

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 27th April 2023 at 6.30 pm**

**PRESENT:** Councillors: J Dent, S Gillies, M Griffiths, S Martin, S Miller, L Mortimore, J Peggs (Chairman), B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** 3 Members of the Public, S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** R Bickford, J Brady, R Bullock, J Foster and S Lennox-Boyd.

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#### **1/23/24      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Chairman welcomed newly elected Councillor Mortimore to the Town Council.

#### **2/23/24      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.

#### **3/23/24      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**4/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9TH 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.

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** that the minutes of the Services Committee held on 9<sup>th</sup> February 2023 were confirmed as a true and correct record.

**5/23/24**      **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of an overspend against budget code EMF 6572 SE EMF Festive Lights.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to note the budget statements and **RECOMMEND** to the Annual Meeting of Saltash Town Council to be held on Thursday 4<sup>th</sup> May 2023 to vire £3,400 from General Reserves to budget code EMF 6572 SE EMF Festive Lights to cover the overspend for the year 2022-2023.

The Chairman announced the next item of business to be discussed is Agenda Item 18 - To receive a report on the Saltash Chronicles Embroidery Project and consider any actions and associated expenditure.

6/23/24

**TO RECEIVE A REPORT ON THE SALTASH CHRONICLES EMBROIDERY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk (ATC) gave a brief overview of the report received and contained within the circulated reports pack.

Members agreed as custodians of the embroidery project, the offer to clean, repair and add sections on a voluntary basis was welcomed.

Cllr Miller arrived and joined the meeting,

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

1. To permit the removal of the embroidery from the Guildhall in October 2023 for approximately 3 months for the purpose of cleaning, restoration, repositing of panels and additional sections to be added;
2. Suitable pheromone traps be procured by the Town Council and located at strategic points around the embroidery at a maximum cost of £80 p.a. to be allocated to budget code 6414 GH Equipment - Guildhall.

Members thanked Andrew Tritton – Project Leader and Denise Watkins – Embroiderer for their continued hard work and support towards the Saltash Chronicles Embroidery Project.

7/23/24

**TO RECEIVE THE NOTES OF THE BOROUGH WAR MEMORIAL  
WORKING GROUP MEETING HELD ON 17TH FEBRUARY 2023,  
7TH MARCH 2023 AND 24TH APRIL 2023 AND CONSIDER ANY  
RECOMMENDATIONS.**

Members noted the three sets of notes received and considered the following recommendations;

The Working Group reviewed the recommendations following the three Working Group meetings held on 17.02.23, 07.03.23 and 24.04.23 and agreed the recommendations to the Services Committee are as follows:

- Cllr Peggs provided an overview regarding planning consent on Geoff Peggs behalf, advising the Working Group to go straight to planning rather than submitting a pre planning application at extra cost, there is a strong possibility of approval due to the site being a war memorial site and installation of existing war memorials in place (precedent set).

Planning application cost £462.

Cost of Listed Building Application: Free

Discount to Town Councils: 50% £231 (**please note**, the Town Council must be the applicant to receive this discount.)

Allocated to budget code 6582 EMF Town War Memorial – Budget availability £1,978.

- Appoint Geoff Peggs to undertake the Planning Application on behalf of Saltash Town Council at no cost to the Town Council.
- The design of the additional two memorials – as attached sited at St Nicholas and St Faith war memorial.
- The material to be unpolished granite, the missing names to be inscribed into the stone highlighted in black to ensure the missing names are visible.
- The title to be displayed at the top on both sides of the additional memorial as follows:

TOWN SEAL

Lest We Forget

TOWN SEAL

- Missing names to be displayed on the inside only of the additional memorials underneath the title as follows:

TOWN SEAL

Lest We Forget

TOWN SEAL

DISPLAY MISSING NAMES

- To adopt the Roll of Honour list to display the missing names on the additional memorials - as attached.

- The consultation notice (as attached) and list of publication:

Local newspaper;  
Social media sites;  
Notice boards;  
Library;  
Meet Your Cllr Session.

- To seek the Committees support to further investigate funding options, the gofundme site, and for the difference in the goal amount to be covered by the Town Council General Reserves, reporting back upon further information and accurate figures.

It was proposed by Councillor Dent seconded by Councillor Stoyel and **RESOLVED** to approve the recommendations en-bloc with the addition to promote the consultation notice via radio, television and other media.

**8/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**9/23/24      TO RECEIVE AND CONSIDER RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE THE HOME LIBRARY SERVICE POLICY.**

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** the Home Library Service Policy to the Policy and Finance Committee meeting to be held on 10<sup>th</sup> May 2023 subject to the amendment to remove any section relating to 'staff' in the Risk Assessment.

**10/23/24      TO RECEIVE A REPORT ON THE DOG FOULING MATTERS COMPETITION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed areas that may benefit from additional signage that was not included in the suggested relocation options contained within the report.

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED;**

1. To relocate the remaining sign to Isambard House – Car Park;
2. The Service Delivery Manager (SDM) to obtain costs for additional signs and suitable Town Council permitted locations to be further considered at the next scheduled Services Committee meeting to be held on 8<sup>th</sup> June 2023;
3. To publish the winning designs on the Town Council website for people to download and utilise on their own property.

