

## **SALTASH TOWN COUNCIL**

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

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

**ALSO PRESENT:** 1 Member of the Public, M Worth (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, S Gillies, M Griffiths, L Mortimore and D Yates.

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#### **210/23/24 PRAYERS.**

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

Councillor Bickford led Members in a period of reflection for Councillor Yates and current conflicts around the world with a moment of silence taken to contemplate.

#### **211/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **212/23/24 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.

#### **213/23/24 CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**214/23/24 MONTHLY CRIME FIGURES.**

Members discussed anti-social behaviour crime being experienced in the community and that figures received within the circulated report did not appear to list or reflect these instances.

It was **RESOLVED** to note.

**215/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**216/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

The Chairman advised Members that the CAP are to meet virtually on 7<sup>th</sup> November 2023 to discuss Transport and Connectivity and Economy and Housing.

The next CAP meeting is scheduled to be held virtually on 5<sup>th</sup> December 2023 with further information in regards to this meeting to be circulated as soon as it is received.

It was **RESOLVED** to note.

**217/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

No Actions.

**218/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd briefed Members on the report contained within the circulated reports pack.

Sixty-five businesses were visited and many discussions were held in regards to the reporting of crime, with many in the community feeling it is difficult and laborious to complete the online forms.

Councillor Peggs provided a verbal update on the recent visit from Kevin Sinfield Crime Prevention Officer for South East Cornwall. Councillor Peggs informed Members of plans to recruit a PCSO for the community of Saltash with the position open for applications to be received.

It was **RESOLVED** to note.

**219/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

Due to Saltash Chamber of Commerce meeting being held today 2<sup>nd</sup> November 2023 there was no report to be received this evening.

**220/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

It was **RESOLVED** to note.

**221/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth gave a brief verbal update to Members stating that the recent public consultation for Tamar Bridge and Torpoint Ferry crossings is now closed. Detailed information and a report to be provided to Full Council held on 7<sup>th</sup> December 2023, subject to it being made available.

Councillor Worth spoke of future meetings to be held by Cabinet on Wednesday 8<sup>th</sup> November 2023 in which discussions are to be held on Cornwall's housing crisis. The discussions are to include how Cornwall categorise the housing register with a call for all Parish and Towns within Cornwall to review possible rural areas for housing opportunities.

Councillor Lennox-Boyd spoke of the alternative waste collections and bins being provided to the community of Saltash with further information being delivered to residents by the end of 2023.

It was **RESOLVED** to note.

**222/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

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

1. To endorse the current Vision statement received and contained within the circulated reports pack;
2. To approve the Chairman to write a letter to the relevant stakeholders to arrange a meeting to discuss the current Vision.

**223/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**224/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman advised of a public question received from a Member of the public.

Saltash Town Council to ask Cornwall Council to explain how after spending time, other resources legal and financial on investigating making an order and confirming their order the way remains in a condition that it can't be used and enjoyed by members of the public because of a lack of resources, and to please insist on a reply from Cornwall Council - and to not accept a reply from CORMAC.

**Question:**

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to write a letter to Cornwall Council requesting an update on the restricted by-way and request the blockage be removed from the mid-section of Yellow Tor Lane with immediate effect to provide full access.

**225/23/24 TO RATIFY MINUTE NUMBER 206/23/24 OF THE SALTASH TOWN COUNCIL MEETING HELD ON 5TH OCTOBER 2023.**

**206/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members received a request from Colonel Edward Bolitho to support the proposed installation of a Coronation Tree at Carkeel roundabout.

Due to the urgency to plant the tree within tree planting season (subject to National Highways approval) a letter was received and circulated within the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to write a joint letter of support with Cornwall Councillors requesting a meeting with National Highways to discuss the planting of the tree commemorating the coronation of the His Majesty King Charles III.

The above resolution is to be ratified at Thursday 7th November 2023 Full Town Council meeting.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to ratify minute 206/23/24 of the Saltash Town Council meeting held on 5<sup>th</sup> October 2023.

**226/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 5TH OCTOBER 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 Bickford, seconded by Councillor Foster and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 5<sup>th</sup> October 2023 were confirmed as a true and correct record.

**227/23/24**    **FINANCE:**

- a. To advise the receipts for September 2023;

It was **RESOLVED** to note.

- b. To advise the payments for September 2023;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 30<sup>th</sup> September 2023 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.

**228/23/24**    **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Services held on 12th October 2023;

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

- b. Planning and Licensing held on 17th October 2023;

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

- c. Joint Burial Board held on 24th October 2023;

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

- d. Burial Authority held on 24th October 2023;

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

e. Personnel held on 26th October 2023;

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

**RECOMMENDATION:**

59/23/24 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members the Real Living Wage increased by 10% (£12.00 an hour UK) as cost of living continues to hit low paid workers the hardest.

