

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the Virtual Zoom Platform on Thursday 4th March 2021 at 7.00 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, G Challen, J Dent, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, J Rance (Vice-Chairman), B Samuels, P Samuels (Chairman) and D Yates.

**ALSO PRESENT:** 4 Members of the Public, H Frank (Cornwall Council), D Holley (Cornwall Council), S Tamlin (Cornwall Council) and J Baskott (CIC), R Lane (Town Clerk), S Burrows (Assistant Town Clerk), S Emmett (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: S Lennox-Boyd and B Phillips

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#### **332/20/21 ANNOUNCEMENTS:**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

#### **333/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.**

None.

#### **334/20/21 PRAYERS.**

Councillor Yates led prayers.

**335/20/21 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.

b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. To consider dispensations required.

None.

**336/20/21 CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**337/20/21 MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**338/20/21 REPORT BY COMMUNITY ENTERPRISES PL12**

The Chairman of CEPL12 gave a brief verbal report on the past month and requested if Members could complete the short survey on the recently distributed information leaflet to assist with funding applications currently being made.

It was **RESOLVED** to note.

**339/20/21 CNP REPORT FOR NOTING OR MATTERS ARISING**

Councillor Challen joined the meeting.

Councillor Bickford briefed Members on the Water Transport Working Group and requested the item be considered by the Services Committee to consider forming a Working Party to further explore the possibility of Saltash being an access point.

It was **RESOLVED** to note.

**340/20/21 CNP ACTION POINTS FOR REPORTS**

No Actions.

**341/20/21 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

No report.

**342/20/21 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Cornwall Councillor H Frank asked Members to be aware of Street Link and the services they provide to rough sleepers.

It was **RESOLVED** to note.

**343/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**344/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**345/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 4TH FEBRUARY 2021 AND THE EXTRA ORDINARY FULL TOWN COUNCIL MEETING HELD ON THURSDAY 18TH FEBRUARY 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 4<sup>th</sup> February 2021 were confirmed as a true and correct record.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extra Ordinary Full Town Council Meeting held on Thursday 18<sup>th</sup> February 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**346/20/21**    **FINANCE:**

- a. To advise the following receipts in:
  - i. January 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:
  - ii. January 2021

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 31<sup>st</sup> January 2021 were reviewed as correct by the Chairman of Policy and 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 and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**347/20/21**    **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

None.

**348/20/21**    **CORRESPONDENCE:**

- a. Helly Hansen (global leader in technical sailing and performance ski apparel) – Campaign with the RNLI to demonstrate the importance of lifejackets and safety at sea.

Members discussed the campaign and possible dates to suggest to RNLI to work in conjunction with this year's Saltash Regatta.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to support the RNLI PR Campaign proposal by placing a lifejacket on Ann Glanville during daytime hours with the placement and removal of the jacket supervised at all times by the Service Delivery Department.

- b. Cornwall Council - Climate Emergency DPD Consultation.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate the Climate Emergency DPD Consultation to the Climate Change and Environmental Working Party for further review reporting back to Full Council.

- c. Letter received from the 1941 Blitz Committee.

It was **RESOLVED** to note and thank the 1941 Blitz Committee for all their hard work on this project.

- d. Email received from a Saltash resident in support of STC decision to acknowledge a Climate and Ecological Emergency.

It was **RESOLVED** to note.

**349/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Joint Burial Board held on Tuesday 9th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels - Co Chairman of the Joint Burial Board, seconded by Councillor Dent and **RESOLVED** to note and receive the minutes. There were no recommendations.

- b. Services held on Wednesday 10th February 2021.

Please see a copy of the minutes on the STC website.

In the absence of the Chairman and no appointment of a Vice Chairman Members in attendance of the Services Committee meeting **RESOLVED** to note and receive the minutes. There were no recommendations.

- c. Planning and Licensing held on Tuesday 16th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Dent, seconded by Councillor Fox and **RESOLVED** to note and receive the minutes. There were no recommendations.

- d. Extra Ordinary Personnel held on Tuesday 2nd March 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to note and receive the minutes with the following recommendations:

**RECOMMENDATION 1:**

**100/20/21 TO RECEIVE AND CONSIDER THE STC SERVICES AND OPERATIONAL RECOVERY REPORT**

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RECOMMENDED** that:

1. Under step 2 staff return to working in the Guildhall as of 12th April 2021.

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RESOLVED** to approve staff return to working in the Guildhall as of 12<sup>th</sup> April 2021.

**RECOMMENDATION 2:**

2. STC register with the national Community Testing Programme being delivered by Cornwall Council to train and enable appropriate members of staff to conduct rapid lateral flow tests for staff in order to protect staff and the wider community.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve registration with the national Community Testing Programme to conduct lateral flow tests for staff.

**350/20/21 TO RECEIVE AND NOTE THE TOWN TEAMS TERMS OF REFERENCE.**

Councillor Rance reminded Members that Saltash Town Council is the overseeing body of the Town Vitality Funding Application therefore it is recommended that Town Team take note of Saltash Town Council recommendations.

