

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th October 2023 at 7.00 pm**

**PRESENT:** Councillors: R Bickford (Chairman), J Brady, R Bullock, J Dent, J Foster, S Gillies, M Griffiths, S Miller, L Mortimore, J Peggs (Vice-Chairman), B Samuels, P Samuels and B Stoyel.

**ALSO PRESENT:** 1 Member of the Public, 1 Member of the Press, P Ryland (Chairman Town Team), H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** S Lennox-Boyd, S Martin and D Yates.

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#### **177/23/24 PRAYERS.**

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

Councillor B Samuels led prayers.

#### **178/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **179/23/24 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.

**180/23/24**    **CHAIRMAN'S REPORT.**

The Chairman reminded Members of the Town Council budget setting process currently underway for the year 2024-2025.

Members were reminded to utilise the online calendar to keep up to date with all Town Council meetings scheduled during this period. The Chairman reiterated the importance of attendance and engagement in the budget setting process.

The Chairman wished to congratulate Councillor Mortimore - Chairman of Summerfields Play Park, and all Members who have supported the community initiative for the renovation of the Summerfields play park.

Members agreed it is a fantastic community project which the Town Council were able to support. Members were pleased to see the start of renovations within the play area which saw play equipment being installed this week.

It was **RESOLVED** to note.

**181/23/24**    **MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

**182/23/24**    **REPORT BY COMMUNITY ENTERPRISES PL12.**

The Vice Chairman P Ryland was in attendance and advised he would provide monthly reports from November.

Members sent their best wishes to the Chairman of PL12.

It was **RESOLVED** to note.

**183/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.**

It was **RESOLVED** to note.

**184/23/24**    **COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.**

The Chairman informed Members of the action to send a letter on behalf of the CAP in support of the motion to Cornwall Councillor Armand Toms, to submit a recommendation to Cornwall Council, to review the design for improvements and safety on the A38 in three sections - Saltash to Trerulefoot, Trerulefoot to Dobwalls, Dobwalls to Bodmin.

Cornwall Councillor Frank spoke of the recent CC Full Council meeting held on 19<sup>th</sup> September 2023 in which the motion was submitted however due to financial implications the motion has been deferred to Cabinet for further debate.

It was **RESOLVED** to note.

**185/23/24**    **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

The Town Clerk provided a verbal overview of a recently attended Cornwall Council briefing held by Cornwall Council's Strategic Intelligence Manager and Senior ASB caseworker in which the Government's anti-social behaviour action plan was discussed.

The action plan outlines what it is the Government are planning to spend £160m of funding on to tackle anti-social behaviour within communities.

Due to limited resources available across Cornwall, main areas experiencing high volumes of anti-social behaviour are being focused on.

Schemes for assisted funding to appoint an Enforcement Officer within Saltash is available with Cornwall Council. However, if an emergency were to arise in another town the Officer would be required to attend.

The Town Clerk spoke on reported crime figures, with other towns and parishes stating the figures provided were evident of not being a true reflection of crime being reported within their communities.

All towns and parishes were requested to continue to encourage the community to report all crime to the police. Reports are passed to community organisations such as Safer Saltash and assists in identifying problematic areas and the prevention of crime.

It was **RESOLVED** to note.

**186/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

It was **RESOLVED** to note.

**187/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.**

Councillor Gillies informed Members of an upcoming community event to be held at Isambard House on Tuesday 10<sup>th</sup> October 2023 at 7pm to discuss the pros and cons of electric vehicles.

A further programme of Climate Change and Environmental events is available and would be shared on the Town Council's Social Media.

It was **RESOLVED** to note.

**188/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Worth informed Members of a verbal update on two public consultations available via the Let's Talk Cornwall site - <https://letstalk.cornwall.gov.uk/>

**Budget Setting 2024-2025**

Cornwall Council's public consultation to have your say on the budget setting for 2024-2025 is now open for responses. Cornwall Council are seeking residents' views on the plans to deliver their priorities within the budget available.

The consultation is open until midnight on 12<sup>th</sup> November 2023.

