

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th December 2025 at 7.00 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, R Bullock (Chairman), M Johns, S Martin, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels and J Suter.

**ALSO PRESENT:** 2 Members of the Press, H Frank (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk), C Courts (Community Hub Team Leader) and E Lowton Smith (Planning and General Administrator)

**APOLOGIES:** J Brady, S Gillies, L Mortimore and B Stoyel (Vice-Chairman).

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#### **263/25/26    HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed and introduced the newly appointed members of staff: the Planning and General Administrator and the Community Hub Team Leader.

#### **264/25/26    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.

**265/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman confirmed one public question had been received from Barry Brooking included in the circulated reports pack, inviting the Town Clerk to read the question in Barry's absence.

The Town Clerk read the question and confirmed Barry's representation had been included in the circulated reports pack.

| <b>Date Received</b> | <b>Public Questions to the Town Council</b>  | <b>Submitted By</b>       |
|----------------------|--|---------------------------|
| 3.12.25              | Could Council improve its communication, courtesy and respect to the Saltash Public? | Lt. Cdr. Barry A Brooking |

The Chairman thanked Barry for his question and confirmed that the Town Council is committed to continuous improvement and welcomes feedback.

It was **RESOLVED** to note.

**266/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 6 NOVEMBER 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 Ashburn, seconded by Councillor Johns and **RESOLVED** that the minutes of the Full Town Council Meeting held on 6 November 2025 were confirmed as a true and correct record.

267/25/26

**TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

1. Policy and Finance held on 11 November 2025;

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

**RECOMMENDATION:**

**253/25/26 TO RECEIVE AMENDMENTS TO THE HIRE OF TOWN COUNCIL PREMISES AND EVENTS POLICY AND CONSIDER ANY ACTIONS.**

Members received and reviewed the report circulated in the reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council:

1. To retire the existing Town Council Hire of Premises and Events Policy and associated Booking Form;
2. To adopt the revised Hire of Town Council Premises and Events Policy, Booking Form and Terms and Conditions of Hire;
3. Points 1 and 2 are subject to the Town Clerks final review.

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

1. Joint Burial Board held on 13 November 2025;

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

2. Planning and Licensing held on 18 November 2025;

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

3. Extraordinary Policy and Finance held on 25 November 2025;

It was **RESOLVED** to note the minutes and consider the recommendations under agenda items 7, 8, 9, and 10.

268/25/26 **TO APPROVE THE TOWN COUNCIL FEES AND CHARGES FOR THE YEAR 2026/27.**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and following a recorded vote:

|           |        |
|-----------|--------|
| Ashburn   | For    |
| Bickford  | For    |
| Brady     | Absent |
| Bullock   | For    |
| Gillies   | Absent |
| Johns     | For    |
| Martin    | For    |
| McCaw     | For    |
| Miller    | For    |
| Mortimore | Absent |
| Nowlan    | For    |
| Peggs     | For    |
| B Samuels | For    |
| P Samuels | For    |
| Stoyel    | Absent |
| Suter     | For    |

of 12 for, it was **RESOLVED** to approve the Town Council Fees and Charges for the year 2026/27, as attached.

269/25/26 **TO APPROVE THE TOWN COUNCIL BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2026/27.**

It was proposed by Councillor Johns, seconded by Councillor Nowlan and following a recorded vote:

|           |        |
|-----------|--------|
| Ashburn   | For    |
| Bickford  | For    |
| Brady     | Absent |
| Bullock   | For    |
| Gillies   | Absent |
| Johns     | For    |
| Martin    | For    |
| McCaw     | For    |
| Miller    | For    |
| Mortimore | Absent |
| Nowlan    | For    |
| Peggs     | For    |
| B Samuels | For    |
| P Samuels | For    |
| Stoyel    | Absent |
| Suter     | For    |

of 12 for, it was **RESOLVED** to approve the Town Council Budgets, Virements and Nominal Codes for the year 2026/27, as attached.

