

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th August 2025 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, 3 Members of the Twinning Association, 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, J Brady and P Nowlan.

142/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed newly elected Councillor Mark Johns to his first Saltash Town Council meeting.

143/25/26 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.

None.

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

None.

144/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman invited the Town Clerk to speak.

The Town Clerk informed Members that one public question had been received for the meeting.

As the resident who submitted the question was not present, the Town Clerk proceeded to read the question on their behalf.

Date Received	Public Questions to the Town Council	Submitted By
31.07.25	<p>RE: A question regarding the travellers on Warfelton Field.</p> <p>Every year Travellers descend on Saltash, they ruin council owned land e.g. rubbish, human and dog faeces, damaged pitches. This has happened on Warfelton field and Saltmill. The travellers cause anti-social behaviour (abuse to local residents and children) and break the law (steal from shops). What measures are Saltash Council doing to prevent this from happening again?</p>	Resident

The Chairman thanked the resident for submitting their question.

The Town Clerk advised Members that unfortunately, Saltash Town Council does not have the authority to take direct action in this matter. Responsibility lies with Cornwall Council and/or the Police.

That said, the Town Council have been working diligently behind the scenes with both Cornwall Council and the Police to better understand the procedures involved and to ensure that pressure is maintained so the issue is not overlooked until it arises again.

Following the departure of the encampment, the Town Council have repeatedly requested a meeting with key stakeholders to explore potential preventative measures and possible changes to legislation.

This evening the Town Council are fortunate to have a Police representative in attendance, who will provide further updates under agenda item 10.

Additionally, Cornwall Councillor Frank has addressed the matter in her report under agenda item 16.

The Town Clerk invited Members to raise any questions or offer comments in response to the Town Clerk's remarks regarding this evening's public question. No further questions or comments were put forward.

It was proposed by Councillor Bullock, seconded by Councillor Peggs

and **RESOLVED** to delegate to the Town Clerk to respond in writing to the resident based on the information received this evening.

145/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 JULY 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 Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 3 July 2025 were confirmed as a true and correct record.

146/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 15 July 2025;

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

- b. Services held on 17 July 2025;

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

RECOMMENDATION:

34/25/26 TO RECEIVE AND REVIEW AMENDMENTS TO THE NOTICEBOARDS POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the amended Noticeboard Policy to Full Town Council to be held on 7 August 2025, as attached.

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

- c. Personnel held on 31 July 2025.

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

45/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL RECRUITMENT AND SELECTION PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the

circulated reports pack.

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

1. To approve the outsourcing of the shortlisting stage of all Town Council recruitment processes to HRSC, acting on behalf of the Council, at an hourly rate of £75.00, to be allocated to budget code 6701 EMF Staff Recruitment;
2. To delegate authority to the Assistant to the Town Clerk to update the Recruitment and Selection Policy to reflect the above arrangement;
3. To **RECOMMEND** to Full Council the approval of the amended Recruitment and Selection Policy (as attached).

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

147/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of Saltash's twin town in France, Plougastel, with further details included in the circulated reports pack. The Chairman also gave a summary of the Mayor's and Deputy Mayor's engagements over the past month.

The Chairman welcomed representatives from the Saltash Twinning Association; Steph Chair of the Association, Corinne, Treasurer, and Amanda, Committee Member. The Chairman invited them to speak briefly about the twinning arrangement.

Over the years, the twinning agreement has fostered strong ties between Saltash and Plougastel, supported by regular reciprocal visits.

In 2025, a delegation from Saltash visited Plougastel, where the Twinning Representatives and the Mayor of Plougastel presented gifts for the Mayor of Saltash. These gifts were formally presented to the Chairman during the meeting.

It was **RESOLVED** to note.

148/25/26 TO RECEIVE THE LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports

pack detailing the increase for National Joint Council (NJC) pay points for the year 2025-26.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to accept and implement the NJC pay award for the year 2025-26 as follows:

1. An increase of 3.2% on all NJC pay points up to and including 50 and above;
2. To be back dated with effect from 1 April 2025.

149/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Town Vision Sub Committee held on 7 July 2025;

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

- b. Library Sub Committee held on 8 July 2025;

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

150/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Inspector Bowie in attendance at this evening's meeting was welcomed and invited to speak.

Inspector Bowie referred to the crime statistics outlined in the circulated reports pack, highlighting concerns regarding rising incidents of shoplifting and burglary.

