

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd November 2022 at 7.00 pm**

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

**ALSO PRESENT:** 2 Members of the Public, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: G Challen, L Challen and M Griffiths.

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The Chairman announced the first item of business would be agenda item 2 – Prayers.

**231/22/23 PRAYERS.**

Reverend Tim Parkman led prayers.

**232/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**233/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**234/22/23**    **CHAIRMAN'S REPORT.**

The Chairman thanked Councillor Lennox-Boyd for inviting Lewis Gardener Portfolio Holder for Economy to a recent meeting and spoke of future meetings being arranged with our MP Sheryl Murray.

It was **RESOLVED** to note.

**235/22/23**    **MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

**236/22/23**    **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Town Clerk drew Members attention to the support for the Ukrainian appeal and the reinstatement of PL12 being a drop off point for resources to be transported. The Town Clerk asked if this could be promoted through the Town Council's social media.

The Chairman agreed promotions of PL12 as a drop off point for Ukraine support would be most welcome.

It was **RESOLVED** to note.

**237/22/23**    **CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.**

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel (CNP) to speak on the report received.

Councillor Frank advised that the review of the network panels is ongoing and that further information on the review would be received under Agenda Item 13 – To receive a report from Cornwall Councillors.

It was **RESOLVED** to note.

**238/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

The Chairman asked Cornwall Councillor Frank - Chairman of Cornwall Gateway CNP if there were any actions specifically wished for Members further consideration and input.

Councillor Frank requested Members further input be received regarding Highways and Transport. The scheme, which is now entering the second year of the project, is open for Town and Parishes to bid for funding.

Councillor Frank asked for bids to show urgent needs for improvements in identified areas requiring additional road and transport safety.

The Chairman requested Members provide suggestions to the Assistant Town Clerk by email which can then be correlated and further considered, prior to submission to the Community Link Officer (CLO), at the following Full Town Council meeting to be held 1<sup>st</sup> December 2022.

Councillor Peggs advised Members that the Road Safety minutes, from a recent meeting held, are to be circulated and contain identified areas requiring further safety improvements.

It was **RESOLVED** to note.

**239/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd provided a verbal report on the previous meeting held by Safer Saltash on 13<sup>th</sup> September 2022 and 11<sup>th</sup> October 2022.

Councillor Lennox-Boyd spoke of various crimes reported within the Saltash area which included car theft, anti-social behaviour and fly-tipping of automobiles.

Councillor Lennox-Boyd added that recent patrols conducted in partnership with various enforcement teams were undertaken to assist in the prevention of crime.

Safer Saltash are keen to engage with the youth of Saltash, with the youth being invited to participate in future meetings and speak on areas that have caused them concern. Safer Saltash wish to promote inclusivity and diversity to encourage tolerance of those from alternative backgrounds.

The Town Clerk informed Members of the next scheduled meeting of Safer Saltash to be held on Tuesday 8<sup>th</sup> November 2022.

It was **RESOLVED** to note.

**240/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No report.

**241/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gilles briefed Members on the report received.

The Chairman thanked Councillor Gilles for the report and answered the questions contained within.

**Hanging Baskets**

Town Council procured hanging baskets already use peat free only compost.

**Carbon Survey – Fleet Vehicles**

The Property Maintenance Sub Committee have requested a detailed report be received at a future Sub Committee meeting regarding energy usage across Town Council buildings. The Service Delivery Manager will be reviewing the fleet vehicles and their environmental impact and usage.

It was **RESOLVED** to note.

**242/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Councillor Worth gave a verbal update on the future visit of the newly appointed Portfolio Member for Transport – Councillor Connor Donnithorne.

Councillor Frank gave a brief overview of the written report submitted.

**EV Charging Points**

Councillor Frank requested further suggestions for suitable public locations for the installation of EV charging points. Members agreed to consider and submit suggestions to the Assistant Town Clerk to correlate and submit to the CLO.

**Review of the Community Network Panels**

Councillor Frank asked for Members feedback on the proposal of the networks received, their size and how funding may be allocated to each network area.

Members agreed to submit their feedback to the Chairman by the end of next week to be reported to the Community Link Officer by 17<sup>th</sup> November 2022.

