

SALTASH TOWN COUNCIL

Minutes of the Meeting of Services Committee held at the Guildhall on Wednesday 15th September 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Lennox-Boyd, S Martin (Vice-Chairman), S Miller, J Peggs (Chairman), A Pinckney and D Yates.

ALSO PRESENT: 2 Members of the Public, H Frank (Cornwall Council), C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen, J Dent, M Griffiths, S Miller (Late arrival), B Samuels, P Samuels and G Taylor.

21/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

The Chairman welcomed newly elected Essa Ward Councillor - Councillor Lennox-Boyd.

22/21/22 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

23/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

The Chairman informed Members that a public question had been received and would be further discussed under agenda item 15 To receive and consider a report to plant a tree in the Memorial Peace Garden in remembrance of the Late Brad Hine.

24/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON WEDNESDAY 14TH JULY 2021 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 Gillies, seconded by Councillor Yates and **RESOLVED** that the minutes of the Services Committee held on Wednesday 14th July 2021 were confirmed as a correct record.

25/21/22 **FINANCE:**

a. To receive the current Committee budget statement

It was **RESOLVED** to note.

26/21/22 **ACTING TOWN CLERK TO REPORT ON DELEGATED AUTHORITY TO SPEND - REGATTA EVENT**

Councillor Miller arrived at the meeting.

It was **RESOLVED** to note.

27/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

28/21/22 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT**

The Chair congratulated the SD team for all their hard work through a difficult period and under trying circumstances. Members spoke of magnificent comments received regarding the bedding plants and hanging baskets situated throughout the town.

It was **RESOLVED** to note.

29/21/22

TO RECEIVE AND CONSIDER A REPORT ON A PREMISES LICENCE FOR THE STATION BUILDING

Members discussed the requirement for a Premises Licence for the Station Building and considered an amendment to the Guildhall Premises Licence to include the sale of alcohol.

The Administration Officer updated Members that she had already undertaken BIIAB Training and would not require to re-sit the exam as the certificate is still valid.

The report outlined three recommendations Members considered.

Premises Licence to hold entertainment events – Station Building

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to apply for a premises licence for the Station Building to hold entertainment events. This is subject to no additional costs being accrued by the Town Council.

Guildhall – Amendment to Premises Licence

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

1. To amend the existing premises licence to include the sale of alcohol for Council events only at a cost of £23.00.
2. The Administration Officer to be the nominated Designated Premises Supervisor for Council events at the Guildhall subject to a personal licence being reissued.

Staff Training – Personal Licence for the Sale of Alcohol

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer the training of additional staff to obtain a personal licence for the sale of alcohol unless demand for the Guildhall and Station bookings indicates otherwise

30/21/22

TO RATIFY THE LIBRARY OPERATIONAL HOURS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to ratify the extension of the library operational hours subject to the hours in keeping with the current budget.

31/21/22 **TO CONSIDER THE OPENING HOURS OF LONGSTONE PARK TOILETS - COUNCILLOR PEGGS**

The Chairman briefed Members on requests from residents for a change to the opening hours during the winter period who utilise Longstone Park toilets throughout the year.

The SDM informed Members that the decision to close Longstone toilets early was due to vandalism however confirmed that a few minor maintenance issues could be resolved and the opening hours rescheduled if required.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to reopen Longstone Park toilets throughout the winter period between 8:30am and 4:30pm with all public conveniences managed by the Town Council to amend the opening hours until after the October half term to coincide with seasonal day light savings.

32/21/22 **TO CONSIDER ADDITIONAL ACCESSIBLE TOILETS AND SUITABLE AREAS IN SALTASH**

Members discussed the suitability of various locations for a Changing Places Toilet which requires a larger installation space to standard accessible toilets.

Members all agreed the aspiration to have a CPT in Saltash had been established however due to size requirements of a CPT this item would require additional and careful consideration prior to a proposal being made or any associated funding being applied for.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to defer this item until further information is received on public demand and requirements as well as established locations and associated costs for a CPT are ascertained by Members.

33/21/22 **CORRESPONDENCE.**

The Chairman read out a letter received from a resident objecting to the request for a tree to be planted with a Memorial plaque in the Memorial Peace Garden due to the original intent of the Peace Garden to remember members of the Saltash Community who died in war and conflict. The resident expressed concern due to the proposal being inappropriate and not in accordance with the original principles. Further concern was raised that if the Town Council approved the proposal of a memorial tree it could set a precedent.

It was **RESOLVED** to note.

34/21/22 **TO RECEIVE AND CONSIDER A REPORT TO PLANT A TREE IN THE MEMORIAL PEACE GARDEN IN REMEMBRANCE OF THE LATE BRAD HINE.**

A resident spoke in support of the proposal to plant a tree and plaque in memory of the landscaper of the Memorial Peace Garden who sadly passed away.

The resident informed Members of a pink Hawthorne tree which has been offered as a donation to the Council with the planting and cost of a memorial plaque to be funded at no additional cost to the residents of Saltash.

The resident added that a tree was planted previously in 2016 but due to vandalism had to be removed and therefore would the Council consider the donated tree as replacement which the Council had promised many years ago.

It was proposed by Councillor Peggs, seconded by Councillor Pinckney and **RESOLVED** to approve planting a donated Hawthorne tree in the vicinity of the Memorial Peace Garden subject to the SDM meeting the resident to establish a suitable space. A memorial plaque to be installed in a separate location within the Peace Garden.

35/21/22 **TO RECEIVE A REPORT RELATING TO THE A38 ROUNDABOUT DISPLAY AND CONSIDER WRITING TO HIGHWAYS ENGLAND.**

Members were informed that Highways England have recently changed their name and is operating as National Highways.

Councillor Lennox-Boyd spoke of recent meetings with Cornwall Council and National Highways and the requests received to improve the horticultural appearance at the A38 roundabout in Saltash. Councillor Lennox-Boyd added that these requests have been refused by National Highways due to visibility issues.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to form a working group consisting of Councillors Lennox-Boyd, Martin and Miller to corroborate an acceptable proposal for the horticultural appearance of the A38 roundabout and report back at the following Services Committee meeting.

36/21/22 **TO RECEIVE AND CONSIDER A REPORT RELATING TO THE WATER SKI RACING SOUTH WEST.**

It was **RESOLVED** to note.

37/21/22 **TO FURTHER CONSIDER THE FINANCIAL IMPACT AND ALTERNATIVE FUNDING SOURCES AVAILABLE FOR CCTV IN SALTASH**

Members considered the financial impact and discussed various funding sources currently available for the provision of CCTV.

Members confirmed the comprehensive proposal received included a specialised quote and did not require to adhere to the Council's Financial Regulations (12.1.b) due to the provider being the sole supplier in Cornwall with direct connections to the Police and Fire Commissioners.

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

1. An amendment to the proposal to include an additional camera to be situated within Alexandra Car Park
2. To approve submission of an application to the S106 Panel for the shortfall of money relating to any cameras within the Town Centre.
3. Further grant applications to alternative funding sources be made to assist with the shortfall.
4. Subsequent to any applications and monies awarded any further shortfall to be taken from the General Reserves to proceed with the proposal as soon as possible.

38/21/22 **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.

39/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

40/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

41/21/22 **TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN.**

None.

42/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Change of Public Toilets opening hours
2. Library Extended Opening Hours.
3. Water Ski Competition Event this Saturday with the Council supporting the infrastructure – Social Media Only

DATE OF NEXT MEETING

Wednesday 13 October 2021 at 6.30 pm

Rising at: 8.23 pm

Signed: _____
Chairman

Dated: _____