option Policy.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Co-option Policy (as attached) to Full Council to be held on 3 October 2024.

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

**206/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Station Property held on 16 September 2024

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

b. Property Maintenance held on 26 September 2024

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

**207/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked Councillor Bullock and the Mayor's Secretary for organising the very successful Beating of the Bounds event. She also thanked the others involved in supporting the event.

It was **RESOLVED** to note.

**208/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Councillor Bickford commented that there were some increases in crime of concern within the report received and contained within the circulated reports pack. The Chairman advised that the new Neighbourhood Beat Officer is arranging a 'Coffee with the Cops' meeting where Members will have the opportunity to meet the local team and will be able to ask for the background to the figures.

It was **RESOLVED** to note.

**209/24/25 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported that Chris Bailey has been appointed as the new Chairman for Community Enterprises PL12. A report has not been received this month due to Chris being on leave.

It was **RESOLVED** to note.

**210/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided Members with an overview of the reports circulated and contained within the reports pack.

It was **RESOLVED** to note.

**211/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Lennox-Boyd provided Members with an update on the report circulated and contained within the reports pack.

It was **RESOLVED** to note.

**212/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported that the Chamber of Commerce meeting has been postponed until 14 October 2024 so there is no report on this occasion.

It was **RESOLVED** to note.

213/24/25

**TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the written report received from Cornwall Councillor Frank, contained and circulated within the reports pack.

Cornwall Councillor Worth provided a verbal update on the recently introduced trial booking system at the recycling centre. There has been positive feedback from users and from local businesses who have seen increased footfall as queues have been reduced. At least 70% of visitors to the recycling centre have booked and the new system appears to be operating well. Victoria Parker, Assistant Team Leader for Cornwall Council's Integrated Waste Management Contract, is willing to update Members on the trial at a future meeting.

He reported his attendance at the Peninsula Transport Group where the Regional Network Strategy Head of National Highways has confirmed that there will be improvements to the Saltash Tunnel Communications page (on the National Highways website). Councillor Worth also reported that he has requested wider mitigation across all services to alleviate the impact of the tunnel works. There was also a discussion about the Road Investment Strategy (RIS) 3 for the safety work on the A38 which still hasn't received confirmed funding due to the upcoming Autumn Statement which will identify which projects will be taken forward.

Finally, he reported that the recent work at Notter Bridge by National Highways has been preventing local buses from stopping, inconveniencing residents. Having arranged a meeting to address the issue, Councillor Worth reported that the buses are now able to stop.

Councillor Lennox-Boyd reported on the recent Ofsted inspection report on Children's Services in July 2024. She will submit a full report to the next Full Council meeting.

It was **RESOLVED** to note.

The Chairman announced that agenda item 29 would be brought forward as the next item of business.

Councillors B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

214/24/25 **CONSIDERATION OF LICENSE APPLICATION.**

<b>Premises Name and Address:</b>	Salt Arts CIC, 24 Fore Street, Saltash, PL12 6JL.
<b>Applicant:</b>	Salt Arts CIC
<b>Application accepted:</b>	16.09.2024
<b>Application Type:</b>	Grant
<b>Licensable Activities:</b>	Sale by retail of alcohol, Regulated entertainment.
<b>Reference:</b>	LI24_005848
<b>Representations Deadline:</b>	14.10.2024
<b>Licensing Officer:</b>	Linda Edmunds
<b>Ward:</b>	Tamar

It was proposed by Councillor Griffiths, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** of the License Application in association with the core purpose of Salt Arts CIC as an arts centre.

Councillors B Samuels and P Samuels were invited and rejoined the meeting.

Councillor Lennox-Boyd gave her apologies and left the meeting.

Councillor Stoyel left the meeting.

