

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd July 2025 at 7.00 pm

PRESENT: Councillors: A Ashburn, J Brady, R Bullock (Chairman), S Martin, S Miller, L Mortimore, G McCaw, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel (Vice-Chairman) and J Suter.

ALSO PRESENT: 3 Members of the Public, 2 Members of the Press, PC Gary Smith (Saltash Neighbourhood Sergeant); J Higgins (President Saltash Tamar Lions Club) H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford and S Gillies.

107/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman welcomed newly co-opted Councillors Alice Ashburn, Gordon McCaw and Peter Nowlan to the meeting.

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

108/25/26 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.

Councillor	Agenda Item	Pecuniary / Non Pecuniary	Reason	Left the meeting
B Samuels	28	Non Pecuniary	Member of RBL	Yes
P Samuels	28	Non Pecuniary	Member of RBL	Yes

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

None received.

109/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

110/25/26 TO WELCOME, SALTASH TAMAR LIONS TO PROVIDE AN OVERVIEW OF THE SERVICES PROVIDED AND CONSIDER ANY ACTIONS

The Chairman welcomed J Higgins President of Saltash Tamar Lions Club who gave a presentation to Members on the services provided by the newly formed branch.

J Higgins spoke on the club's mission, values and activities emphasising on their motto 'We Serve' and ethos 'Where there is a need, there is a Lion'

The Club invited the Mayor to their Charter Presentation Night in September and requested the Town Council continue to collaborate on community projects.

Members thanked John and the Saltash Tamar Lions Club for all their efforts in supporting those in need in Saltash.

It was **RESOLVED** to note.

111/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 JUNE 2025 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 Bullock, seconded by Councillor Peggs and **RESOLVED** to amend minute 91/25/26e date for the exercise of public rights on the 6 June 2025 to 10 June 2025.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 June 2025 were confirmed as a true and correct record.

112/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 10 June 2025;

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

RECOMMENDATION:

188/25/26 TO RECEIVE DRAFT TERMS OF REFERENCE FOR MEMBERSHIP AND CONSIDER ANY ACTIONS.

Members received the report contained with the circulated reports pack.

Councillor Gillies referred to The Terms of Reference for Membership, Point 3, Selection Process, stating that it should be ensured that the person choosing names out of a hat should not also have their name in the hat.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on 3 July 2025 to:

1. Approve the Draft Terms of Reference of Memberships for the Town Council Committees, Sub Committees, Joint Committees, Working Groups, Outside Partnerships, subject to an amendment that the person who pulls the names out of the hat should not also have their name in the hat;
2. To include the Membership Terms of Reference as an Appendix to the main document which is the Terms of Reference of all Committees and Sub Committees, as the Membership Terms of Reference falls within that policy.

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

b. Planning and Licensing held on 17 June 2025;

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

113/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Town Vision held on 10 June 2025;

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

- b. Property Maintenance held on 24 June 2025;

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

RECOMMENDATION 1:

10/25/26 TO RECEIVE A REPORT ON WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report contained within the circulated reports pack on the works required to the Heritage Building.

The Office Manager / Assistant to the Town Clerk provided a brief verbal overview of the report.

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

1. To note the report from Barron Surveying following the recent drone survey of the roof;
2. To allocate appropriate funding within the five-year plan for the recommended roof works;
3. To note the scope of works for external redecoration and repair of the front elevation is now open for tender submissions;
4. To **RECOMMEND** to Full Council to vire £25,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£20,000) and 6595 EMF Legal and Professional Fees (£5,000) to cover associated costs for the external redecoration and repair to the front elevation and professional fees (to note, Property Maintenance reports directly to Services, to avoid delay in the process, on this occasion, recommendation directly to Full Council);
5. To appoint Barron Surveying to provide contractual administration support up to completion of the external redecoration and repair to the front elevation at a cost of 15% of the contract value;

6. To appoint Councillors Miller and Brady to open and score the tender submissions following the tender closing date on 14 July 2025.

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

RECOMMENDATION 2:

13/25/26 TO RECEIVE HEADS OF TERMS FOR THE WATERSIDE TOILET AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated pack and expressed concerns regarding the terminology used in the Heads of Terms, specifically the reference to the property's use as a toilet block and storage facility.

Further concerns were raised about the break clauses outlined in the Heads of Terms.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED;**

1. To **RECOMMEND** to Full Council to note the successful award of £7,480 in funding to Saltash Town Council and delegate to the Development and Engagement Manager (D&EM) to proceed with the process of undertaking the feasibility study for the Waterside Sheds and Public Conveniences site;
2. To note Councillors Bullock, Bickford and Miller remain on the Waterside Sheds and Public Toilet Project Working Group and approve the addition of Councillor Brady, and continue to work with the D&EM for the Waterside Sheds and Public Conveniences project;
3. To support in principle the Waterside Sheds and Public Toilets Heads of Terms, delegating to the D&EM and the working group to further review, reporting back to the next Property Maintenance Sub Committee meeting.