**Tamar Bridge**

A public consultation will be available from Saturday 7<sup>th</sup> October 2023 until 29<sup>th</sup> October 2023 to have your say on proposed changes to the tolls to use the Tamar Bridge and Torpoint Ferry Services.

It was **RESOLVED** to note Cornwall Councillor Lennox-Boyd's report and additional verbal updates received.

**189/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of a meeting held on Wednesday 5<sup>th</sup> October 2023 with a detailed report to be received at November's Full Council.

**190/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**191/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

<u>Date Received</u>	<u>Public Question to the Town Council</u>	<u>Submitted By</u>
26.09.23	RE: Excessively Speeding Traffic on New Road, B3271, Saltash, PL12 6HW  As it is very dangerous for those doing the speed limit and for pedestrians alike, please would you be kind enough to monitor, investigate and instigate the need for better traffic calming measures, such as speed cameras?	J Higgins

The Chairman referred to the resident's question asking the Town Clerk to read the response from Sheryll Murray MP and Cornwall Council's Highway Manager.

Members discussed various speeding issues in and around Saltash at length.

Cornwall Councillor Frank confirmed she is progressing with an application to hold speed watch in Saltash.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to support Cornwall Council to install average speed cameras on New Road and in the interim to ensure speed monitoring takes place as soon as practicable sharing the results with Vision Zero, Cornwall Council and Saltash Town Council.

**192/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 7TH SEPTEMBER 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 Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7<sup>th</sup> September 2023 were confirmed as a true and correct record.

**193/23/24 FINANCE:**

- a. To advise the receipts for August 2023;

It was **RESOLVED** to note.

- b. To advise the payments for August 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 31<sup>st</sup> August 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.

**194/23/24 TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2023.**

Members expressed their appreciation to the Town Clerk and Officers for a successful return.

It was **RESOLVED** to receive and note the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2023.

195/23/24 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Policy and Finance held on 12<sup>th</sup> September 2023;

It was **RESOLVED** to note the minutes and consider the following recommendations.

**RECOMMENDATION 1:**

72/23/24 TO RECEIVE THE RECOMMENDED DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Draft Allotment Policy (as attached) to Full Council to be held on Thursday 5th October 2023.

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

**RECOMMENDATION 2:**

73/23/24 TO RECEIVE AMENDMENTS TO EXISTING TOWN COUNCIL POLICIES AND CONSIDER ANY ACTIONS:

The Chairman requested the following amendments to existing Town Council policies be considered en-bloc.

- a. Communications;
- b. Protocol for Member Officer Relations;
- c. Standing Orders.

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

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendment to the Communications, Protocol for Member Officer Relations and Standing Orders (as attached) to Full Council to be held on Thursday 5th October 2023.

Councillor Miller requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	Absent
Miller	For
Mortimore	For
Peggs	For
B Samuels	For
P Samuels	Abstain
Stoyel	For
Yates	Absent

It was proposed by Councillor Miller, seconded by Councillor Stoyel and following a recorded vote of 11 for it was **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 19<sup>th</sup> September 2023;

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

c. Burial Authority held on 25<sup>th</sup> September 2023;

It was **RESOLVED** to note the minutes and consider the following recommendation.

**RECOMMENDATION:**

26/23/24 TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.



The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5<sup>th</sup> October 2023:

1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
2. To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

Councillor Dent spoke of the request to place a sizeable storage unit within the grounds of Churchtown Cemetery and of a recently held site visit. Members did not feel a storage unit would be conducive or in keeping with the surroundings.

Members discussed various implications with shared use of the parking facilities at Churchtown Cemetery and requested further consideration relating to staff capacity and cost implications prior to any agreement being made.

It was proposed by Councillor Dent, seconded by Councillor Brady and **RESOLVED** defer the above recommendation to the Burial Authority to provide further clarification.

**196/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Station Property held on 15th September 2023;

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

b. Property Maintenance held on 28th September 2023;

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

c. Library held on 2nd October 2023.

It was **RESOLVED** to note the minutes and consider the following recommendations.

**RECOMMENDATION:**

**47/23/24 TO RECEIVE A QUOTE FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Ian of Bailey Partnership informed Members on the quote received and contained within the circulated reports pack.

