

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st December 2022 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer).

**APOLOGIES:** Councillor J Foster.

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

#### **264/22/23 PRAYERS.**

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

Reverend Tim Parkman led prayers.

#### **265/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**266/22/23 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Lennox-Boyd	PA22/09800	Non-Pecuniary	Applicant is personal friend.	Yes

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

None.

**267/22/23 CHAIRMAN'S REPORT.**

The Chairman briefed Members on the successful meetings held with Cornwall Councillor Connor Donnithorne and Sheryll Murray MP.

The Chairman thanked Mrs Gloria Challen who recently resigned from the Town Council, for her service as Mayor, Deputy Mayor and Ward Councillor.

It was **RESOLVED** to note.

**268/22/23 MONTHLY CRIME FIGURES.**

No report.

**269/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**270/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.**

The Chairman invited Cornwall Councillor Frank – Chairman of the Cornwall Gateway Community Network Panel - to speak.

Councillor Frank advised that the review of the network panel continues and updates on this, considerations regarding an elected Mayor for Cornwall and presentations on the proposed Devolution Deal will be received as part of the report from Cornwall Councillors (agenda item 13).

The Chairman informed Members that the next CNP meeting is to be held on 7<sup>th</sup> December at the Guildhall at 6pm.

It was **RESOLVED** to note.

**271/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

No Actions.

**272/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd provided Members with an overview of topics covered at the recent meeting of Safer Saltash.

These included:

- A presentation on assertive outreach - utilising street based youth work to lessen anti-social behaviour with young people in community spaces;
- Ongoing concern regarding the Tamar Bridge parapets and the impact on residents living below;
- An increase in hate language being used at Saltash.net and the impact on mental health.

It was **RESOLVED** to note.

**273/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

No Report.

**274/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

No Report.

**275/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Devolution Deal

Councillor Worth gave a verbal update on the Devolution Deal. Briefing sessions are scheduled for Cornwall Councillors tomorrow (2<sup>nd</sup> December) followed by Town and Parish Councils later in the day.

Members were advised that they may wish to make comments as members of the public at the meeting of the Customer and Support Services Overview and Scrutiny Committee being held on 6<sup>th</sup> December 2023. The public consultation period will commence from 9<sup>th</sup> December 2023 and end on 17<sup>th</sup> February 2023 following the publication of the details of the deal.

Councillor Martin asked Councillor Worth to feedback to Cornwall Council how difficult the scheduled briefing session times are for Members who work.

Phase 2 – Treledan

Councillor Worth updated Members on the recent pre-application submitted by Bloor Homes for phase 2 of the development at Treledan. Cornwall Councillors, the Planning Officer and the Directors of Bloor Homes will be meeting on a site visit on 9<sup>th</sup> December and Members are invited to submit questions via the Town Clerk.

It was **RESOLVED** to note.

**276/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**277/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members a public question was received, however, it was viewed a complaint and therefore will not be received this evening.

**278/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3RD NOVEMBER 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.

Councillor P Samuels informed the Chairman that he will not be supporting the minutes he will be voting against and requested a recorded vote so that there is a record that he did not support the minutes.

The Chairman offered Councillor P Samuels the opportunity to propose an amendment to the minutes. Councillor P Samuels confirmed he did not wish to make an amendment, but to show that he voted against the minutes.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	Abstained
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	Against
P Samuels	Against
Stoyel	Abstained
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a recorded vote of 9 for, 2 against and 2 abstentions, **RESOLVED** that the minutes of the Full Town Council Meeting held on 3<sup>rd</sup> November 2022 were confirmed as a true and correct record subject to the amendment of Councillor Gillies name under Minute number 241/22/23.

**279/22/23**    **FINANCE:**

- a. To advise the receipts for October 2022;

It was **RESOLVED** to note.

- b. To advise the payments for October 2022;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 31<sup>st</sup> October 2022 were reviewed as correct by the Chairman of 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.

**280/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Burial Authority held on 1st November 2022;  
**(Pursuant to FTC held on 3.11.22 minute nr. 247/22/23)**

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

- b. Policy and Finance held on 8th November 2022;

**RECOMMENDATION 1:**

**108/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICY UPDATES TO FULL COUNCIL:**

- a. Civic Awards

Members of the Policy and Finance Committee requested the Civic Award Policy be updated in line with other Town Councils to create a best practice all inclusive draft policy for Members consideration.