**215/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Stoyel returned to the meeting.

The Chairman gave a verbal report on a recent meeting with the new Director of Integrated Care Board. Discussions included finding premises for a local care hub with Liskeard and Saltash and bidding to provide respiratory services and health checks in Saltash. A home care discharge specialist for Cornwall residents being discharged from Derriford Hospital has been appointed and two dementia practitioners now come to Saltash. Virtual wards will also be coming to Saltash. The possibility of using Peninsula House to deliver local clinical services is being investigated.

Councillor Bickford informed Members that the aim is for care closer to home, but they don't consider St Barnabas and instead looked at Liskeard. Derriford is actually closer to home for Saltash residents than Liskeard.

The Chairman confirmed that the Library Hub has blood pressure monitors that residents can hire through their library card.

Local surgeries are being asked to offer over 40s health checks. Localising phlebotomy services is also being looked at.

A further meeting was held with a Derriford Integrated Care officer. Integration of services between Devon and Cornwall are the subject of intensive discussions over the next three months.

It was **RESOLVED** to note.

**216/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.



**217/24/25**    **FINANCE:**

- a. To advise the receipts for August 2024;

It was **RESOLVED** to note.

- b. To advise the payments for August 2024;

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 31 August 2024 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.

**218/24/25**    **TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2024 AND CONSIDER ANY ACTIONS.**

The Chairman asked for thanks to the Finance Officer to be recorded on teaching herself to complete and successfully submitting the Annual Governance and Accountability Return.

The Town Clerk confirmed that the Town Council has received a clear audit return for the year ended 31 March 2024. She drew Members attention to the comments in the Section 'other matters not affecting the opinion of the external auditor'. The Town Clerk has challenged these comments and submitted minutes showing that the Town Council appoints the Internal Auditor on a three yearly basis. Going forward, to meet the requirement of the External Auditor, this appointment will be confirmed annually at the relevant Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to note BDO's comments regarding the appointment of the Internal Auditor to be minuted each year.

**219/24/25 TO RECEIVE A REPORT ON THE TAMAR CROSSINGS PUBLIC INQUIRY AND CONSIDER ANY ACTIONS.**

The Chairman invited Councillor Miller to speak on this item.

Councillor Miller reported that the Inspector is still considering the evidence submitted and that the Public Inquiry will start in Plymouth on 15 October 2024, lasting no longer than four days. It was noted that the response to the Tamar Crossing consultation submitted by Councillor Bickford on behalf of the Town Council in October 2023 remains the opinion of the Town Council.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that Councillor Miller will represent the Town Council at the Public Inquiry and that the letter sent on 28 October 2023 remains the opinion of the Town Council.

Councillor Peggs thanked Councillor Miller for giving up his time to attend the Public Inquiry.

**220/24/25 TO AWARD A CERTIFICATE OF APPRECIATION TO CAROL EMMETT FOR HER SERVICES TO VETERANS DEMENTIA.**

The Chairman informed Members that Carol Emmett was unable to attend the meeting to receive the certificate in person, but that she hoped to be able to meet with her to make the presentation in the near future.

The Chairman outlined the contribution that Carol has made in the delivery of dementia services to Veterans in Saltash. Although Carol is leaving the area the service will continue with the help of two local veterans.

It was **RESOLVED** to note.

**221/24/25 TO WELCOME, THE CORE TO GIVE A PRESENTATION ON FUNDING RECEIVED AND SERVICES PROVIDED IN SALTASH AND CONSIDER ANY ACTIONS.**

The Chairman welcomed Charlotte Carpenter from The Core who gave a presentation to Members on the funding received and services provided at the centre in Saltash.

Members thanked Charlotte and the volunteers for all their efforts in supporting those in need in Saltash.

It was **RESOLVED** to note.

**222/24/25 TO RECEIVE AN UPDATE ON CITIZEN ADVICE CORNWALL SERVICES IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman gave a verbal report on a recent meeting with Citizens Advice in Saltash. The limited opening hours of the office in Saltash are due to the shortage of trained volunteers which is not just a local issue. The organisation is moving towards providing area hubs but the Saltash office is asking that they are considered as a location. It was noted that the organisation is not charged for the office space at present.