Bailey Partnership confirmed the quote is inclusive of the updated design features and structural elements for the main curtain walling, white vertical blinds, curtain walling on the sides of the library building and replacement windows above the main entrance and plant room. All works are inclusive of the original scope of works advertised for tender.

Bailey Partnership advised that the curtain walling refurbishments can be done in segments, resulting in minimal impact to the operations of the Library Service.

Works are proposed to commence in January subject to manufacturing lead times, design calculations, and building control regulations being approved.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council:

1. To appoint Horizon Architectural Glazing to supply and install a Reynaers curtain walled system to the library building to commence in the New Year 2024;
2. At a total cost of £149,718.00+vat in line with their payment terms, as detailed in the submitted quote;

3. To allocate against budget code 6971 EMF Saltash Library Property Refurbishment;
4. The Library Service continue to operate at the library building during the works, subject to risk assessments and method statements being in place to ensure everyone's safety.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendation subject to references and financial reports being obtained prior to appointment.

**197/23/24 TO RECEIVE A REPORT FROM THE TOWN TEAM ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster left the meeting.

The Chairman of Town Team P Ryland was in attendance and invited to speak on the report received and contained within the circulated reports pack.

P Ryland spoke of the work still required to be undertaken with the Toolkit provided within the report taking into account community movement, parking solutions and further funding.

P Ryland and Members wished to thank the Members of the Town Team and the Town Clerk for their continued hard work, dedication and support to the project and ensuring Compliance and Regulations are continually met.

The Chairman wished it to be noted that the Town Clerk provides support as a volunteer at no cost to the Town Council.

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to support in principle the Town Team five action points outlined in the report and request Town Team continue to investigate how to deliver a vision to the Town Centre, with identified solutions to be received at a future Full Town Council meeting.

**198/23/24 TO RECEIVE TOWN TEAM NOTES AND TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the meeting notes.

The Chairman drew attention to the slight amendments contained within the Town Team Terms of Reference received and circulated within the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to endorse the updated Town Team Terms of Reference.

**199/23/24 TO RECEIVE A REPORT ON SALTASH TOWN COUNCIL OBTAINING A DATA UNIVERSAL NUMBERING SYSTEM AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to provide delegated authority to the Finance Officer to obtain a DUNS number at no cost on behalf of Saltash Town Council for the purpose of operating an Apple Business Manager application.

**200/23/24 TO RECEIVE A REPORT ON D-DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members agreed it is a day of National importance that must be remembered.

Members requested correlation with other events being held in neighbouring Towns and Plymouth be considered.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to defer to Full Town Council to be held on 7<sup>th</sup> November 2023 to allow for further review of the proposed schedule of events.

**201/23/24 TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK AND CONSIDER ANY ACTIONS.**

The Chairman advised a meeting had been scheduled with the Link Hub Manager to discuss how a Banking Hub will look and be resourced at Saltash.

The meeting is to be held with key stakeholders on Thursday 19<sup>th</sup> October 2023 at 2pm, Members are encouraged to attend if available.

A further report will be provided at the following Full Council meeting to be held in November.

It was **RESOLVED** to note.

**202/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14TH OCTOBER 2023 OUTSIDE BLOOM HEARING, FORE STREET.**

a. The next scheduled meeting date Saturday 14<sup>th</sup> October 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** for Councillors Griffiths, Bullock, Stoyel, Bickford and Gillies to attend.

**203/23/24 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.

**204/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**205/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**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.

**207/23/24 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. Lloyds Bank Update;
2. Library Window Refurbishment Work;
3. Annual Governance and Accountability Return;
4. Tamar Bridge Consultation;
5. Reporting Anti-Social Behaviour;
6. Climate Change Events.

**208/23/24 DATE OF NEXT MEETING: THURSDAY 2ND NOVEMBER 2023 AT 7:00 P.M.**

Thursday 2<sup>nd</sup> November 2023 at 7.00pm

**209/23/24 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 2 November 2023 at 7.00 pm

Rising at: 8.54 pm

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

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