**270/25/26 TO SET THE TOWN COUNCIL LEVEL OF CONTINGENCY FOR THE YEAR 2026/27.**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote:

|           |         |
|-----------|---------|
| Ashburn   | For     |
| Bickford  | For     |
| Brady     | Absent  |
| Bullock   | For     |
| Gillies   | Absent  |
| Johns     | For     |
| Martin    | For     |
| McCaw     | For     |
| Miller    | For     |
| Mortimore | Absent  |
| Nowlan    | For     |
| Peggs     | For     |
| B Samuels | For     |
| P Samuels | For     |
| Stoyel    | Absent  |
| Suter     | Abstain |

of 11 for, it was **RESOLVED**:

1. To maintain the Town Council level of contingency at 5.06 months for the financial year 2026/27, as attached;
2. At a contingency figure of £700,760 for the financial year 2026/27;
3. To vire £17,071 from General Reserves to maintain the level of contingency at 5.06 months.

**271/25/26 TO SET THE TOWN COUNCIL PRECEPT FOR THE YEAR 2026/27.**

The Chairman informed members that Section 106 of the Local Government Finance Act 1992 makes it an offence for a Councillor in Council Tax arrears (with at least two months unpaid bills) to vote at a Meeting of Saltash Town Council where financial matters relating to the Council Tax are being considered.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote:

|           |         |
|-----------|---------|
| Ashburn   | For     |
| Bickford  | For     |
| Brady     | Absent  |
| Bullock   | For     |
| Gillies   | Absent  |
| Johns     | For     |
| Martin    | For     |
| McCaw     | For     |
| Miller    | For     |
| Mortimore | Absent  |
| Nowlan    | For     |
| Peggs     | For     |
| B Samuels | For     |
| P Samuels | For     |
| Stoyel    | Absent  |
| Suter     | Against |

of 11 for, it was **RESOLVED**:

1. To set the Town Council Precept of £1,661,881, an increase of 5.22%, as attached;
2. £11.04 per annum increase for a Band D dwelling, an increase of 21p per week, 4%, as attached.

**272/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported on a recent meeting with fellow Cornwall Mayors, highlighting key challenges faced by other towns, particularly issues of anti-social behaviour and limited youth provision.

The Chairman expressed pride in the strong measures and services Saltash Town Council have in place to address these areas and offered to share best practices with other towns to showcase the positive work being done in Saltash.

It was **RESOLVED** to note.

**273/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

PCSO Tony Thorp attended the meeting and provided context on recent figures relating to public order offences and stalking. He explained that the increase in stalking figures is due to changes in crime recording where domestic violence is involved; any indication of stalking now impacts the statistics. Overall, the figures are not considered concerning, and PCSO Thorp invited questions from Members.

Councillor McCaw requested a rolling 12-month comparison, noting that month-on-month comparisons do not clearly show trends. PCSO Thorp will liaise with the office to explore whether this can be included in future reports.

A new PCSO will commence duties in Saltash in January.

Councillor Martin queried the rise in public order offences. PCSO Thorp clarified that three incidents were linked to a single household and explained that offences starting within a property and spilling onto the street must be recorded as public order incidents.

PCSO Thorp highlighted the Community Messaging Service, which provides targeted updates on local issues and has proven effective in gathering feedback and identifying problem areas.

Councillor Miller raised concerns about modified e-bikes. PCSO Thorp advised he had not encountered this locally but confirmed that any such bikes found in public would be seized. He encouraged Members and the public to report sightings to help build intelligence and identify offenders.

It was **RESOLVED** to note.

**274/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the next scheduled meeting to be held on Tuesday 6 January, there was nothing to report.

**275/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**276/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

There was nothing to report as no meeting had been held. However, the Chairman advised that key stakeholders are scheduled to meet on Monday, 12 January 2026, to discuss preventative measures aimed at discouraging unauthorised traveller encampments within the town.

**277/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report from Saltash Chamber of Commerce included in the circulated reports pack.

Discussions took place regarding the recent Christmas Light Switch-On event, during which the Town Clerk confirmed that a detailed report will be presented at the next Services Committee meeting.

Members also noted a proposal from the Chamber of Commerce to hold an event for St Piran's Day on 5 March 2026.

It was proposed by Cllr P. Samuels, seconded by Cllr Bullock, and **RESOLVED** to note the report and give in-principle support for the St Piran's Day event, subject to the Chamber providing further details and associated costs for consideration at the Full Town Council meeting on 15 January 2026.

**278/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered reports from Cornwall Councillors included in the circulated reports pack.