**11/23/24      TO RECEIVE A REPORT ON LITTER IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the problems with littering within the community and spoke of the importance of reporting areas of concern and effective promotion of prevention.

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

1. To encourage everyone to report rubbish, recycling and waste via Cornwall Council's 'report something' link [www.cornwall.gov.uk/report-something](http://www.cornwall.gov.uk/report-something);
2. Further promote Town Council litter equipment available for community use;
3. Further promote Saltash Environment Action 'litter rangers' on Social Media.

**12/23/24      TO RECEIVE A REPORT FROM CORNWALL COUNCIL ON LOW LEVEL CRIME INITIATIVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members have previously considered officers being trained as enforcement officers for low level crime reporting but felt it was not appropriate or safe for staff to undertake such duties.

It was **RESOLVED** to note.

**13/23/24      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members thanked the SDM for the comprehensive report received.

Members discussed the report and asked various questions.

The SDM provided a brief verbal update on the following;

Spring/Summer Bedding - Hanging Baskets, Planters and Borders

Due to an expected cold snap coming up the hanging baskets are recommended to be installed early next week. Further to that, the preparing of bedding areas is to commence on 28<sup>th</sup> April 2023 for Spring and Summer planting and the King's Coronation Celebrations.

Bunting and Flags

The SDM informed Members that the Fore Street bunting had been installed today.

Loudspeakers

The volume levels are to be checked to ensure the decibel outage is correct. All speaker angles have been adjusted accordingly. Councillor Yates offered to assist with reading the manual and reviewing the balance of the sound transmitted. Members requested the SDM checks the sound levels prior to May Fair.

Plant and Equipment

The SDM spoke of the late report received which contained information for Members consideration of the equipment currently owned by the Town Council.

Contractors have offered to part exchange some Town Council equipment that is not required.

The Service Delivery General Assistants have given considerable input into the review of Town Council garden maintenance equipment proposed to Members for procurement at this evening's meeting.

#### Vandalism / Anti-Social Behaviour Incidents

The Chairman asked the SDM to obtain information on a CCTV system to protect against theft incidents at Town Council properties and to add the labour cost to the incident log so that the data reflects a true position.

#### Pontoon

The Chairman asked that the sentence relating to pontoon charges for the year 2023/2024 be updated to reflect the Fees and Charges.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED**;

1. To note the report;
2. The SDM continues to review CCTV options for Town Council properties;
3. The SDM checks the loudspeaker decibel settings prior to May Fair;
4. To part exchange Town Council grounds maintenance plant and equipment at a cost of £3,600 valued at best market rate (as attached);
5. To purchase new grounds maintenance plant and equipment at a cost of £11,175 (as attached) allocated to budget code 6578 EMF Equipment & Vehicles (Capital Works).

14/23/24

#### **TO RECEIVE A REPORT ON THE TOWN COUNCILS CHRISTMAS LIGHTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

SDM provided a brief overview on the report received and contained within the reports pack.

Members discussed the life expectancy of the cross motifs and the need to budget for replacements in the near future and for years to come.

It was proposed by Councillor Stoyel, seconded by Councillor Gillies and **RESOLVED** to note the report and for the SDM to provide Christmas Light designs and costings to be received at the next scheduled Services Committee meeting to be held on Thursday 8<sup>th</sup> June 2023.



**15/23/24      TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

**16/23/24      TO RECEIVE A REPORT ON THE TOWN COUNCIL PLAY PARKS AND FUNDING OPPORTUNITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM advised Members of recent visits from three separate contractors for the refurbishment and redesign of Town Council owned play parks.

Only two proposals have been received to date with a third awaiting submission next week.

The SDM advised that the recent ROSPA audit completed last week showed no areas of concern with all play equipment fit for purpose.

Members discussed the funding opportunity through Community Infrastructure Levy (CIL).

It was proposed by Councillor B Samuels, seconded by Councillor Mortimore and **RESOLVED** to create a Working Group consisting of Councillors B Samuels, Martin, Dent, Miller and Mortimore to submit an expression of interest by 22<sup>nd</sup> June 2023.

**17/23/24      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to work in partnership with SEA to:

1. Provide 1-2 gallons of water once weekly during dry periods for the newly planted trees only situated around Brooking Way, Porter Way, Oaklands Close area, Warraton Close, Yellowtor Lane, Broad Walk, Prowse Drive and Frobisher Drive;
2. To note that the SEA wardens and volunteers will do the actual watering, Service Delivery department to only provide 1-2 gallons of water;
3. To delegate to the SDM to work in partnership with SEA to provide this service.

**18/23/24      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.

**19/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**20/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**21/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

22/23/24

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

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

1. Promote the reporting of rubbish, recycling and waste via Cornwall Council's 'report something' link [www.cornwall.gov.uk/report-something/](http://www.cornwall.gov.uk/report-something/)
2. Saltash Chronicles Embroidery Project;
3. Town Council Littering equipment available for community organisation use with advice to promote prevention;
4. Cornwall Council Low level Crime Option 2;
5. Town Council's continued partnership working with SEA.

**DATE OF NEXT MEETING**

Thursday 8 June 2023 at 6.30 pm

Rising at: 8.52 pm

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

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