The Town Clerk reminded Members Saltash Town Council is a Real Living Wage Employer therefore needs to be paying staff at least £12.00 an hour. The Living Wage foundation advises that hourly rates are implemented and backdated at the employer's earliest opportunity.

The Town Clerk confirmed there is sufficient staffing contingency budgets to allocate the additional cost.

The Town Clerk further informed Members that scales 7-9 would need to be reviewed and any change implemented due to the impact of the Real Living Wage increase, reporting the outcome at the next Personnel Committee meeting.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve the increase of the Real Living Wage (£12.00 an hour) and delegate authority to the Town Clerk to update the relevant salaries and scales reporting back at the next Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to approve the above recommendation subject to the increase in NJC pay scales being implemented.

f. Extraordinary Policy and Finance held on 31st October 2023.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer until Full Town Council to be held on 7<sup>th</sup> December 2023.

**229/23/24** **TO APPOINT A MEMBER TO TOWN TEAM AND CONSIDER TOWN COUNCIL SUBSTITUTES.**

Councillor B Samuels advised Members she would be stepping down from Town Team. There are now two vacancies.

The Chairman called for nominations.

Councillors Martin and Peggs nominated themselves.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillors Martin and Peggs to Town Team.

The Chairman discussed the need for Town Council substitutes to ensure full Town Council representation at Town Team meetings.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** for Members to seek cover should they not be able to attend a Town Team meeting.

**230/23/24** **TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the request to ratify a variation to the Town Council's Community Levelling Up (CLUP) offer letter allowing for transport trials to be held during the Easter period.

The Chairman drew Members attention to the scheduled workshop to be held on the afternoon of 14<sup>th</sup> November 2023 and encouraged all Town and Cornwall Councillors to join us.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to ratify the Town Clerk's request for a variation to Saltash Town Council's CLUP offer letter.

**231/23/24** **TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to defer to Full Town Council to be held on Thursday 7th December to allow review of information from Plymouth City Council and Looe Town Council.



**232/23/24 TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK AND CONSIDER ANY ACTIONS.**

The Chairman referred Members to the circulated Lloyds Bank report contained within the circulated reports pack.

It was **RESOLVED** to note.

**233/23/24 TO RECEIVE CORNWALL COUNCILS NOTICE OF POLLING DISTRICTS AND POLLING PLACES REVIEW AND CONSIDER ANY ACTIONS.**

Members scrutinised Cornwall Council's Notice of Polling Districts and Polling Places Review and discussed in length various amendments requesting to be made for alternative locations and location and suitability as well as spelling errors.

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Martin, seconded by Councillor Lennox-Boyd and **RESOLVED** to submit amendments on the alternative locations and location and suitability for Saltash Polling Stations, as attached, and to amend spelling errors.

**234/23/24** **PLANNING:**

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

**PA23/07202**

Mr Stuart Dudley Groundwork South Trust Limited – **Pilgrim Pavilion Salt Mill Saltash PL12 6LG**

Extension to Pavilion to form Drop-in Centre.

**Ward: Tamar**

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** approval.

**235/23/24** **TO RECEIVE AND NOTE A LOCAL INQUIRY INTO THE ADDITION OF FOOTPATHS AT BABIS LANE AND TOWN QUAY IN THE PARISH OF SALTASH.**

The Chairman advised Members of the scheduled Public Inquiry to be held on 5<sup>th</sup> March 2024 at Isambard House.

The Chairman added that it is understood that Cornwall Council no longer supports this Order and will be taking a neutral stance at the forthcoming Inquiry. Accordingly, Saltash Town Council have been given the opportunity to present a Statement of Case for the Order at the Inquiry. Deadline date 7<sup>th</sup> December 2023.

Further information will be circulated to Members for their consideration and input upon receipt.

It was **RESOLVED** to note.

**236/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH NOVEMBER 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

- a. The next scheduled meeting date Saturday 11<sup>th</sup> November 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** for Councillors Lennox-Boyd, Dent, Miller and Bullock to attend.

**237/23/24 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.

**238/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**239/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**240/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**241/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Meet Your Councillors;
2. Public Inquiry – Addition of Footpaths at Babis Lane and Town Quay in the Parish of Saltash;
3. Update on Lloyds Bank.

**242/23/24 DATE OF NEXT MEETING: THURSDAY 7TH DECEMBER 2023 AT 7:00 P.M.**

Thursday 7<sup>th</sup> December 2023 at 7.00pm

**243/23/24 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.

**DATE OF NEXT MEETING**

Thursday 7 December 2023 at 7.00 pm

Rising at: 8.32 pm

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

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