Further discussion focused on Chapel Field and Burraton Park, noting that developers are conducting ground testing and investigations at Burraton Park prior to purchase.

Councillor Johns left and rejoined the meeting during this item.

Members discussed the town's green spaces and the need to consolidate ongoing conversations into a unified vision.

It was proposed by Councillor McCaw, seconded by Councillor Martin, and **RESOLVED** to establish a working group to engage key stakeholders and facilitate discussions on the future of Chapel Field.

Members requested that results from the recent speed watch session be shared with the Town Council, with Cornwall Councillor Frank to report back at a future meeting.

Further discussions addressed primary school published admission numbers (PAN) and their impact on school provision and funding. Members then considered secondary school capacity and facilities, expressing support for local comprehensive schools facing challenges. Cornwall Councillors advised that funding responsibility lies with the Secondary Multi-Academy Regional Trust (SMART), which operates under shared governance and financial arrangements.

Cornwall Councillor Frank highlighted the appointment of a new Head at the comprehensive school, committed to improving standards and exploring alternative funding. Members agreed on the importance of meeting with the Head prior to writing to the Chief Executive of SMART.

Members were encouraged to visit the school to gain a better understanding of current challenges.

It was proposed by Councillor Ashburn, seconded by Councillor Peggs, and **RESOLVED** to write to the Chief Executive of SMART to arrange a meeting to discuss the strategy for improving standards at the comprehensive school.

**279/25/26 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.

**280/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**281/25/26 FINANCE:**

a. To advise the receipts for October 2025;

It was **RESOLVED** to note.

b. To advise the payments for October 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 October 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**282/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman read 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.

283/25/26

**TO RECEIVE A REPORT ON DRAFT SUBMISSIONS FOR THE  
COMMUNITY HIGHWAYS IMPROVEMENT PROGRAMME AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the proposals outlined in the circulated report pack.

Cornwall Councillors Frank and Johnson confirmed their support and offered to work in partnership to submit two Expressions of Interest (EOIs), noting that one EOI per Cornwall Councillor and one per Town Council may be submitted per round of funding.

Members considered the three suggestions circulated in the reports pack. Councillor Miller highlighted that his proposal to reduce speed limits approaching Forder to improve road safety had not been sent prior to the meeting and requested that it also be considered this evening.

Following discussions, Members agreed that any application submitted by a Cornwall Councillor should correspond to the ward they represent in the town.

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

1. That the following five EOIs be submitted:

- Installation of a pedestrian crossing on Gilston Road between Lidl and Costa.
- Installation of a pedestrian crossing from the top of Treledan to Waitrose.
- Improvements to cycle routes around the town.
- Reduction of speed limit to 20mph on the approach to Forder – Anthony Passage.
- Enhancement of the walking route between Saltash Railway Station and the Town Centre, including Alexandra Square car park.

2. Cornwall Councillors Frank and Johnson support these EOIs and will work with Councillors Bickford and Suter to submit those within their respective wards (Essa and Tamar).

3. Councillors Nowlan and Ashburn will submit the EOI for improved cycle routes around the town, with support from the Town Council Administration Department.

4. The Town Council approves, in principle, a proportionate financial contribution to the local scheme. The amount will be determined following Cornwall Council's approval and associated costings, with funds allocated from General Reserves.

**284/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 20 DECEMBER 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.**

The next scheduled meeting date Saturday 20 December 2025 in conjunction with Saltash Market Day, Fore Street.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** for Councillors Bullock, Peggs, Bickford and Miller to attend.

**285/25/26 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.

**286/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**287/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**288/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

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

1. Age Friendly Community;
2. Meet Your Councillors;
3. Precept 2026/27;
4. Hire of Town Council Premises and Events;
5. Admission Arrangements for Primary Schools;
6. Priorities for Cornwall Survey;
7. Increased Funding Provisions for Professional Youth Work 2026/27;
8. Latchbrook Farm Consultation Survey.

**289/25/26 DATE OF NEXT MEETING: THURSDAY 15 JANUARY 2026 AT  
7:00 P.M.**

Thursday 15 January 2026 at 7.00pm

**290/25/26 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 15 January 2026 at 7.00 pm

Rising at: 8.35 pm

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

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