

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 21st April 2022 at 6.30 pm**

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

**ALSO PRESENT:** 18 Members of the Public, S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** R Bullock, G Challen, J Dent and S Martin.

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#### **1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/22/23 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **3/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members of one public statement received which would be taken under Agenda Item 14 – To receive a report relating to Churchtown Allotment beehives and consider any actions and associated expenditure.

**4/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9TH FEBRUARY 2022 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 Peggs, seconded by Councillor Foster and **RESOLVED** that the minutes of the Services Committee held on Wednesday 9<sup>th</sup> February 2022 were confirmed as a correct record.

**5/22/23**      **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.**

The Acting Town Clerk informed Members that the current committee budget statements received are dated 11<sup>th</sup> April 2022, the EMF balances brought forward are currently unaudited and may alter at the next Services Committee meeting.

It was **RESOLVED** to note.

**6/22/23**      **TO RECEIVE THE ACTING TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

It was proposed by Councillor Yates, seconded by Councillor Foster and **RESOLVED** to approve the Acting Town Clerk's delegated spend.

**7/22/23**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**8/22/23**      **TO RECEIVE A VERBAL UPDATE ON SALTASH TOWN COUNCILS S106 CCTV APPLICATION.**

Councillor Bickford updated Members on the CCTV s106 application and the necessity to provide sufficient evidence by way of a business and community survey poll showing support for the project prior to submission of the Town Council's s106 application.

It was **RESOLVED** to note.

The Chairman announced the next item of business to be considered is Agenda Item 14 - To receive a report relating to Churchtown Allotment beehives and consider any actions and associated expenditure.

9/22/23

**TO RECEIVE A REPORT RELATING TO CHURCHTOWN ALLOTMENT BEEHIVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Acting Town Clerk informed those present that the recommendation contained within the officer's report is not the view of the Town Council.

The Acting Town Clerk advised that alternative options for the Town Council have been identified and therefore should be further discussed and debated at this evening's meeting.

The Acting Town Clerk informed Members that no formal agreement, insurance or risk assessment is currently in place. Therefore, Members were asked to be mindful that a formal agreement would need to be in place together with adequate insurance cover and a risk assessment.

The Chairman invited a member of the public to speak on behalf of the allotment holders and beekeepers.

Members thanked members of the public for attending this evening's meeting to discuss and debate the best possible resolution. Members recognise the importance of bees and beekeeping for the environment, ecology and educational benefits they provide for the community.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to delegate to the Acting Town Clerk to:

1. Ensure there is only a maximum of nine beehives on Town Council land located behind Churchtown allotments
2. Appoint the Town Council's solicitor to work up a formal agreement between the beekeepers and the Town Council, at a cost to the Town Council within budget allocating to budget code 6418 professional fees
3. Invoice rental charges at a cost of £50 per beekeeper per annum
4. Ensure the three beekeepers continue to maintain Saltash Town Council area of land where the beehives are situated
5. Ensure the three beekeepers provide a copy of their insurance certificate for Town Council records

6. Work up a risk assessment to include the beehives to be shut down for a period as required to allow for any Town Council maintenance works and tree surveys to be carried out safely.

Further to this, the Chairman spoke of a recent visit to the site and the removal of a Town Council Cornish wall situated next to the beehives.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to delegate to the Acting Town Clerk to:

1. Write to the landowner to ascertain when the Cornish wall and vegetation would be reinstated
2. Further investigate the status of the affordable housing planning application at Churchtown development.

10/22/23

**TO RECEIVE A REQUEST TO PURCHASE SALTASH TOWN COUNCIL LAND AT PILLMERE AND CONSIDER ANY ASSOCIATED ACTIONS AND EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED**:

1. To place all Town Council land requests on hold until sufficient staffing levels improve
2. Delegate to the Acting Town Clerk to respond to the requestor and any future requests received
3. To work up a register of requests to purchase land and revisit at a future date.

11/22/23

**TO RECEIVE A REPORT ON THE REMOVAL OF THE SUE HOOPER CHARITABLE FOUNDATION BOUDOIR BABY GRAND PIANO FROM THE GUILDHALL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster left the meeting.

The Chairman thanked Sue Hooper Charitable Foundation for the loan of the Boudoir Baby Grand Piano that has brought much joy to many events and civic occasions over the years.

