

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 6th November 2025 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, 2 Members of the Press, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), Saltash Neighbourhood Beat Manager P Davey, S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and J Hughes (Administration Officer)

APOLOGIES: R Bickford, S Martin and L Mortimore.

234/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

235/25/26 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 received.

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

None received.

236/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

237/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 OCTOBER 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 Ashburn and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2 October 2025 were confirmed as a true and correct record.

238/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 9 October 2025;

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

b. Burial Authority held on 14 October 2025;

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

c. Planning and Licensing held on 21 October 2025;

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

d. Extraordinary Services held on 23 October 2025;

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

e. Personnel held on 30 October 2025.

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

RECOMMENDATION 1:

62/25/26 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

2. To **RECOMMEND** to Full Town Council:

- a. That the role of Service Delivery Manager be made redundant and removed from the Town Council's organisational structure with immediate effect, as outlined in the attached documentation;
- b. That a new permanent full-time post (37 hours per week) titled Operations Manager / Responsible Finance Officer be approved, as outlined in the attached documentation;
- c. To advertise the Operations Manager / Responsible Finance Officer role in the New Year;
- d. That, upon appointment of the Operations Manager / Responsible Finance Officer, the Responsible Finance Officer duties be formally removed from the Town Clerk's job description.

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

RECOMMENDATION 2:

75/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S ORGANISATION STRUCTURE AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council that the Civic Posts be removed from the Town Council's organisational structure, as detailed in the attached documentation.

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

RECOMMENDATION 3:

76/25/26 TO RECEIVE UPDATES TO THE RECRUITMENT AND SELECTION POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council the amendments to the Recruitment and Selection Policy, including an additional amendment to the personal statement word limit, as outlined in the attached documentation.

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

239/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Library held on 16 October 2025;

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

RECOMMENDATION:

41/25/26 TO RECEIVE BAILEY PARTNERSHIP INTERNAL REFURBISHMENT DESIGNS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the documentation provided in the circulated reports pack.

James from Bailey Partnership guided Members through the proposed refurbishment works during a walk-through of the library building. This provided an opportunity for detailed discussion, helping to ensure that the proposals are appropriate and represent the most effective approach to delivering the project.

Members reflected on the necessity of the refurbishment, highlighting the importance of investing in the library building to create a vibrant and flexible community hub. Key priorities discussed included the reconfiguration of internal spaces to improve functionality, the provision of accessible public toilet and baby changing facilities, and the potential to introduce a vending area to enhance the visitor experience.

Members acknowledged that this stage of the project is focused on enabling a tender analysis to be undertaken. This will help determine whether sufficient budget is available for the proposed works to progress and inform the next steps in the project's development.

Overall, Members recognised the need for restoration to ensure the library service remains fit for purpose. They viewed the proposals as a valuable opportunity to invest in the future of the town by creating a sustainable, multi-use facility capable of hosting a wide range of events, activities, and study spaces, while continuing to deliver a high-quality library service and more.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and unanimously **RESOLVED**;

1. To note the report and the ongoing actions being undertaken by Bailey Partnership, including:
 - a) Sourcing a cabinet maker for the bespoke desking;
 - b) Engaging a radon specialist;
 - c) Liaising with Cornwall Council's IT department;
 - d) Compiling the project preliminaries in preparation for the tendering process.
2. To approve the Schedule of Works, including the associated drawings, detailed description of works, and the proposed project timeline, confirming that these documents align with the expectations of the Library Sub-Committee for successful project delivery.
3. To **RECOMMEND** to Full Council at its meeting on 6 November 2025, approval of the proposed design and concept for the internal library refurbishment and delegation to the Town Clerk to work in collaboration with the Chair and Vice Chair of the Library Sub Committee to oversee the delivery of the project:
 - a) Within the allocated budget Code 6971 – EMF Library Property Refurbishment;
 - b) In full compliance with the Town Council's Financial Regulations and procurement procedures to tender;
 - c) In accordance with professional advice provided by Bailey Partnership, including any necessary adjustments arising during the course of the works;
 - d) With a report on the tender process to be presented to a future meeting of the Library Sub-Committee for consideration, and where appropriate, further reporting to Full Council.

