

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 2nd March 2023 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), J Brady, R Bullock, J Dent, J Foster, 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: 3 Members of the Public, 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), M Finch (Saltash Red Bus), G Muirhead (Chair Saltash Health Centre PPG), P Thistlewaite (Chair Port View PPG), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

366/22/23 PRAYERS.

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

Reverend Tim Parkman led prayers.

367/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

368/22/23 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.

369/22/23 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

370/22/23 MONTHLY CRIME FIGURES.

The Chairman reminded Members that due to the transition of the new Police system and associated changes to processes, policies and procedures there will be no meaningful performance data for approximately 6 months whilst the new system and processes are embedded.

An update is to be received under agenda item 10 following the latest Safer Saltash meeting.

It was **RESOLVED** to note.

371/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

372/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

It was **RESOLVED** to note.

373/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

No Actions.

374/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd provided a brief verbal overview of the recently held Safer Saltash meeting which included information regarding an environmental audit of the neighbourhood. A meeting with relevant organisations is scheduled to be held next month in Saltash to review areas considered problematic within the neighbourhood.

Councillor Lennox-Boyd went on to speak of parking enforcement within the community with many options being explored to alleviate issues surrounding parking offences.

Councillor Lennox-Boyd informed Members that parking offences should be reported to the Parking Enforcement Officers, with the Police only able to resolve any disputes if a vehicle is causing a total obstruction.

Finally, Councillor Lennox-Boyd updated Members on the recently held Speed Watch on Liskeard Road which resulted in a prosecution.

The Chairman reminded Members of a proposed meeting with Cornwall Council's Enforcement Team and the local Policing Team to be held on 13th March 2023 to further look at resolutions for the parking issues being experienced.

It was **RESOLVED** to note.

Councillor Lennox-Boyd gave her apologies and left the meeting.

375/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

376/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the report and approve the request for Saltash Environmental Action group to plant a further two trees at a cost of £160.00 to be allocated to budget code 6589 Community Tree Planting Initiative.

377/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Revised Parking Tariff

The Chairman drew Members attention to the public consultation on the Traffic Regulation Order to replace the 120 different tariffs across Cornwall to commence on 3rd March 2023 and will be open for responses for 21 days.

As the Town Council only received the official consultation documents on 1st March 2023 it had not been possible to include the item for discussion and resolution at this evening's meeting.

Therefore, the Chairman requested the Policy and Finance Committee receive and consider a formulated response on behalf of the Town Council at the Policy and Finance Committee meeting to be held on Tuesday 14th March 2023.

It was **RESOLVED** to note the report and update.

378/22/23 TO RECEIVE A REPORT ON SALTASH BUS SERVICES AND CONSIDER ANY ACTIONS.

The Chairman introduced Mike Finch – Saltash Red Bus and invited him to speak regarding the East Cornwall Community Transport Project.

M Finch spoke of the demand and requests received by Saltash Red Bus for better services in various areas in Saltash. Although many areas did not require a daily local bus service there was still an identified need for residents to have an opportunity to access public transport.

Saltash Red Bus partnered with Go Cornwall Bus and Cornwall Council offering a handful of new bus journeys that will operate as a Local Bus Service focusing on the villages that have recently lost bus services or have not had one in recent years.

The trial period will last for an estimated 12 months with feedback to be encouraged to be received by Cornwall Councillor Worth and or Saltash Red Bus on routes and frequencies.

Councillor Worth confirmed the start date for the project is the beginning of April 2023.

It was **RESOLVED** to note.

379/22/23 TO RECEIVE A REPORT ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

P Thistlewaite - Chair of Port View Patient Participation Group (PPG) and George Muirhead – Chair of Saltash Health Centre PPG were in attendance and invited to speak on the future of the health care in Saltash.

P Thistlewaite spoke of the services lost within Saltash and the necessity for those health services to be reinstated in a modern way.

Members thanked the groups for the work that has gone into pursuing improved and locally accessible health care in Saltash.

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

1. To support Port View and Saltash Health Centre Patient Participation Groups pursuing Saltash health care for the betterment of the residents;
2. That Members of the Town Council that are available attend the scheduled meeting to be held at the Guildhall on Wednesday 15th March 2023 commencing at 1:30pm to 3:30pm together with Cornwall Councillors to meet Dr Sant (Managing Director of Cornwall NHS Integrated Care Area) to consider future health care options;
3. To note that the above meeting is not a public meeting.

380/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

381/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

382/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2ND FEBRUARY 2023 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.

The Town Clerk advised that an amendment be made to the draft minutes.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to amend the monetary value of minute number 352/22/23 point 2 from £189.17+vat to £236.17+vat.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2nd February 2023 were confirmed as a true and correct record.

383/22/23 FINANCE:

a. To advise the receipts for January 2023;

It was **RESOLVED** to note.

b. To advise the payments for January 2023;

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 31st January 2023 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.

384/22/23 THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR FOR THE YEAR 2023/24.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to note the call and approve the Extraordinary Full Council meeting of the Town Council to elect the Mayor elect and Deputy Mayor elect on Thursday 16th March 2023 at 6:30p.m.

385/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 9th February 2023;

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

b. Planning and Licensing held on 21st February 2023;

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

c. Joint Burial Board held on 28th February 2023.

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

386/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 16TH FEBRUARY 2023 AND CONSIDER ANY RECOMMENDATIONS.