Councillor Foster returned to the meeting.

Members discussed the associated costs and requested further consideration be given to upcycling including the cover and stool.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to delegate to the Acting Town Clerk to further investigate upcycling and removal options of the Boudoir Baby Grand Piano, cover and stool, allocating the full cost to budget code 6410 GH General Repairs and Maintenance.

12/22/23

**TO RECEIVE AN UPDATE REPORT ON THE LOCAL SCHOOL DOG FOULING COMPETITION.**

The Acting Town Clerk updated Members on the support received from local schools for the proposed competition.

The Acting Town Clerk confirmed that applications have been submitted to various landowners with the Town Council awaiting a response for permissions to erect signs, prior to releasing further details of the competition.

It was proposed by Councillor Foster, seconded by Councillor Gillies and **RESOLVED** to give delegated authority to the Administration Officer liaising with the Chairman and Vice Chairman to further progress the project reporting back at a future Services Committee meeting.

13/22/23

**TO RECEIVE A REPORT IDENTIFYING SALTASH TOWN COUNCIL PLAY PARKS AND CONSIDER ANY ACTION AND ASSOCIATED EXPENDITURE.**

Members discussed play parks owned by the Town Council and some of those Cornwall Council are responsible for.

Members discussed various friends of community groups and admiration of the volunteers' hard work and community spirit to improve their local play areas.

Members discussed the idea of offering match funding to improve play areas in Saltash. Members agreed the importance of a strategy to ensure as many community play parks are invested in now and the future.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to delegate to the Acting Town Clerk:

1. To contact Cornwall Council to obtain a comprehensive list of Cornwall Council owned and maintained play parks in Saltash including the type of maintenance carried out and frequency of work.
2. To ensure Cornwall Council do not remove play equipment rather they reinstate equipment to their play parks and fix equipment.
3. Members to provide feedback and consider a strategy on how to invest and improve Town Council play parks, reporting back at the next Services Committee meeting.

14/22/23

**TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

Members received the Service Delivery Manager's report, it was **RESOLVED** to note and consider the recommendations.

Queen's Platinum Jubilee:

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to purchase a pack of 50 Platinum Jubilee Lamppost hangers at a total cost of £211.99 plus shipping allocated to budget code 6519 Services Flags and Bunting, to be displayed at the Waterside and Town Centre.

Town Council Plant and Equipment:

The Acting Town Clerk informed Members of the total purchase price in 2018/19 and that it is the requirement of the Town Council to get the 'best price' possible, someone to value them would be good, however, it will fall to what someone is prepared to pay. The Town Council have the option to advertise them for bids.

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and **RESOLVED** to delegate authority to the Acting Town Clerk to further progress the sale of surplus plant and equipment in accordance with Financial Regulations and Health and Safety.

Sharp's Incidents:

The Service Delivery Manager brought to Members attention that the Town Council had not encountered a sharps incident since the 12<sup>th</sup> January 2022. The Service Delivery Manager confirmed that the UV lighting seems to be successful.

The Service Delivery Department is continuing to work with 'We Are with You' who are providing needle exchange notifications to be displayed in the public toilets.

COVID-19 Measures:

Members acknowledged that Covid-19 still very much exists, but it is time we learn to live with Covid-19. The Town Council encourages officers to act with caution and where necessary apply a face covering, unless medically exempt.

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to bring to an end with immediate effect:

1. Fogging of all Town Council premises and public toilets
2. Sanitising vehicles and equipment
3. Service Delivery Department working in bubbles, staggered start and finish times, and dedicated vehicles

4. Sanitising all play equipment, benches, bins, gates and other touch points
5. Pavement markings
6. Any triangle Covid-19 advertising signs to be removed and not replaced
7. Protective screens at Town Council meetings.

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

1. Cleaning the public toilets twice a day, to be reviewed in the near future
2. Maintaining the Town Centre hand sanitisers ensuring all are in working condition and complete with hand sanitiser.

**15/22/23      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.

**16/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**18/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.



19/22/23

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

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media Releases:

1. Beehives at Churchtown Allotment site.

**DATE OF NEXT MEETING**

Thursday 16 June 2022 at 6.30 pm

Rising at: 8.12 pm

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

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