Councillor B Samuels reported that due to incompatibility in the Civic Awards Policy previously adopted and exclusion from the competing list of awards proposed in the revised policy put before P&F, the Rotary Club of Saltash have resolved to cease to award the Citizen and Environmental Citizen of the Year in conjunction with the Town Council. The trophies currently held will have to be returned to the Rotary Club of Saltash at the end of the current award year. Rotary will continue to make these awards independently.

Councillor P Samuels expressed regret on behalf of Rotary at the meeting, that almost 45 years of operating the awards in partnership, is now at an end.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy to Full Council to be held on 1st December 2022 in replacement of the existing policy, subject to amendments as attached.

**RECOMMENDATION 2:**

b. STC Seals and Modern Logo

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022, subject to amendments as attached.

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

c. Extraordinary Personnel held on 11th November 2022;

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

d. Planning and Licensing held on 15th November 2022;

**RECOMMENDATION 1:**

**93/22/23 TO RECEIVE A TREE PRESERVATION ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Town Council to submit a Tree Preservation Order with regard to the Cornish Darley Oak Sapling, planted at Jubilee Green as attached.

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



e. Extraordinary Policy and Finance held on 22nd November 2022;

121/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided Members an overview of the budget setting process and figures presented at the meeting.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.

122/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2023/24 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 the Town Council Fees and Charges for the year 2023/24 as attached.

123/22/23 TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022:

1. To set the Town Council level of contingency at 5.5 months for the year 2023/24;
2. To vire £14,517 from General Reserves for the year 2023/24 to maintain the set level of contingency;
3. A contingency figure of £599,387 for the year 2023/24.

124/22/23 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24 TO FULL COUNCIL TO BE HELD ON 1ST DECEMBER 2022.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st December 2022 to set the Town Council Precept for the year 2023/24 as follows:

1. A Precept of £1,307,753, an increase of 4.15%.
2. £237.16 per annum for a Band D dwelling, an increase of 16p per week, 3.66%.

The Chairman of Policy and Finance requested the recommendations be received under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to approve receiving the above recommendations under agenda items 20, 21, 22 and 23 of the December Full Town Council agenda.

- f. Personnel held on 24th November 2022.

82/22/23 TO REPORT BACK ON STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note that all staff performance reviews had been successfully completed.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2023-24 commencing 1st April 2023.

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

86/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL TOWN COUNCIL THE SAFEGUARDING POLICY.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** adopting the Safeguarding Policy to Full Town Council to be held on Thursday 1st December 2022 (as attached).

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

89/22/23 TO RECEIVE A REPORT ON THE NJC PAY CLAIM DEAL 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 1st December 2022 to accept and implement the pay award back dated to 1st April 2022 as follows:

1. An increase of £1,925 on all NJC pay points 1 and above;
2. An increase of 4.04% for Fire Wardens;
3. With effect from 1st April 2023, an increase of one day to all employees annual leave entitlement;
4. With effect from 1st April 2023, the deletion of pay point 1 from the NJC pay spine.

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

**281/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Station Property held on 21st November 2022;

**32/22/23 TO RECEIVE ISAMBARD HOUSE CAFE PROCUREMENT DOCUMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Town Council held on 1st December 2022:

1. The procurement documents (as attached) to tender for a Concessionaire for Isambard House Café;
2. To provide delegated authority to the Town Clerk and Station Property Sub Committee Members to appoint a Concessionaire for Isambard House Café.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations subject to the update of the Tender Pack to include up to date passenger usage levels from the ORR and the list of bookings held in Isambard House over the last 12 months.

b. Library held on 23rd November 2022.

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

**282/22/23 TO APPROVE THE TOWN COUNCIL FEES AND CHARGES FOR THE YEAR 2023/24.**

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

A recorded vote was taken.

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED** to approve the fees and charges for the year 2023/24 as attached.

**283/22/23 TO APPROVE THE TOWN COUNCIL BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2023/24.**

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED** to approve the Town Council Budgets, Virements and Nominal Codes for the year 2023/24 as attached.

**284/22/23 TO SET THE TOWN COUNCIL LEVEL OF CONTINGENCY FOR THE YEAR 2023/24.**

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a recorded vote of 13 for, it was **RESOLVED**:

1. To set the Town Council level of contingency at 5.5 months for the year 2023/24;
2. To vire £14,517 from General Reserves for the year 2023/24 to maintain the set level of contingency;
3. A contingency figure of £599,387 for the year 2023/24.