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

114/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

115/25/26 TO NOTE CHARITABLE FUNDS RAISED BY THE MAYOR OF SALTASH DURING THE 2024/25 CIVIC YEAR.

It was **RESOLVED** to note the Charitable funds of £2,000 raised by the Mayor of Saltash during the 2024/25 civic year with donations to be evenly distributed to Saltash Youth Network and The Community Kitchen.

116/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

The Chairman welcomed PC Gary Smith – Neighbourhood Sergeant who was invited to speak on the crime figures received within the circulated reports pack.

PC Smith provided an update on recent burglary figures explaining that the rise was due to a series of incidents in the Saltash area affecting both homes and businesses. Investigations are ongoing, with suspects having been identified and arrests made.

PC Smith reaffirmed Saltash Police's commitment to attending every Full Council meeting to maintain strong communication and provide context to crime statistics.

PC Smith emphasised that Saltash continues to have relatively low crime rates compared to other towns and parishes of similar size. However, he stressed the importance of encouraging residents to report crimes using the available reporting tools.

It was **RESOLVED** to note.

117/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

118/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Community Area Partnership reports contained within the circulated reports pack.

Councillor Stoyel drew Members attention to the information provided regarding the Community Speed Watch initiative and strongly encouraged active participation in the scheme. Members were urged to report any areas of concern where speeding is an issue.

The Chairman drew Members attention to the CAP priorities and Town Councillor representation:

1. Transport, Connectivity and Accessibility and Economic Development – Councillors Bickford and Miller
2. Health and Wellbeing – Councillor Peggs

Members representing the CAP priorities are encouraged to review the CAP Action Plan Progress summary.

The Chairman also informed Members that the CAP agreed the membership of the Funding Panel and that she is the representative from Saltash.

It was **RESOLVED** to note.

119/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a brief verbal summary of the Safer Saltash meeting attended earlier in the day.

The update included points already covered by the Police regarding current crime trends in the Saltash area, safeguarding matters and progress on the Town Council's CCTV provision.

It was **RESOLVED** to note.

120/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

121/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members raised a range of questions to the Cornwall Councillors, covering topics such as the removal of the Beryl Bikes scheme in Saltash, funding contributions from National Highways to assist with promotions of the use of Beryl Bikes and the development site at Treledan.

The Town Council emphasised the importance of ensuring National Highways funding is utilised in Saltash and not lost.

Cornwall Councillor Frank confirmed that mitigation discussions with CC Officers and Highways have begun to safeguard the funding.

Cornwall Councillor Frank informed Members that the next meeting of Cornwall Council's Full Council is scheduled for 22 July during which a motion concerning abandoned boats will be presented.

It was **RESOLVED** to note.

122/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report submitted on behalf of the Saltash Health Care Action Group contained within the circulated reports pack.

Members expressed thanks to the Chairman Peter Thistlewaite for his ongoing determination to improve access to healthcare services in Saltash.

It was **RESOLVED** to note.

123/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

124/25/26 FINANCE:

- a. To advise the receipts for May 2025;

It was **RESOLVED** to note.

- b. To advise the payments for May 2025;

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 May 2025 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.

125/25/26 TO APPOINT MEMBERS TO THE BURIAL AUTHORITY COMMITTEE.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillors Ashburn and McCaw be appointed to the Burial Authority Committee.

126/25/26 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

a. Property Maintenance;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Nowlan be appointed to the Property Maintenance Sub Committee.

b. Station Property;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Ashburn be appointed to the Station Property Sub Committee.

c. Town Vision;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor Suter be appointed to the Town Vision Sub Committee.

127/25/26 TO APPOINT MEMBERS TO THE TOWN COUNCIL WORKING GROUPS:

a. Waterfront Management & Water Transport;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Ashburn, McCaw and Nowlan to be Members of the Waterfront Management and Water Transport Working Group.

b. CIL Application - Fourth Round;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillor Ashburn to be Member of the CIL Application – Fourth Round Working Group.

c. Saltash Waterside Sheds and Public Toilets Project.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillor Ashburn to be Member of the Saltash Waterside Sheds and Public Toilets Project.

128/25/26 TO APPOINT A MEMBER TO THE OUTSIDE PARTNERSHIP - SAFER SALTASH.

It was proposed by Councillor Bullock, seconded by Councillor Suter and **RESOLVED** for Councillor Stoyel to be a representative of Saltash Town Council on Safer Saltash.

129/25/26 TO RECEIVE AN AMENDMENT TO THE SCHEDULE OF MEETINGS 2025/26 AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to approve the rescheduling of the Planning and Licensing Committee meeting from 16 to 18 September 2025 and delegate to the Office Manager / Assistant to the Town Clerk to ensure all relevant documents are updated.