Councillor B Samuels informed Members of the recommendations for Town Team Terms of Reference and confirmed they would be discussed at the next Town Team meeting to be held on 18<sup>th</sup> March 2021 and amended Terms of Reference be received at a future Saltash Town Council meeting.

It was **RESOLVED** to receive and note the existing Town Team Terms of Reference.

**351/20/21 TO RECEIVE, CONSIDER AND APPROVE THE SUBMISSION OF THE TOWN VITALITY FUNDING APPLICATION.**

Councillor Gillies Chairman of Town Centre Vision Sub Committee informed Members that the deadline date for final submission of an application had been extended to 7<sup>th</sup> April 2021 and advised that Purdah would not restrict the final draft application being approved at Full Council in April.

Councillor Gillies requested Members provide comments on the draft application prior to submitting for scrutiny and further comment by external assessors.

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

1. Approve submission of the draft application to the external assessors for further comment and advice.
2. Receive the completed final draft application for approval at the Full Town Council meeting to be held on 1<sup>st</sup> April 2021.

**352/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Town Centre Vision Sub Committee held on Thursday 25th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to receive and note the minutes with the following recommendation satisfied under minute number 351/20/21.

**RECOMMENDATION:**

**73/20/21 TO CONSIDER AND RECOMMEND THE TOWN VITALITY FUNDING APPLICATION TO FULL COUNCIL FOR APPROVAL**

It was proposed by Councillor Gillies, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 4th March 2021:

1. To receive, consider and approve the submission of the Town Vitality Funding application subject to this Sub Committee recommendations to the Working Party and Town Teams as listed in minute number 70/20/21

2. The application being finalised at the meeting of the Working Party to be held on 1st March 2021 to include options for other sites and to be circulated to Members by 2nd March 2021 for consideration at Full Council to be held on 4th March 2021.

It was **RESOLVED** that the recommendation was satisfied under minute number 351/20/21.

**353/20/21**    **TO CONSIDER COVID-19 UPDATES**

No further updates.

**354/20/21**    **TO REVIEW THE GUILDHALL RECOVERY PLAN - PHASE 5 VERSION 1.1**

Councillor Pinckney left the meeting.

The Chairman announced a five-minute break. The meeting reconvened at 8:35 p.m.

It was **RESOLVED** to approve and adopt the current Services and Operational Recovery Report phase 5 version 1.1 subject to amendments of approved recommendations under minute number 349/20/21d and further recommendations:

**RECOMMENDATIONS:**

1. Delegated authority in line with the revised Covid-19 Emergency Scheme of Delegation to continue with the Town Clerk to manage each department in adopting all time lines as the Government announces the changes as we work towards easing the restrictions.
2. Town Clerk and Assistant Town Clerk to report back to the Chairman and Vice Chairman of the relevant Committee / Sub Committee, Mayor and Deputy Mayor for agreement for any change of service across the council.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve the recommendations.



**355/20/21 TO CONSIDER A LEASE TO ADOPT THE LAND FROM NETWORK RAIL ON WHICH THE EXISTING RED PHONE BOX SITS LOCATED AT THE STATION BUILDING**

It was proposed by Councillor Rance, seconded by Councillor Martin and **RESOLVED** to give delegated authority to the Chairman and Vice Chairman of the Station Sub Committee in conjunction with the Town Clerk to appoint STC solicitor to agree the lease of land upon which the phone box is situated up to a cost of no more than £500.

**356/20/21 TO APPOINT A MEMBER TO THE FOLLOWING SUB COMMITTEES:**

Councillor Rance lost connection and reconnected to the meeting.

a. Town Centre Vision

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to reduce the composition to 8 to fall in line with standard Sub Committee membership.

**357/20/21 PLANNING:**

Councillor Rance lost connection and reconnected to the meeting.

a. Applications for consideration:

**PA21/00266**

**Mr & Mrs Read – 1 Back Hill St Stephens PL12 4DJ**

Single storey side extension

**Ward: West**

It was proposed by Councillor Dent, seconded by Councillor Challen and **RESOLVED** to approve.

b. Tree applications/notifications: None.

**358/20/21 CONSIDERATION OF LICENSE APPLICATIONS: NONE**

None.

**359/20/21 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.

**360/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**361/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**362/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**363/20/21 PRESS AND SOCIAL MEDIA RELEASES.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. RNLI life jacket to be displayed on Ann Glanville - subject to promotional material received and final arrangements made.
2. The procurement of additional vehicles put to use within the Town due to the devolution of outside contracts and additional works to be undertaken by the Service Delivery Department and the reducing of consumption in maintenance miles – Social Media only.

**364/20/21 DATE OF NEXT MEETING: THURSDAY 1ST APRIL 2021 AT 7:00 P.M.**

Thursday 1<sup>st</sup> April 2021 at 7.00 p.m.

**365/20/21 COMMON SEAL:**

It was **RESOLVED** 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: 9.00 pm

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

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