**285/22/23 TO SET THE TOWN COUNCIL PRECEPT FOR THE YEAR 2023/24.**

The Chairman informed members of Section 106 of the Local Government Finance Act 1992 makes it an offence for a Councillor in Council Tax arrears (with at least two months unpaid bills) to vote at a Meeting of Saltash Town Council where financial matters relating to the Council Tax are being considered.

A recorded vote was taken.

Bickford	For
Bullock	For
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Yates	For

It was proposed by Councillor Bickford, seconded by Councillor Miller and following a recorded vote of 13 for, it was **RESOLVED**:

1. To set the Town Council Precept of £1,307,753, an increase of 4.15%.
2. £237.16 per annum for a Band D dwelling, an increase of 16p per week, 3.66%.

**286/22/23 TO CONSIDER RESCHEDULING THE FULL TOWN COUNCIL MEETING TO BE HELD 5TH JANUARY 2023.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to reschedule the 5<sup>th</sup> January 2023 Full Town Council meeting to Thursday 12<sup>th</sup> January 2023 due to the Christmas closure.

**287/22/23 TO RECEIVE A REPORT ON THE USE OF SALTASH TOWN COUNCILS SEALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the use of the Town Council Seals by Saltash Borough Football Club.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to delegate authority to the Town Clerk to liaise with the management of the club to remove use of the logo on social media, match fixtures and league trackers and to phase out use of the logo when items such as the team kit are routinely replaced.

**288/22/23 TO RECEIVE A MAYOR OF CORNWALL UPDATE.**

The Chairman updated Members on the latest position. Members were asked if they wished to consider voting to request a referendum.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to support a referendum.

**289/22/23 TO RECEIVE AN UPDATE ON SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided Members an overview on the position of Saltash Leisure Centre.

It was **RESOLVED** to note.

**290/22/23 TO RECEIVE AN UPDATE FROM THE SHARED PROSPERITY WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of three submitted Expression of Interests:

- Town and Waterside connectivity;
- Bid Writer and Project Deliverer;
- Cultural Events Coordinator.

It was **RESOLVED** to note.



**291/22/23** **PLANNING:**

Councillor Yates left the meeting.  
Councillor Yates returned to the meeting.

Councillor Lennox-Boyd declared an interest in the next item and left the room.

a. Applications for consideration:

**PA22/09800**

Mr D Bennetts Modol Ltd – **Public Conveniences Callington Road Saltash PL12 6LW**

Erection of one detached dwelling.

**Ward: Tamar**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The concerns of the local Highways Development Management;
2. Local environment and overdevelopment.

Councillor Lennox-Boyd was invited and returned to the meeting.

b. Tree applications/notifications:

**PA22/09825**

Levi Atkin - **2 Clover Walk Saltash PL12 4UU**

Works to a tree under a Tree Preservation Order (TPO) Either maintained to a manageable size. Lopped or felled or even better cut down as it is dying.

**Ward: Trematon**

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** approval in line with the Cornwall Council Tree Officer.

**292/22/23** **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 10TH DECEMBER 2022 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 10<sup>th</sup> December 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** for Councillors Peggs, Martin, Lennox-Boyd and Bickford to attend.

**293/22/23 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.

**294/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**295/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**296/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members information only:

1. Saltash Town Council Craft Fair to be held on Saturday 3<sup>rd</sup> December 2022 at the Guildhall;
2. Members to complete the recently received data audit to ensure the Town Council remains compliant;
3. Police survey with regard to seeing the next police front desks opened – closing date 1<sup>st</sup> January 2023;
4. Safe A38 future meeting for the Members to be held on Tuesday 6<sup>th</sup> December.

**297/22/23 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 Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Full Town Council rescheduled meeting to 12<sup>th</sup> January 2023;
2. Tender for a Concessionaire for Isambard House café.

**298/22/23**    **DATE OF NEXT MEETING: 5TH JANUARY 2023 AT 7:00 P.M.**

Following the resolution under minute nr. 286/22/23 the following Full Council meeting is scheduled to be held on Thursday 12<sup>th</sup> January 2023 at 7.00pm

**299/22/23**    **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: 9.04 pm

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

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