Inspector Bowie noted that these types of crimes have declined since the departure of the travellers' site and expressed confidence that there is currently no indication of a prolific offender operating within the community.

Inspector Bowie encouraged residents who have experienced or been affected by crime to report incidents to the police, emphasising the importance of community engagement.

Inspector Bowie also provided an overview of the police response following reports of travellers at the Warleton site, clarifying that the police do not have the authority to remove travellers unless the landowner has first completed the required formal process.

This process involved Cornwall Council carrying out safeguarding

assessments before issuing a notice to vacate the land, which was then followed by a formal notice from the police.

Both the Police and Cornwall Council acknowledged that the process needs to be more responsive and that improved communication and co-ordination are essential.

All key stakeholders involved have confirmed that valuable lessons have been learned and steps are being taken to enhance future procedures.

Inspector Bowie shared insights from data being collated from the neighbourhood police officers, noting that while some data is difficult to quantify, daily surveys help inform the inspector of local patrol strategies.

Officers are actively present in the sector for extended periods, with hotspot areas being visited multiple times a day. Inspector Bowie emphasised the importance of reporting crime, as this directly informs patrols and ensures appropriate police presence in affected areas.

It was **RESOLVED** to note.

151/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

152/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held virtually on 7 October, there was no report to be received at this evening's meeting.

153/25/26 TO APPOINT REPRESENTATIVES TO SOUTH EAST CORNWALL CAP GROUPS:

a. Climate Change and Nature Recovery Network;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Ashburn and McCaw as representatives to the South East Cornwall CAP Climate Change and Nature Recovery Network.

b. Community Engagement.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Martin and Johns as representatives to the South East Cornwall CAP Community Engagement Working Group.

154/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held on 19 August, there was no report to be received at this evening's meeting.

155/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

156/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Frank provided a brief verbal overview on the report received and contained within the reports pack.

Councillor Frank reiterated Inspector Bowie's comments that Cornwall Council is currently reviewing its procedures for managing encampments, highlighting the need for improved communication and processes.

Cornwall Councillor Frank informed Members that Adult Education now has a new Portfolio Holder for Economic Regeneration and Investment, Councillor Tim Dwelly. Cornwall Councillor Frank was pleased to announce that, from August 2025, Cornwall Council will assume full responsibility for Adult Education for individuals aged 19 and over. This included planning, funding, and contract management. Town Council's will be well-positioned to shape adult learning provision in a way that reflects the geography, communities, and specific needs of different areas particularly those where adult education centres have previously closed.

Victoria Gardens railings have been repaired and will be reinstated since being damaged by the tree branch, with Cornwall Council conducting a new tree survey as soon as possible.

It was **RESOLVED** to note.

157/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a meeting had taken place online on 23 July, but little progress was made, the next meeting is scheduled for 3 September.

158/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

159/25/26 FINANCE:

a. To advise the receipts for June 2025;

It was **RESOLVED** to note.

b. To advise the payments for June 2025;

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 June 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.

160/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman read the Civility and Respect Pledge to Members contained and circulated in the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor

Mortimore and **RESOLVED** to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and the importance to continue revisiting the pledge on a quarterly basis at Full Council meetings.

161/25/26 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

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

1. To approve for the Civic Party to assemble at the St Stephen-by-Saltash church at approximately 09:45am for the approximately 10:00am service, followed by the Act of Remembrance at the War Memorial at 11:00am, including the laying of the Town Council wreath (by invitation from Reverend Laura Bushell-Hawke);
2. To approve for the Mayor and Consort on behalf of the Town Council to lay wreaths at the Waterside, Saltash Railway Station, and the Memorial Peace Garden to symbolise remembrance and gratitude, supported by the Deputy Mayor and Consort, Town Clerk, Town Sergeant, Mace Bearer, and Councillors, who are welcome to attend;
3. To approve the Saltash Town Council Remembrance Civic Service to be held at Wesley Church, commencing at 2:00pm;
4. To approve the Reading of the Roll of Honour to take place at St Stephen by Saltash and Wesley Church;
5. To approve the Remembrance Parade supported by the Royal British Legion, to form outside Wesley Church and proceed down Fore Street at approximately 3:00pm to the War Memorial at St Nicholas and St Faith Church for wreath laying;
6. To provide light refreshments following the event at the Guildhall;
7. To approve (subject to invitation) for the Mayor and Consort to participate in the GWR poppies to Paddington event by handing over the Town Council wreath to the GWR Train Manager. The wreath will be carried with dignity to Paddington Station, where it will be ceremoniously placed at the War Memorial on Platform 1, alongside others from across the GWR network;
8. To approve the road closure by the appointment of Diverse Events

at a cost of £984.66;

9. To approve payment and TOIL for Officer and Civic Party members, as appropriate;
10. To approve all associated cost be allocated to budget code 6202 – Civic Occasions.