It was **RESOLVED** to note.

**243/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

244/22/23

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

The Chairman advised two questions had been received from Members of the public.

Question 1:

Will Council take more positive steps to remember properly the names of the fallen not recorded on our Borough War Memorials?

Answer 1:

The Chairman invited Mr Brooking to ask his question, and agreed he would seek further evidence as required.

The Chairman thanked Mr Brooking for the question posed to the Town Council.

The Chairman outlined his personal support for the addition of the identified names of those fallen but not yet recorded on a Town Council Borough War Memorial.

Councillor Dent spoke of the vast amount of work undertaken by a Saltash resident in identifying all of the names not yet recorded and of the incredible amount of work that is required to have those names included, as well as the lengthy process to obtain permissions to record the names on a Borough War Memorial.

Councillor Dent, B Samuels and Peggs agreed to look into what would be required to remember properly the names of the fallen not recorded on a Borough War Memorial.

Mr Brooking was given an opportunity to respond.

Cllr Peggs reminded Members that the names of the fallen not yet recorded are planned to be read at the following Remembrance Service to be held this November 2022.

The Chairman thanked Mr Brooking for his question.

Question 2:

What steps are Saltash Town Council taking to keep any increase in the Precept for year 23/24 below 5% rather than the 14/18% showing in the draft budgets?

Answer 2:

The Chairman thanked Mr Brady for the question posed to the Town Council.

The Chairman asked Mr Brady why he has referred to 5% rise and whether he thought that was an acceptable rate increase.

Mr Brady replied that he thought a 5% rise was acceptable.

The Chairman spoke of the Precept setting process which is ongoing and not yet determined. The Chairman spoke of the current changing inflation rates and energy price caps having to be taken into consideration to continue operating.

The Chairman added that the Town Council employees and Members were working exceptionally hard to keep operating costs as low as possible with many savings having been identified and implemented across all departments.

The Chairman reassured Mr Brady that the Town Council is always, and will continue to be, mindful of the budgets when setting the Precept.

The Chairman welcomed Mr Brady to attend future meetings and engage with the Precept process.

Mr Brady was given an opportunity to respond.

The Chairman thanked Mr Brady and reiterated the invitation to attend and ask questions at Precept setting meetings.

Councillor Foster left the meeting.

Councillor Yates left the meeting.

**245/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6TH OCTOBER 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 Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 6<sup>th</sup> October 2022 were confirmed as a true and correct record.

**246/22/23 FINANCE:**

a. To advise the following receipts:

i. September 2022

It was **RESOLVED** to note.

Councillor Foster returned to the meeting.

b. To advise the following payments:

ii. September 2022

It was **RESOLVED** to note.

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

None.

Councillor Martin left the meeting.

d. To note that bank reconciliations up to 30<sup>th</sup> September 2022 were reviewed as correct by the Chairman of the Policy & 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 & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.



**247/22/23** **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Services held on 4th October 2022;

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

Councillor Yates returned to the meeting.

- b. Services held on 13th October 2022;

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

- c. Planning and Licensing held on 18th October 2022;

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

The Chairman of Planning and Licensing Councillor B Samuels reminded Members that the planning portal is due to be unavailable on Friday 4<sup>th</sup> November 2022 from 5pm until 8 pm and on Tuesday 8<sup>th</sup> November 2022 9am until Thursday 10<sup>th</sup> November 2022 at 6pm. Therefore, planning applications would not be able to be viewed online.

- d. Joint Burial Board held on 25th October 2022;

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

Councillor Martin returned to the meeting.

- e. Burial Authority held on 1st November 2022

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to defer the Burial Authority minutes to the next Full Council meeting to be held on Thursday 1<sup>st</sup> December 2022.

**248/22/23** **TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022 AND CONSIDER ANY RECOMMENDATIONS.**

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

**249/22/23 TO RECEIVE AN UPDATE ON TOWN COUNCIL OPERATIONAL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Public Conveniences Operating Hours – Winter period only:

The Chairman spoke of a proposal to amend the Town Council public conveniences' opening hours to close at 4:30pm instead of 5pm for 2022 and following years. This would be for the winter period only, to assist with staffing efficiencies and work schedules within the Service Delivery Department.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to amend the advertised closing times of the public conveniences to 4:30pm for the winter periods with the Service Delivery Manager to review with a desire to leave toilets open slightly longer when operationally possible.