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

b. Town Vision held on 28 October 2025.

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

RECOMMENDATION:

43/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that there were no deliverables for receipt at this meeting. She further expressed concern regarding the volume of work the deliverables are generating for the Town Clerk, and the limited engagement from Committees in supporting the progression of these deliverables.

The Chairman extended her thanks to the Town Clerk for her efforts to date and reminded Members that the deliverables were originally presented to the Town Council as a flexible framework, acknowledging that it was a new initiative at the time.

Members expressed their agreement with the Chairman's observations.

To improve the delivery process, alleviate pressure on the Town Clerk, and promote Committee ownership, the Chairman proposed that each Committee select two objectives to focus on. Committees would then report progress to the Town Vision Sub Committee on a six-monthly basis.

It was further proposed that the Town Vision Sub-Committee reduce its meeting frequency to twice yearly, while maintaining the 2025/26 deliverables workflow to ensure Committees continue to review and work towards their selected objectives.

It was proposed by Councillor Gillies, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council:

1. That the delivery of the agreed outputs be amended by retaining the information already provided for future reference, and by limiting the number of objectives to two per Committee;
2. That each Committee reviews its objectives at every scheduled meeting and reports progress to the Town Vision Sub Committee on a six-monthly basis. The recording and tracking of objectives is to be simplified by the Town Clerk to support consistency and ease of reporting;

3. That Committees work towards achieving their objectives with the support of relevant staff;
4. That the Town Vision Sub Committee's Terms of Reference be amended to reflect a six-monthly meeting schedule. Dates to be determined by the Sub Committee.

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

240/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

241/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Neighbourhood Beat Manager Philippa Davey was in attendance and invited to speak on the crime figures presented at this evening's meeting and contained within the circulated reports pack.

P Davey provided a verbal overview of recent crime statistics, noting apparent increases compared to figures from 2024. P Davey explained that miscellaneous crimes include offences such as perjury, threats to cause harm, or incidents where no identifiable victim is recorded. While October's crime figures show an increase compared to the same period in 2024, the police are not concerned, the police view this positively as it reflects improved community reporting. This enhanced reporting contributes to more accurate and reliable crime data.

One incident initially reported as harassment has since been investigated and reclassified, as it did not meet the criteria for harassment.

The Town Council CCTV has now been installed and, although not yet used for detecting crime, it has already proven effective in supporting investigations.

Members raised concerns about youths riding e-bikes in groups, modifying their speeds, and causing disturbances. P Davey responded that she was not previously aware of these incidents and encouraged residents to report such behaviour. This would allow the police to gather relevant data and allocate resources to affected areas.

Members expressed their appreciation to P Davey for her attendance and to the police for consistently providing clear and insightful updates on local crime figures.

It was **RESOLVED** to note.

242/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

243/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed actions arising from a recent Community Area Partnership (CAP) meeting, with the Chairman drawing attention to item 9.4: Climate Change and Nature Recovery Network meeting held on 9 September and item 9.5: Community Engagement Network future meeting to be arranged.

Councillor Ashburn confirmed she attended the Climate Change and Nature Recovery Network meeting, reported that it was a positive and constructive session, primarily focused on idea-sharing and collaboration. The Chairman encouraged any Members interested in participating in future sessions to contact the Community Link Officer.

Following this, Members considered the Community Highways Improvement Programme to commence 2026 to 2029. The Chairman highlighted the invitation to submit an Expression of Interest to address local highway improvements aligned with Cornwall Council's Local Transport Plan objectives

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

1. To note the CAP Action Notes and associated documentation.
2. Members are requested to submit their proposed Scheme, highlighting the issue or problem affecting Saltash, directly to the Chairman by no later than 27 November.
3. The Chairman will collate all submissions and present them at the Full Town Council meeting on 4 December, where Members will review and select one Scheme to be progressed as an Expression of Interest.
4. The Chairman will liaise with Cornwall Councillors to seek their support prior to advancing the Town Council's chosen Expression of Interest.

**244/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a brief update on recent correspondence with Tamsin Lee, Cornwall Council's Community Safety Manager, regarding travellers. The update clarified that the Town Council's initial priority is to focus on preventative measures, followed by the development of strategies to address anti-social behaviour.

