

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 9th October 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, S Gillies (Vice-Chairman), M Johns, S Martin, G McCaw, P Nowlan, J Peggs, B Samuels and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk), M Cotton (Assistant Service Delivery Manager)

**APOLOGIES:** A Ashburn, J Brady, S Miller, L Mortimore, P Samuels and J Suter

---

#### **49/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **50/25/26 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.

#### **51/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**52/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 17 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 Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 17 July 2025 were confirmed as a true and correct record.

**53/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to note the budget statements and approve a virement of £50.00 from budget code 7121 LO IT & Office Costs Longstone to budget code 6534 SE Pontoon Broadband.

**54/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**55/25/26      TO REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER TWO FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to:

1. Note there are no specific 'actions' Members wished for the Town Clerk to take into consideration when reviewing the deliverables;
2. defer to a future Services Committee Meeting for further consideration.

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

The Acting Service Delivery Manager gave a verbal update on the report contained and circulated in the reports pack.

Point 7 of the report – Kubota RTV:

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

1. To delegate authority to the Acting Service Delivery Manager to part-exchange the existing RTV for £3,000 towards the purchase of a used Kubota RTV X1110 Cab at a total cost of £17,215 + VAT. After the part-exchange, the remaining balance of £14,215 + VAT will be payable, as detailed in Appendix G.
2. That the expenditure be allocated to budget code 6578 EMF Vehicles and Equipment.
3. To accept the Town Clerk's advice that, due to the nature of the procurement via a website, a single quotation was deemed acceptable in this instance.
4. To note that the company recommended by the Acting Service Delivery Manager is known to Saltash Town Council and is considered reputable.

Point 6 of the report – Jubilee Pontoon:

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

1. To delegate authority to the Acting Service Delivery Manager to replace the failed navigation unit located on the northern end of the Jubilee Pontoon, in accordance with the Tenancy at Will, subject to the Town Clerk confirming with Trinity House the required number of navigation lights for the pontoon.
2. To delegate authority to the Acting Service Delivery Manager to purchase one solar-powered navigation light and three solar battery replacement kits at a total cost of £1,092, to be allocated to budget code 6584 EMF Pontoon Maintenance Costs. This is subject to confirmation from the Town Clerk that the faulty light requires replacement in accordance with Trinity House's recommendations.

3. To request that the Acting Service Delivery Manager reports the outcome of the above actions at the next scheduled meeting of the Services Committee.

It was **RESOLVED** to note the contents of the remainder of the report.

- b. Grounds Maintenance Works;

It was **RESOLVED** to note.

- c. Work Request Log;

No report.

- d. Vandalism and Anti-Social Behaviour Report;

No report.

- e. Statutory and Mandatory Building Asset Checks.

No report.

57/25/26

**TO RECEIVE AN UPDATED REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a verbal update regarding the transfer of two parcels of land at Pillmere—Harebell Close and Campion Close.

Members acknowledged the significant volume of work involved, noting that the Town Clerk had received seventeen documents requiring thorough review and analysis in order to prepare a comprehensive report for Members' consideration.

Members also expressed concern about the general public's limited understanding of the complexities involved in legal matters of this nature. They emphasised the importance of allowing sufficient time for due diligence to avoid potential issues arising in the future.

The Town Clerk confirmed that she had contacted Taylor Wimpey regarding the clearance of both sites and is currently awaiting a response.

It was proposed by Councillor Stoyel, seconded by Councillor Gillies, and **RESOLVED** that the item be deferred to the Extraordinary Services Committee meeting scheduled for 23 October.

**58/25/26      TO RECEIVE AN UPDATED REPORT ON PONTOON MAINTENANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To appoint Company C to carry out remedial works to the Jubilee Pontoon during December, when usage of the pontoon is typically lower, in order to minimise disruption.
2. That the scope of the remedial works shall be in accordance with the recommendations outlined in Primrose Marine's inspection report dated 5 July 2025, and shall include the reinstatement of all deck boards to their original condition upon completion of the works.
3. That the total cost of £4,980 be allocated to budget code 6584 EMF Pontoon Maintenance.

To delegate authority to the Town Clerk, in consultation with the Chair and Vice Chair of the Committee, to obtain quotations from independent marine surveyors to assess and verify the quality and completion of the works undertaken by Company C working within budget 6584 EMF Pontoon Maintenance reporting back at a future Services Committee meeting.

**59/25/26      TO RECEIVE AN UPDATE ON THE TOWN'S FESTIVE LIGHTING PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor B Samuels, and **RESOLVED** to note the update and to ratify the additional expenditure of £880 required to complete the works as requested by the Services Committee, with the cost to be allocated to budget code 6515 – Festive Lights Maintenance and Electricity.

**60/25/26      TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**61/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair updated Members on the conversation had with Adrian of SEA regarding the need to use chemicals and herbicides to treat growth of the heliotrope located in Elwell Woods in accordance with specialist advice they had received.

Members again raised their concern of the growth and spread of the heliotrope and need to act now.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED:**

1. To refer SEA to Services Committee Minute 116/24/25, dated 13 February 2025, in which Members requested that SEA reconsider the use of chemical treatment to manage the heliotrope growth in Elwell Woods.
2. To proceed with sending small samples of root material to the Royal Horticultural Society (RHS) for analysis, to determine whether disease is present in the orchard. It was further agreed that, in future, SEA does not require prior Committee approval to undertake similar investigative or minor works.
3. That Members will contact SEA directly to suggest any suitable areas of land within their wards for potential tree planting initiatives.
4. To approve a total expenditure of £735.13, allocated to budget code 6589 EMF Community Tree Planting Initiatives, for SEA to replace the birch trees previously planted adjacent to the Cornish Cross.
5. To note that all purchases on behalf of SEA are to be made through the Service Delivery Department, in accordance with the Town Council's procurement procedures.

**62/25/26      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.

63/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

64/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

65/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 23 October 2025 at 6.30 pm

Rising at: 7.36 pm

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

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