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

**223/24/25 TO RECEIVE PHASE 3 OF THE CORNWALL GATEWAY COUNTRYWIDE 20MPH SPEED LIMIT CONSULTATION RESULTS AND CONSIDER ANY ACTIONS.**

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

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to note the report and request Cormac to revisit Callington Road speed limit from 30mph to 20mph from the top of Longstone Park to the Police Station due to public safety.

**224/24/25 TO RECEIVE CORNWALL COUNCIL'S LEISURE FRAMEWORK CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received Cornwall Council's Leisure Framework Consultation and a report from GLL contained and circulated within the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Griffiths and **RESOLVED** to continue to support Saltash Leisure Centre in the long term and encourage Councillors to partake in the Cornwall Council 'On the Move' Leisure Framework Public Consultation noting the deadline date is 23 October 2024.

**225/24/25 TO RECEIVE THE TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Town Team notes and updated Terms of Reference contained and circulated in the reports pack.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to note the Town Team notes and updated Terms of Reference.

**226/24/25 TO RECEIVE THE TOWN TEAM S106 PRO-FORMA APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Town Team s106 Pro-Forma Application contained and circulated within the reports pack.

The Town Clerk briefed Members on the background to the application that was worked up by Cornwall Council for the Town Team to complete and submit to the s106 Officer, subject to the approval of the Town Council. If the application is successful circa £100,000 will be set aside for the Town Vitality project.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to support the application.

**227/24/25 TO CONSIDER SUPPORTING SALTASH WESLEY METHODIST CHURCH AND SALTASH BAPTIST CHURCH INITIATIVE TO PROVIDE HOUSING FOR THE HOMELESS IN SALTASH.**

The Chairman reported on a recent meeting with Saltash Wesley Methodist Church and Saltash Baptist Church where initiatives to support the homeless in Saltash were discussed. They also work closely with St Petroc's.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to support the two churches initiative to provide housing for the homeless in Saltash.

Members wished them well.

**228/24/25 TO RECEIVE A REQUEST TO PLANT A COMMEMORATIVE TREE IN VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported the offer from the Lord Lieutenant of Cornwall to plant a tree commemorating the King's Coronation in Saltash. A meeting took place in September where Victoria Gardens was identified as a suitable site for the tree. Members discussed the location and species of tree proposed. It was noted that the transfer of the Lease of Victoria Gardens/MHR from Cornwall Council to Saltash Town Council has not yet been completed.

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

1. To note that an oak tree is not appropriate to plant in Victoria Gardens due to its future growth;
2. To approve in principle planting a commemorative tree selected by the Lord Lieutenant in consultation with the Duchy Forester in Victoria Gardens.

**229/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12 OCTOBER 2024 OUTSIDE SUPERDRUG, FORE STREET.**

- a. The next scheduled meeting date Saturday 12 October 2024 outside Superdrug, Fore Street.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** for Councillors Martin, Bullock, and Griffiths to attend.

**230/24/25 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.

**231/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**232/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**233/24/25 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 Gillies and **RESOLVED** to issue the following Press and Social Media releases:

1. Annual Governance and Accountability Return
2. Award to Carol Emmet for her services to Veterans dementia
3. Citizen Advice Bureau volunteering and services
4. Cornwall Council Leisure Framework Consultation
5. The Core presentation
6. Local churches support for the homeless in Saltash
7. Meet your councillors

The Chairman allowed Cornwall Councillor Worth to inform Members that Cornwall Council owned car parks will be free on 7 December 2024 to support Small Business Saturday and on the 14 and 23 December 2024. Official notification will be issued shortly.

**234/24/25 DATE OF NEXT MEETING: 7 NOVEMBER 2024 AT 7:00 P.M.**

Thursday 7 November 2024 at 7.00pm

**235/24/25 COMMON SEAL:**

It was **RESOLVED** to Move 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.

Rising at: 9.16 pm

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

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