

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 13th January 2022 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, M Griffiths, S Martin, S Miller, J Peggs, B Samuels, P Samuels (Chairman) and D Yates.

ALSO PRESENT: 1 Member of the Public, T Parkman (Mayor's Chaplin), H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: G Challen, L Challen and S Lennox-Boyd.

The Chairman announced the first item of business would be Agenda Item 2 – prayers.

317/21/22 PRAYERS.

Reverend Tim Parkman led prayers.

318/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

319/21/22 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.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
Bickford	22b	Pecuniary	Station project/hospitality	Yes

Councillor Dent arrived and joined the meeting.

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

None.

320/21/22 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

321/21/22 MONTHLY CRIME FIGURES

It was **RESOLVED** to note.

322/21/22 REPORT BY COMMUNITY ENTERPRISES PL12

Due to there being no directors meetings in December there was no report to be received.

Councillor Bickford offered to answer Members questions and briefed Members on the work to date.

323/21/22 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTHING OR MATTERS ARISING.

The Acting Town Clerk directed Member's attention to the final page of the report which provided the proposed CNP meeting dates for 2022.

It was **RESOLVED** to note.

324/21/22 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

It was **RESOLVED** to note.

325/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

It was **RESOLVED** to note.

326/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

Cornwall Councillor Worth gave a brief verbal update.

Tamar Bridge

Councillor Worth spoke of various meetings attended and of the recently launched public consultation. The consultation proposes to address the financial shortfall caused by the impact of Covid 19 and ongoing reduction in traffic levels on the Tamar Bridge and Torpoint Ferries.

The consultation is open for responses until Monday 14th February 2022 and has been publicised on the Tamar Crossings website, various press and social media releases and includes hard copy responses which are being handed to users of the bridge over the following few days.

Saltash Leisure Centre

Councillor Worth wished to thank all those involved for their hard work in assisting to save the Leisure Centre from closure and looks forward to working together with the working group on the future provisions of the leisure services.

327/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

The Chairman informed Members of a question which had been submitted by a concerned resident. The resident was not in attendance therefore the Chairman asked the Acting Town Clerk to update Members of the question received.

Dear Saltash Town Council,

It is becoming clear through my experiences and through social media that there is an increasing trend with regard the parking of vehicles in Saltash.

1. Parking on pavements. Causing a hindrance to the elderly, prams, buggies, children causing them to walk in the road.
2. Parking within 10 Metres of a junction. Rule 243 Highway code. I have narrowly averted a RTC due to poor parking of resident's cars on a junction near a school which causes unnecessary obstructions for other drivers and the children on their way home.
3. Restricting access through roads. Rule 242 Highway code A vehicle parked in a manner where an emergency vehicle cannot pass.
4. Restrict access to and from property. Rule 243 Highway code A vehicle parked either opposite a drive or directly in front of a drive.

I contacted the Police in regards to item 2 in 2017 but they brushed it off taking the attitude that it's better for Saltash residents to park than to adhere to the highway code and the safety of Saltash residents due to and I quote: -

"despite there certainly being contraventions of the highway code, this is something that we would be unlikely to target and investigate. The reason I say this is because there would be very little hope of a prosecution at court. Any defendant would only have to drive along 90% of roads in Saltash and find vehicles parked in the same manner and for us, we do not have the resources to Police this fairly and proportionately".

My question to Council is:

The parking on Saltash roads is getting worse. Surely its better now than rather than later to address this problem as it is escalating. Would it not be better for this council rather than an individual to approach the relevant authorities to investigate and address the parking situation in Saltash.

It was proposed by Councillor Foster, seconded by Councillor Bickford and **RESOLVED** to respond informing of the Area Road Safety Committee, Cornwall Council website to report the incidents and provide details of their Cornwall Ward Councillors.

329/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 2ND DECEMBER 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 P Samuels, seconded by Councillor Miller and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 2nd December 2021 were confirmed as a true and correct record.

330/21/22 FINANCE:

a. To advise the following receipts in:

i. November 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. November 2021

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30th November 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting 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.