162/25/26 TO RECEIVE A REPORT FROM THE BEATING OF THE BOUNDS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED:**

1. To approve the 2025–26 Beating of the Bounds event, scheduled for Saturday, 11 October 2025, with participants meeting at Waitrose car park at 10:30am;
2. To extend invitations to the Mayor's Chaplain Reverend Laura Bushell-Hawke, other local clergy, and the Town Crier to participate in the event activities;
3. To contact Botus Fleming Church to request their support in opening the church for the event providing light refreshments and history of the church;
4. To contact Botus Fleming Parish Council to request their approval for the Mayor to wear the chain of office when crossing the boundary;
5. To grant permission for the use of the Town Seals on promotional materials related to the event;
6. To approve ticket pricing at £5 per person, with tickets available for purchase from the library with immediate effect;
7. To approve an initial ticket allocation of 45 tickets. Should demand exceed this number, the Mayor will make a decision based on health and safety compliant, subject to final approval by the Assistant to the Clerk;
8. To approve complimentary tickets for the Mayor's Chaplain and her family, other clergy and their families, and any special guests as approved by the Mayor and Deputy Mayor;

9. To approve the use of Isambard House free of charge and for Councillor B. Samuels to provide homemade scones, including gluten-free options, with appropriate food hygiene certification confirmed;
10. To approve the Mayor to contact BBC Spotlight to invite media coverage of the event;
11. To delegate to the Service Delivery Department to ensure boundary stones are maintained, accessible for the event, reporting any health and safety concerns directly to the Assistant to the Clerk;
12. To delegate to the Service Delivery Manager to conduct a site visit to carry out a Risk Assessment ahead of the event;
13. To approve that Saltash Town Council will absorb any outstanding costs should the event run at a loss, with expenses allocated to budget code 6230 PF Social Media Advertising.
14. To note that bus transport will be available for individuals unable to walk part or all of the route.
15. To note that a sufficient number of qualified first aiders will be required to ensure the event is conducted safely. This will be determined based on ticket sales.
16. To note that Saltash Rotary kindly offered their support route Marshalls for road crossings.

163/25/26 TO RECEIVE A REPORT ON THE SALTASH AMBASSADOR SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman and Deputy Chairman provided an overview on the report contained and circulated in the reports pack.

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

1. To support the Saltash Town Ambassador Network;
2. To note that Saltash Rotary will work with James Jenkins to bring the scheme to fruition;
3. To thank James Jenkins for his initiative and Rotary for their continued commitment to the community.

164/25/26 TO RECEIVE AN UPDATED REPORT ON MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack on the Meet Your Councillor Sessions held on Market Day.

It was proposed by Councillor P Samuels, seconded by Councillor McCaw and **RESOLVED** to

1. Approve future Meet Your Councillor (MYC) sessions to be held outside the former Bloom Hearing premises in Fore Street;
2. Approve that MYC sessions take place on the third Saturday of each Month, from 10am – 12 noon;
3. Agree that the Saltash Town Council gazebo is not required for these sessions, a tabletop display and pop-up banner will suffice;
4. Approve for the distribution of Saltash Town Council information leaflets, along with relevant materials from key stakeholders.

165/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 16 AUGUST 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.

- a. The next scheduled meeting date Saturday 16 August 2025 in conjunction with Saltash market day.

Following the resolution under minute 164/25/26 the Town Clerk clarified the session will be held outside the former Bloom Hearing premises in Fore Street.

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

166/25/26 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.

167/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

168/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

169/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Meet Your Councillor session;
2. Beating of the Bounds;
3. Remembrance Service;
4. Reaffirmation of the Civility and Respect Pledge;
5. Safer Cornwall Survey (link provided by Cornwall Council).

170/25/26 DATE OF NEXT MEETING: 4 SEPTEMBER 2025 AT 7:00 P.M.

Thursday 4 September 2025 at 7.00pm

171/25/26 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 4 September 2025 at 7.00 pm

Rising at: 7.59 pm

Signed: _____
Chairman

Dated: _____