

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 2nd October 2025 at 7.00 pm

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

ALSO PRESENT: H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO)

APOLOGIES: J Brady, S Gillies and J Peggs

202/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

203/25/26 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.

204/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman invited Beverly Gordon to ask her question of the Town Council, as attached.

The Chairman opened the question to Members of the Town Council.

Councillor Miller noted that no complaints regarding the Town Council's Civic Service of Remembrance had been received either through the office or via social media.

The Chairman acknowledged this but expressed the view that it would still be beneficial to review the Civic Service of Remembrance.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOVLED** that Saltash Town Council will consider reviewing the

Town Council Civic Service of Remembrance at a future meeting.

205/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4 SEPTEMBER 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 Mortimore and **RESOLVED** that the minutes of the Full Town Council Meeting held on 4 September 2025 were confirmed as a true and correct record.

206/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 18 September;

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

- b. Policy and Finance held on 23 September:

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

220/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

Members agreed to receive the following items en-bloc.

- a. Grants Policy;
- b. Code of Conduct;
- c. Health and Safety Manual;
- d. Standing Orders;
- e. Scheme of Delegation
- f. Civic Handbook.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and resolved to **RECOMMEND** approval of the proposed amendments A-F to Full Council to be held on 2 October 2025.

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

207/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Property Maintenance held on 25 September;

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

- b. Station Property held on 29 September.

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

208/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman and Deputy Chairman presented their report contained within the circulated reports pack, referring to the slides displayed on screen. The presentation highlighted the wide range of events they had both been invited to attend, representing the Town Council in an official capacity.

It was **RESOLVED** to note.

209/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Crime figures were not received for the meeting. However, PC Cummings was in attendance and informed Members that overall crime levels had decreased in the month of September. He noted, however, a recent increase in incidents of shoplifting and concerns regarding children taking pictures of themselves and sharing the images with others.

Councillors Miller and Bickford raised concerns regarding the illegal use of electric bikes in Saltash, and queried whether the Police would be undertaking an operation similar to that carried out in Plymouth.

PC Cummings responded that no reports of such incidents had been received in Saltash. However, Councillor Bickford referred to an incident that had occurred earlier that day, citing footage available from Tamar Bridge CCTV.

It was **RESOLVED** to note.

210/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

211/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

Next meeting online is to be held on 7 October 2025.

212/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

Date for the next meeting has not yet be agreed.

213/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

Next meeting is to be held on 6 October 2025.

214/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Miller referred to the section in Councillor Cador's report concerning the lane closure at Stoketon Cross and sought clarification on the reasons behind it.

Councillor Cador was unable to provide an update, as National Highways had not responded to his email enquiries.

Councillor Johnson informed Members that the repainting of double yellow lines at Berry Park had been assessed as a safety concern, and as such, the lines are to be reinstated.

It was **RESOLVED** to note.

215/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report circulated within the reports pack, noting the next meeting is to be held on 8 October.

It was **RESOLVED** to note.

216/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

217/25/26 FINANCE:

a. To advise the receipts for August 2025;

It was **RESOLVED** to note.

b. To advise the payments for August 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 31 August 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.

218/25/26 TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2025 AND CONSIDER ANY ACTIONS.

The Town Clerk / Responsible Finance Officer referred Members to the report circulated within the reports pack and expressed thanks for their continued compliance throughout the year.

It was **RESOLVED** to note the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2025, and the display of the Town Council's Notice of Conclusion of Audit.

219/25/26 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Approve the appointment of Company A for a three-year term at an annual premium of £17,190.14 (inclusive of insurance premium tax and VAT), subject to annual increases as outlined in the policy;
2. Approve a virement of £6,000 from General Reserves to budget code 6205 PF Insurance to cover the shortfall resulting from a higher-than-anticipated insurance premium increase;
3. Allocate the cost of appointing Company A to budget code 6205 PF Insurance.

220/25/26 TO RECEIVE A REPORT ON BEYOND PARADISE SERIES 4 LOCATION AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Johns and

RESOLVED to delegate authority to the Town Clerk to sign the Beyond Paradise Series 4 Location Agreement, thereby enabling the financial transaction of £1,632 to proceed distributing equally across the 51 Churchtown allotment plots.

221/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was proposed by Councillor Bullock, seconded by Councillor P Samuels 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.

222/25/26 TO APPOINTMENT A MEMBER TO THE DEVOLUTION SUB COMMITTEE:

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

223/25/26 TO APPOINT A MEMBER TO THE FOLLOWING TOWN COUNCIL WORKING GROUPS:

a. Waterfront Management and Water Transport;

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that Councillor Johns be appointed to the Waterfront Management and Water Transport working group.

b. Community Infrastructure Levy (CIL) Application Fourth Round;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that Councillor McGaw be appointed to the Community Infrastructure Levy (CIL) Application Fourth Round working group.

c. Christmas Lights;

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** that Councillor Miller be appointed to the Christmas Lights working group.

d. Churchtown Farm Nature Reserve.

It was proposed by Councillor Bullock, seconded by Councillor McGaw and **RESOLVED** that Councillor Ashburn be appointed to the Churchtown Farm Nature Reserve working group.

224/25/26 TO RECEIVE THE NOTES OF THE TOWN TEAM MEETING HELD ON 30 SEPTEMBER 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the meeting being cancelled there were no notes to be received.

225/25/26 TO RECEIVE A REPORT ON THE PARTNERSHIP WITH NATIONAL HIGHWAYS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to continue with the Working Group, with no requirement for Officer support.

226/25/26 TO RECEIVE A REPORT ON THE SPONSORSHIP OF ST LUKE'S HOSPICE GUIDING LIGHTS ART TRAIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor McGaw, seconded by Councillor Mortimore and **RESOLVED** to sponsor Brunel Primary School's participation in the St Luke's Hospice Guiding Lights Art Trail, scheduled to take place in 2026, in memory of the late Grahame O'Donoghue, at a total cost of £495 + VAT, allocated to budget code 6202 PF Civic Occasions.

227/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 18 OCTOBER 2025, IN CONJUNCTION WITH SALTASH MARKET DAY.

The next scheduled meeting is set for Saturday, 18 October, to be held in conjunction with Saltash Market Day on Fore Street. It was agreed to invite Children's Hospice South West to participate in the session to help raise local awareness.

It was proposed by Councillor Bullock, seconded by Councillor Martin, and **RESOLVED** that Councillors Ashburn, Bullock, Martin, and Nowlan will attend the session, with an invitation extended to Children's Hospice South West to also take part raising local awareness.

228/25/26 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.

229/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

230/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

231/25/26 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 Ashburn and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillor Session;
2. St Luke's Hospice Guiding Lights Trail in conjunction with Brunel Primary School.

232/25/26 DATE OF NEXT MEETING: THURSDAY 6 NOVEMBER 2025 AT 7:00 P.M.

Thursday 6 November 2025 at 7.00pm

233/25/26 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.

Rising at: 7.45pm

Signed: _____
Chairman

Dated: _____