331/21/22 TO RECEIVE AND APPROVE A DRAFT LEASE BETWEEN SALTASH TOWN COUNCIL AND FIRST GREATER WESTERN LTD FOR THE LAND BENEATH THE FORMER BT PHONE BOX LOCATED AT ISAMBARD HOUSE.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to approve to adopt the underlease between Saltash Town Council and First Greater Western Limited for the land beneath the former BT phone box located at Isambard House.

332/21/22 TO RECEIVE AND APPROVE THE FINAL DRAFT OF THE 2022/23 PRECEPT LEAFLET

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to approve the final draft Precept Leaflet for the year 2022/23.

333/21/22 TO RECEIVE A REPORT FROM THE SALTASH PLATINUM JUBILEE WORKING GROUP AND CONSIDER ANY ASSOCIATED EXPENDITURE.

Councillor Bickford briefed Members on the report submitted by the Jubilee Working Group and answered questions Members posed regarding the celebrations and expenditure.

Members agreed it was important to get a schedule of events and celebrations publicised to the residents and community as soon as possible.

Members confirmed that the Town Council precepted £1,000.00 for the purpose of Jubilee Celebrations.

Councillor Bickford confirmed the Working Group are due to meet again on 20th January 2022.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to vire £4,500.00 from General Reserves into Budget Code 6202 P&F Civic Occasions to be used for various Jubilee events and provisions over the celebration period with a report to be received at Full Council at a later date.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Personnel Committee to consider providing STC resources to support both STC and third party events taking place as part of the Platinum Jubilee celebrations (toilet hours extended, additional cleans etc) in consultation with the Service Delivery Manager.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve and support the 'other requests' as detailed in the report such as provisions, funding bids and the use of the Town Council website for promotional and information purposes.

334/21/22 **TO RECEIVE A REPORT AND APPROVE THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022/23.**

The Acting Town Clerk gave a brief overview of the Schedule of Meetings and the algorithm used historically to create the schedule.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer to a future Full Council meeting subject to the amendments as follows:

1. Services to be held Bi-Monthly alternate to Policy and Finance on a Thursday.
2. Planning and Licensing to be held on the third Tuesday in August.
3. Personnel to be held Bi-Monthly on the last Thursday of the month.
4. No meetings to be held back-to-back or directly before or after National Bank Holidays.

335/21/22 **CORRESPONDENCE.**

None.

336/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on Wednesday 8th December 2021

RECOMMENDATION 1:

72/21/22 TO RECEIVE AND CONSIDER CCTV PROVISIONS FOR AN ADDITIONAL CAMERA AND ANY ASSOCIATED EXPENDITURE.

The Acting Town Clerk reminded Members of the commercially sensitive information contained within the CCTV report and asked Members to be mindful when discussing the agenda item.

Members discussed the proposal and the inclusion of an eighth camera to be situated at Alexandra car park.

Members talked of various funding streams available for the shortfall of capital costs.

Members agreed an application to the s106 panel would be made but would exclude costs for the two cameras not located in the high street (funding stipulation).

Members agreed further investigations and applications to be made to alternative funding sources to cover the capital costs of the Waterside and Leisure Centre.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022:

1. To approve an additional camera to be situated at Alexandra car park at an additional capital cost for the supply and installation.
2. To approve maintenance option A for the annual maintenance costs, inclusive of all labour and replacement of parts for all eight cameras, subject to further clarification of warranty parameters.
3. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress a s106 application for funding towards the six cameras at the locations specified within the Town Centre:

Camera 1 - on the existing Christmas lights pole, Top of Fore Street
Camera 2 - on streetlight R013, Fore Street
Camera 3 - on streetlight R006, Top of Lower Fore Street
Camera 4 - next to streetlight C050, Lower Fore Street
Camera 5 - on streetlight B051, Old Ferry Road
Camera 6 – Alexandra car park.

4. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress alternative means of funding identified such as the Police and Crime Commissioners Office, Safer Streets and National Lottery Community Funding for the remaining cameras not situated in the Town Centre:

Camera 7 - adj. to streetlight A108, outside The Union Inn
Camera 8 – by the Leisure Centre.

It was proposed by Councillor Yates, seconded by Councillor Bickford and **RESOLVED** to amend point 3 and 4 of the recommendation to state that delegated authority be given to the Acting Town Clerk, liaising with the Chairman and Vice Chairman, to further progress alternative means of funding identified such as the Police and Crime Commissioners Office, Safer Streets and National Lottery Community Funding for the remaining cameras not situated in the Town Centre:

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to note the minutes and approve the above recommendations.

b. Extraordinary Personnel held on 16th December 2021

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

c. Planning and Licensing held on 21st December 2021

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

d. Extraordinary Personnel held on 6th January 2022

RECOMMENDATION 1:

112/21/22 TO RECEIVE DOCUMENTS AND CONSIDER THE RECRUITMENT OF A TOWN CLERK / RFO AND ANY ASSOCIATED EXPENDITURE

The Acting Town Clerk advised Members that they may wish to appoint CALC or SLCC to carry out a benchmarking exercise to review the salary of the Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) to establish a range for the post when recruiting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on the 13th January 2022 to approve:

1. The advertisement notice for the position of a Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
2. The post to be advertised with SLCC for Local Council Professionals Gold Advert Package to include coverage on SLCC website, social media channels (reaching 73,050) and listed on the bi-weekly news bulletin for a period of one month commencing 14th January 2022 at a cost of £347 + VAT allocated to budget 6657 Staff Recruitment Advertising.
3. The post to be advertised with CALC (free of charge), Town Council website and social media channels, all noticeboards and Plymouth City Council's recruitment website (free of charge) for a period of one month commencing 14th January 2022.
4. Saltash Town Council Line Management Organisational Chart (as attached)
5. The job description for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
6. The person specification for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
7. The Personnel Committee to shortlist, undertake interviews, and appoint a successful candidate reporting back to Full Council at a future date.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the minutes and approve the above recommendations subject to an amendment to point 7 as follows:

The Personnel Committee to shortlist, undertake interviews, with suitable candidates to attend an informal meeting with Full Council (either face to face or virtually) in a format yet to be defined, upon which the Personnel Committee will appoint a successful candidate reporting back to Full Council at a future date.

e. Policy and Finance held on 11th January 2022

RECOMMENDATION 1:

136/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

c. Staff Welfare

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to vire £500 from General Reserves to Budget Code 6654 for the purchase of essential vaccinations for new staff members of the Service Delivery Department.

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

RECOMMENDATION 2:

141/21/22 TO RECEIVE AND CONSIDER RECOMMENDING EMERGENCY COVID-19 AMENDMENTS TO THE SCHEME OF DELEGATION.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve that the Acting Town Clerk should have the delegated authority to take any actions necessary with associated expenditure up to £5,000 to protect the interest of the community and ensure council business continuity during the period of the coronavirus pandemic where it is deemed inappropriate to meet.

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

RECOMMENDATION 3:

142/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE APPOINTMENT OF A BUILDING SURVEYOR TO CARRY OUT AN INSURANCE VALUATION OF THE COUNCIL'S ASSET PORTFOLIO.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company A at a cost of £4,800 plus VAT to carry out the revaluation works and to request the sum of £2,800 to be vired from General Reserves to make up the shortfall.

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

RECOMMENDATION 4:

143/21/22 TO APPROVE THE RECOMMENDATION TO APPOINT AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th January 2022 to approve the following:

1. The appointment of Company D at a cost of £240 per month for the provision of IT Services only and a monthly cost of £782.75 for the support and operational services to be allocated to Budget Code 6306 IT Maintenance.
2. To delegate authority to the Acting Town Clerk up to an expenditure limit of £1,000 to further progress additional IT projects, including the use of Sharepoint which will require additional training for staff and Councillors as required.