Guildhall Reception Operating Hours

Members discussed a proposal to amend the operational hours of the Guildhall reception to assist with staffing efficiencies within the Administration Department.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to reduce the Guildhall operational hours from 10am to 4pm whilst maintaining the closure over for the lunchtime period of 1pm to 2pm.

**250/22/23 TO RECEIVE A MAYOR OF CORNWALL VERBAL UPDATE.**

Cornwall Councillor Worth provided a brief verbal update to Members that further information regarding the Mayor of Cornwall is to follow as soon as possible.

Members reiterated that they wished to have more detail and the time to debate once further details are received in order to form an opinion.

Councillor Peggs left the meeting.

It was **RESOLVED** to note.

**251/22/23 TO RECEIVE AND NOTE THE SALTASH TOWN VITALITY FUNDING EXTENSION.**

Councillor Peggs returned to the meeting.

The Town Clerk updated Members on the recently applied extension to deliver the Saltash Town Vitality Funding Project.

Cornwall Council confirmed that the 'Saltash Community Space – a new green realm in the retail heart of the town' project has been extended for a period of six months, extending the project completion date to 7<sup>th</sup> October 2023.

The Town Council accepted the extension as the accountable body.

It was **RESOLVED** to note.

**252/22/23 TO RECEIVE THE TOWN VITALITY DRAFT PROCUREMENT DOCUMENTS AND ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels gave a verbal update on the appointment of an external Consultant who has provided an extremely comprehensive document for the receipt of Tender applications to deliver the project.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the procurement documents to tender for a vibrant green realm in the heart of the Town, subject to receiving the latest Town Team Terms of Reference.

**253/22/23 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a verbal update on a recent meeting held by the Shared Prosperity Working Group in which a plan for expressions of interest had been proposed with feedback to be received prior to submissions of applications for funding.

Councillor Stoyel left the meeting.

It was **RESOLVED** to note.

**254/22/23** **TO RECEIVE A REPORT ON THE PROPOSED PLAN FOR THE TOWN COUNCIL TO BE A DEMENTIA FRIENDLY COMMUNITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Assistant Town Clerk for the positive actions detailed in the report.

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

1. To undertake a full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
2. To include Dementia Voice Saltash as the Town Council local Dementia partnership to the Annual Town Meeting with Parishioners of Saltash.
3. To provide yearly training sessions/seminars tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.
5. To appoint Councillor Peggs to be responsible for the promotion of the Dementia- Friendly Community approach.

Councillor Stoyel returned to the meeting

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** to the Personnel Committee to review the Town Council Employee Handbook to ensure policies reflect the Town Council being a Dementia Friendly Employer.

**255/22/23** **TO RECEIVE THE DRAFT TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve the draft design of the Precept leaflet for the year 2023/24.

**256/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12TH NOVEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 12<sup>th</sup> November 2022 outside Bloom Hearing, Fore Street.

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

1. Councillors Martin, Lennox-Boyd and Dent attend Meet Your Councillors on Fore Street to be held on Saturday 12<sup>th</sup> November 2022.
2. Councillors Yates and Bullock attend Saltash Library Hub on Saturday 12<sup>th</sup> November 2022.

Councillor B Samuels advised that Members of the Public Participation Group would be joining Meet Your Councillors session scheduled for Saturday 12<sup>th</sup> November 2022.

**257/22/23 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.

**258/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**259/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**260/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**261/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Dementia Friendly working closely with Dementia Voice Saltash;
2. Town Vitality Tender;
3. Meet Your Councillor;
4. Operational Services.

**262/22/23 DATE OF NEXT MEETING: THURSDAY 1ST DECEMBER 2022 AT 7:00 P.M.**

Thursday 1<sup>st</sup> December 2022 at 7.00pm

**263/22/23 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: 9.12 pm

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

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