It was **RESOLVED** to note the minutes. Members considered the following recommendations:

The Devolution Sub Committee Chairman Councillor Martin requested that the two recommendations under minute number 7/22/23a and 7/22/23b be received en bloc.

RECOMMENDATION 1:

7/22/23 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Saltash Waterside Partnership meeting notes and the future of the Waterside and Pontoon;

Councillor Bickford provided a verbal update since the report received at Full Council dated September 2016. This included improved waterside management, repairs and refurbishment of the pontoon with allocated monies and predicted financial forecasts on track to being achieved.

Councillor Bickford spoke of the strong partnership with Cornwall Council, Cornwall Council Maritime Department, the Town Council's Community Link Officer and the Coastal Communities Team.

The Town Clerk advised a future meeting with all relevant parties is scheduled to be held on site in March. Although partnership meetings were proposed to be held monthly, Members were asked to consider reducing to quarterly.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council;

1. To note the reports received and continue with the Saltash Waterside Partnership Working Group;
2. To reduce the meetings from monthly to quarterly;
3. To continue to work up the Terms of Reference for the Working Group;
4. To continue with Cornwall Council's Tenancy at Will relating to the Pontoon at Jubilee Green.

b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at a future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

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

RECOMMENDATION 2:

Councillor Martin informed Members of a recent update received from Cornwall Council relating to recommendation 2 - minute number 8/22/23 as follows:

Further progress has been made regarding the Memorial Peace Garden Generic Grounds Maintenance Licence since the Devolution Sub Committee met two weeks ago.

Cornwall Council Officer Stuart Wallace appealed to the CC Property Department to get the matter fast tracked and it has jumped up a very large to do list.

The Town Clerk has agreed the boundary to be licensed to the Town Council and a licence to occupy is now with the Town Clerk to review and present to the Devolution Sub Committee. The proposed start date is 1st April 2023.

Cornwall Council also noted that in the past there has been confusion between Cornwall Council, Cormac and the Town Council regarding this site, but now they are aware of the situation, it is essential all involved resolve the matter.

Councillor Martin moved to the recommendation for consideration this evening:

8/22/23 **TO RECEIVE A REPORT ON THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of recent correspondence received from Cornwall Council regarding a request to plant a tree in memory of the Late Brad Hine.

Cornwall Council advised the Town Clerk that no Agreement, Licence to work, or Lease is in place between Cornwall Council and Saltash Town Council for the Memorial Peace Garden. The Town Clerk has been asked by Cornwall Council's Open Space Officer to refrain from making any alterations to the site, until there is an agreement in place.

The Chairman together with Members approval invited Mrs Sue Hooper to speak in relation to this matter due to her large involvement in the Memorial Peace Garden Project.

The Town Clerk thanked Mrs Sue Hooper for providing paperwork relating to the Memorial Peace Garden Project.

It was **RESOLVED** to note the Town Clerk's findings.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council;

1. To approve for Cornwall Council to urgently work up a Generic Grounds Maintenance Licence for Saltash Town Council to carry out various maintenance works, bedding and tree planting, installations, and social gatherings on the site;
2. To approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for the Memorial Peace Garden site.

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

RECOMMENDATION 3:

9/22/23 TO RECEIVE A REPORT ON ALEXANDRA SQUARE TOILETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council have a Tenancy at Will with Cornwall Council and asked Members to consider requesting a Lease for 99 years providing extra security to the Town Council.

The Town Clerk informed Members that Saltash Town Council has a 99 year Lease on Belle Vue and Longstone Park toilets.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for Alexandra Square Toilets.

It was further requested that Cornwall Council consider the Memorial Peace Garden and Alexandra Square Toilets as a Freehold Package.

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

RECOMMENDATION 4:

12/22/23 **TO CONSIDER RECOMMENDING TO FULL TOWN COUNCIL A DEVOLUTION PRIORITISATION PROGRAMME.**

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

1. Saltash Town Council's Devolution Prioritisation Programme as a living document and work in progress which will evolve as the Devolution Plan for Saltash evolves – as attached;
2. Submit Saltash Town Council's Devolution Prioritisation Programme to Cornwall Council's Devolution Department and Community Link Officer to further progress.

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

387/22/23 **TO RECEIVE AND NOTE THE TOWN CLERKS REPORT ON DELEGATED APPROVAL TO USE THE TOWN SEALS.**

It was **RESOLVED** to note.

388/22/23 **MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH MARCH 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Gillies, Dent, Miller and Yates to attend the next Meet Your Councillor Session to be held on 11th March 2023.

Due to April's Full Council meeting to be held after the Easter Bank Holidays (13th April 2023), Councillors discussed rescheduling April's Meet Your Councillor Session to be held in April.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to hold April's Meet Your Councillors session on Saturday 15th April 2023.

389/22/23 **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.

390/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

391/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

392/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

393/22/23 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 Gillies and **RESOLVED** to issue the following Press and Social Media releases:

1. East Cornwall Community Transport Project - working with Cornwall Council;
2. Climate Change and Environmental Working Group – additional tree planting;
3. Councillor Gillies to provide further promotional material to advertise projects and events that the Climate Change and Environmental Working Group have signed up to be a part of.

394/22/23 DATE OF NEXT MEETING: THURSDAY 13TH APRIL 2023 AT 7:00 P.M.

Thursday 13th April 2023 at 7.00p.m.

395/22/23 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: 8.03 pm

Signed: _____
Chairman

Dated: _____