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

RECOMMENDATION 5:

144/21/22 TO RECEIVE A REPORT AND CONSIDER RECOMMENDING TO FULL COUNCIL A REDUCTION TO THE QUORUM LEVEL FOR ALL TOWN COUNCIL SUB COMMITTEES.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to reduce the quorum level to four for all Town Council Sub Committees.

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

RECOMMENDATION 6:

145/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE AWARING THE FREEDOM OF SALTASH POLICY.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the Awarding the Freedom of Saltash Policy subject to the following amendment to the survey poll requirements:

1. Nomination Procedures – Points 7 & 8, page 4, to be amended to read ‘two thirds of respondents’, rather than ‘two thirds of Members’.

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

1. To defer the above recommendation to Full Town Council to be held on 3rd February 2022.
2. That Councillors submit their amendments to the policy to Councillor Miller copying in the Acting Town Clerk.
3. To consider the amendments at an informal meeting to be held following the Planning and Licensing meeting on 18th January 2022.

RECOMMENDATION 7:

146/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE GUILDHALL COVID-19 PHYSICAL FACE TO FACE TOWN COUNCIL MEETINGS RISK ASSESSMENT.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment.

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

RECOMMENDATION 8:

147/21/22 TO CONSIDER EXTENDING THE MAYORS USAGE OF THE GUILDHALL TO ALL TOWN COUNCIL PREMISES FOR FUNDRAISING EVENTS.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the proposal to extend the Mayor's usage of the Guildhall to all Town Council premises for fundraising events only and to amend the Civic Handbook.

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

RECOMMENDATION 9:

149/21/22 TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

1. To reinstate the Town Council Annual Report.
2. The Mayor, Committee and Sub Committee Chairs and Vice-Chairs to work up their contributions.
3. To review the design in the lead up to the Annual Meeting in May 2022.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to note the minutes and approve the above recommendation.

337/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Town Centre Vision held on 2nd December 2021

It was **RESOLVED** to note and that recommendation minute 4/21/22 was received and approved at December's Town Council meeting minute 304/21/22.

Councillor Bickford declared an interest in the next agenda item and left the meeting.

b. Library held on Thursday 9th December 2021

RECOMMENDATION 1:

29/21/22 TO RECEIVE A FURTHER QUOTE TO APPOINT A BUILDING SURVEYOR TO ACT ON BEHALF OF SALTASH TOWN COUNCIL TO CARRY OUT THE LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.

Cllr Bickford declared an interest in the next item, remained in the room to avoid the meeting being inquorate, but did not vote.

The Chairman informed Members of an additional quote received from Company D.

Members discussed the Building Condition Survey and whether these works are required due to Cornwall Council providing a Building Condition Survey to the Town Council prior to the library being devolved in late 2018 early 2019.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company D to:

1. Undertake a Building Condition Survey at a cost of £2,900.00 + VAT subject to Company D advising this is necessary due to a recent Condition Survey having been completed in late 2018 early 2019.
2. Project manage and undertake the CDM regulations based on a percentage fee of 11.5% against an estimated budget of £200k.

The above costs (1&2) include reasonable expenses and disbursements but exclusive of VAT to be allocated to budget code - professional fees.

3. Instruct the appointed Building Surveyor (if required) on behalf of the Town Council to submit a 'heritage matters only' pre-application to Cornwall Council at a cost of £275 + VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.

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

Councillor Bickford was invited and returned to the meeting.

RECOMMENDATION 2:

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

- a. Delegated authority to the Chairman, Vice Chairman and the Acting Town Clerk to progress the tender specification and issue of the tender with the Building Surveyor in accordance with the Town Council's procurement regulations reporting back to a future Library Sub Committee meeting or as required by email.

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

- c. Town Vision held on 14th December 2021

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

338/21/22 MEET YOUR COUNCILLORS:

Councillor Foster left the meeting.

- a. The next scheduled meeting date is Saturday 15th January 2022 outside Bloom Hearing, Fore Street.

It was **RESOLVED** for Councillors Miller, B Samuels, Yates to attend.

Councillor Foster returned to the meeting.

339/21/22 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.

340/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

341/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

342/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

343/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