The Town Clerk further reported that no response has yet been received to progress this matter under the Safer Saltash initiative. Members were invited to suggest any actions the Town Council could take to help expedite progress.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel, and **RESOLVED** that Councillors Bullock, Peggs, Nowlan, Suter, Johns, and McCaw arrange to meet informally with key stakeholders during an evening session. The purpose of the meeting will be to initially focus on preventative measures aimed at discouraging unauthorised traveller encampments within the town.

**245/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF
COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**246/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Johnson provided a verbal update, covering several key topics including derelict buildings in the Riverview area that have undergone improvements and extensions, with the intention of providing future accommodation for vulnerable adults.

Cornwall Councillor Johnson spoke of Chapple Field in relation to ongoing maintenance concerns with potential for Cornwall Council to negotiate a sublease arrangement with local organisations, such as the cricket club, to support community use and upkeep.

Cornwall Councillor Johnson also reported that funding for the Pillmere Christmas Lights has been provided through his Cornwall Councillors Community Chest Funds.

Cornwall Councillor Frank provided a verbal update to accompany the submitted report, informing members that Cornwall Council is working towards becoming an Age Friendly Community.

Cornwall Councillor Frank is to provide more details on this initiative at the Full Council meeting in December. In the meantime, Cornwall Councillor Frank highlighted a live public survey, available on the Cornwall Council website, which seeks community input on age-friendly priorities.

The survey remains open until 15 December 2025 and Members and residents are encouraged to take part.

It was **RESOLVED** to note.

247/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

248/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

249/25/26 FINANCE:

a. To advise the receipts for September 2025;

It was **RESOLVED** to note.

b. To advise the payments for September 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 30 September 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.

250/25/26 TO RECEIVE AND APPROVE 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 Full Town Council meeting from 9 January to 15 January 2026 and delegate to the Office Manager / Assistant to the Town Clerk to ensure all relevant documents are updated.

251/25/26 TO RECEIVE A PROPERTY ASSET NOTIFICATION FROM CORNWALL COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED** that Saltash Town Council does not have an interest in the Cornwall Council assets;

1. Land at Culver Road, Saltash.
2. Land at Callington Road, Burraton, Saltash.
3. Land adjacent to 43 Castle View, St Stephens, Saltash.

252/25/26 TO RECEIVE THE NOTES FROM SALTASH TOWN TEAM HELD ON 13 OCTOBER 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

253/25/26 TO RECEIVE A REPORT FROM SALTASH TOGETHER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Both the Chairman and Vice Chairman informed members of the positive first meeting held with Saltash Together, expressing hope that the initiative will continue to grow and serve as a valuable resource for the Saltash community.

It was **RESOLVED** to note.

254/25/26 TO RECEIVE A REPORT FROM FRIENDS OF CHURCHTOWN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the proposal to host an evening reception celebrating the promising future and successful collaboration of key stakeholders in preserving Churchtown Farm as a thriving, wildlife-rich and active farmed landscape.

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

1. To support the Friends of Churchtown celebration by offering free use of the Town Council's facilities and permitting the use of any remaining wine stock.
2. That the celebration take the form of a cheese and wine evening, with food to be provided by the Mayor.
3. To request that the Friends of Churchtown extend invitations to the Saltash Cornwall Councillors, Saltash Community School, and representatives of the local media.

255/25/26 TO RECEIVE A REPORT ON PROJECT ANN GLANVILLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on project Ann Glanville, contained and circulated within the reports pack.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** that the Town Council does not support the Ann Glanville project.

256/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 15 NOVEMBER 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.

The next scheduled meeting date Saturday 15 November 2025 to be held in conjunction with Saltash Market Day on Fore Street.

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

257/25/26 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.

258/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

259/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

260/25/26 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 Johns and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillors;
2. Schedule of Meetings.

261/25/26 DATE OF NEXT MEETING: THURSDAY 4 DECEMBER 2025 AT 7:00 P.M.

Thursday 4 December 2025 at 7.00pm

262/25/26 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: 8.01 pm

Signed: _____
Chairman

Dated: _____