130/25/26 TO RECEIVE GOVERNMENT PLANNING CONSULTATIONS AND WORKING PAPERS AND CONSIDER ANY ACTIONS.

Councillor B Samuels provided a verbal overview on the Government's Planning Consultations and Working Papers, informing Members of proposed changes that could impact on the Town Council's role and responsibilities as a consultee.

It was proposed by Council Brady, seconded by Councillor Miller and **RESOLVED**

1. To note the Government Planning Consultations and encourage Members to make their own comments through online surveys;
2. To delegate to the Chairman of Planning and Licensing to write a draft response on behalf of Saltash Town Council, circulating to Members for feedback and final sign off by the Town Clerk.

131/25/26 TO RECEIVE SALTASH TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note Town Team notes and Terms of Reference.

132/25/26 TO RECEIVE A REPORT ON CHURCHTOWN FARM NATURE RESERVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed in length the proposal received from Anthony Estates contained within the circulated reports pack.

The Town Clerk spoke of questions raised with Anthony Estates regarding their proposed Heads of Terms for a working agreement with Saltash Town Council.

The responses included clarification on associated costs, confirmation

of payment amounts and the timing of those payments.

Members discussed several areas of concern, including the need to secure legal representation for the Town Council prior to entering into a working agreement, ensuring accountability for how public funds are spent, what outcomes they deliver and financial considerations such as the source and timing of funding.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED**;

1. To approve, in principle, the draft Heads of Terms to form a Working Agreement with Anthony Estates for a three-year period, subject to the Town Council's legal advice;
2. To appoint Coode's Solicitors to review and advise on the draft Heads of Terms and Working Agreement, allocating associated cost to budget code 6224 PF Professional Costs, reporting back to Full Council;
3. To approve for the Services Committee to budget of £14,000 per year for an initial three-year period, creating a new budget code named 'Churchtown Farm Nature Reserve';
4. To make half-yearly payments in arrears from the Churchtown Farm Nature Reserve budget code for the first year, subject to confirmation from Anthony Estates that the first payment will not be due until April 2026;
5. To delegate to the Town Clerk to manage the process reporting directly to Churchtown Farm Nature Reserve Working Group.
6. To note Churchtown Farm Nature Reserve aligns with the Town Council's Strategic Priorities, including Boosting Jobs and Economic Prosperity, Health and Wellbeing, addressing the Climate Emergency and enhancing Recreation and Leisure.

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

133/25/26 TO RECEIVE A REQUEST FROM THE SALTASH & DISTRICT BRANCH OF THE ROYAL BRITISH LEGION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED**:

1. To approve the Civic Party attend Saltash Royal British Legion (RBL) church service and wreath laying ceremony at St Nicholas and St

Faith Church in remembrance of VJ Day 80 held on 15 August 2025;

2. To further support RBL by printing 75 black and white copies of the Order of Service and the Mayor's Secretary to send invitations to all dignitaries on their behalf at no cost to RBL

Councillors B and P Samuels were invited and returned to the meeting.

134/25/26 PLANNING

- a. Tree Application;

PA25/04241

Mr Martin - **Dartana Forder Saltash PL12 4QR**

Works to Trees within a Conservation Area (TCA) - T1- Macrocarpa - Reduce height by 4m to a height of 14m. T2 - Oak - Reduce overall crown by approx 4m. to 14m. T3 and T4 - Pine - Remove. G1- Ash - Remove.

Ward: Trematon

Date received: 17/06/25

Response date: 04/07/25

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

135/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 19 JULY 2025 IN CONJUNCTION WITH SALTASH MARKET DAY, OUTSIDE SUPERDRUG, FORE STREET.

- a. The next scheduled meeting date Saturday 19 July in conjunction with Saltash Market Day, outside Superdrug Fore Street.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** for Councillors Ashburn, Bullock, Martin, McCaw, Nowlan, B Samuels, P Samuels and Stoyel to attend.

136/25/26 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.

137/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

138/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

139/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Consultation on Workforce and Skills Strategy – Cornwall Councillors Report;
2. Saltash Tamar Lions Services;
3. Charitable Funds Raised by the Mayor of Saltash 2024/25;
4. Schedule of Meetings Amendment;
5. Meet Your Councillors Session;
6. Churchtown Farm in conjunction with Anthony Estates (at appropriate time);
7. Reporting anti-Social behaviour and sign up to Police information in partnership with Saltash Police.

140/25/26 DATE OF NEXT MEETING: 7 AUGUST 2025 AT 7:00 P.M.

Thursday 7 August 2025 at 7.00pm

141/25/26 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.

DATE OF NEXT MEETING

Thursday 7 August 2025 at 7.00 pm

Rising at: 8.56 pm

Signed: _____
Chairman

Dated: _____