

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 4th July 2024 at 7.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Deputy Chairman), J Dent, J Foster, M Griffiths, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 2 Members of the Public, S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer).

APOLOGIES: J Brady, S Gillies, S Lennox-Boyd, S Martin, S Miller and L Mortimore.

111/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman led Members in a period of reflection for the current election and requested a moment of silence be taken in memory of the passing of the Deputy Mayor of Liskeard Town Council Councillor Julian Smith.

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

112/24/25 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.

113/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

The Chairman brought forward agenda item 22 as the next item of business to be considered.

114/24/25 TO AWARD A CERTIFICATE OF APPRECIATION TO THE HEADTEACHER OF BRUNEL PRIMARY AND NURSERY ACADEMY AND ST STEPHENS COMMUNITY PRIMARY SCHOOL.

The Chairman presented a certificate of appreciation, on behalf of the Town Council, to Heather Landers the Headteacher of St Stephens Community Primary School for 37 years of working in education supporting the children of Saltash.

The Chairman informed Members she had been invited, at a later date, to award a second certificate of appreciation on behalf of the Town Council to Suzanne Cooper the Headteacher of Brunel Primary and Nursery Academy for 35 years of working in education supporting the children of Saltash.

Members thanked the Headteachers for their many years of dedicated service and significant contributions to the community of Saltash upon their retirement.

115/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 5 JUNE 2024 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on 5 June 2024 were confirmed as a true and correct record.

116/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on 13 June 2024;

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

RECOMMENDATION 1:

31/24/25 TO RECEIVE A DRAFT NOTICE BOARD POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To **RECOMMEND** the draft Saltash Town Council Noticeboard Policy to Full Town Council to form part of the Communications Strategy as an appendix to;

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

RECOMMENDATION 2:

32/24/25 TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED:**

1. To **RECOMMEND** to Full Town Council to accept Taylor Wimpy's offer of Harebell Close and Campion Close Titles at nil cost to Saltash Town Council;

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation subject to there being no covenant imposed on both Harebell Close and Campion Close Land Titles.

- b. Planning and Licensing held on 18 June 2024;

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

- c. Personnel held on 20 June 2024;

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

The Chairman requested the three policy recommendations be taken en-bloc.

RECOMMENDATION 1:

24/24/25 TO REVIEW UPDATES TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Protocol for Member Officer Relations;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve and adopt the Protocol for Member Officer Relations Policy (as attached).

RECOMMENDATION 2:

- b. Recruitment and Selection;

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve and adopt the Recruitment and Selection Policy (as attached).

RECOMMENDATION 3:

- c. Employee Dress Code.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve and adopt the amendments to the existing Employee Dress Code Policy (as attached).

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

RECOMMENDATION 4:

26/24/25 TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to appoint Councillor Foster to represent the Town Council as the Town Crier as required with no remuneration.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation subject to additional Town Crier uniform being procured, as required.

117/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE HELD ON 2 JULY 2024 AND CONSIDER ANY RECOMMENDATIONS.

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

RECOMMENDATION 1:

28/24/25 TO RECEIVE QUOTES TO RESURFACE THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

3. To **RECOMMEND** to Full Council to appoint Company A to provide an asphalt surface to the car park area at a cost of £21,000 excluding VAT as per the quote received, allocated to budget code 6473 EMF Station Building (Purchase & Capital Works), subject to Barron Surveying approving the works to commence;

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

118/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

119/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

120/24/25 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided some clarity on the request received from Community Enterprises PL12 (CEPL12) to share the results of any historical Town Council surveys.

Councillor Bickford spoke of how information would provide vital insights needed to move forward with proposed initiatives and funding opportunities, whilst assisting in effectively extending Community Enterprises work.

All Members were requested to email the Directors of CEPL12 with any large project ideas the community of Saltash have identified as a priority.

It was **RESOLVED** to note.

121/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the elections, the Community Area Partnerships had not met. The next scheduled meeting is to be held on Tuesday 9 July 2024.

122/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided updates on various community safety initiatives discussed at the recent Safer Saltash meeting.

This included an update on Parking Enforcement Officers who have expanded their current roles to include wellness checks on homeless individuals, reporting fly-tipping and issuing fines for dog fouling.

Additionally, there were discussions regarding abuse issues and fly-tipping around Fountain Head House School.

It was **RESOLVED** to note.

123/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk drew Members attention to the request received within the report for shared data on the use of Beryl Bikes since their installation in Saltash.

The Town Clerk has requested the data directly from Beryl Bikes/Cornwall Council and will share with Members and key stakeholders upon receipt.

It was **RESOLVED** to note.

124/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to elections, there was no report received from Cornwall Councillors.

125/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a brief overview on the report received and contained within the circulated reports pack confirming the meeting was much more positive and that the Health Action Group continue to press forward with NHS matters.

It was **RESOLVED** to note.

126/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

127/24/25 **FINANCE:**

- a. To advise the receipts for May 2024;

It was **RESOLVED** to note.

- b. To advise the payments for May 2024;

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 May 2024 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.

128/24/25 TO RECEIVE GUIDANCE FROM SALTASH TOWN COUNCIL ON THE PRECEPT LEVEL FOR THE YEAR 2025/26 AND CONSIDER THE DRAFT BUDGET SETTING SCHEDULE AND ANY ACTIONS.

The Town Clerk sought guidance from Members for setting the precept for the upcoming fiscal year 2025/26.

The Town Clerk stated that the Consumer Price Index will be set across all budgets from the first date of the first budget setting meeting (Library Sub Committee) to ensure the Town Council have sufficient funds to cover supplier increases.

Members were asked to consider any current or future projects that might affect the overall precept level. They were also encouraged to suggest a suitable percentage increase to aid in the Town Council's internal budget preparations.

Members discussed the necessity to align the budgets with existing commitments, future aspirations and the strategic priorities outlined in the Town Council business plan.

The Chairman stressed the importance of Members attendance at the budget setting meetings.

It was proposed by Councillor Dent, seconded by Councillor Peggs and unanimously **RESOLVED**:

1. To set a precept guide of a maximum increase of 5% for the year 2025/26;
2. To approve the budget setting meeting schedule (as attached).

129/24/25 TO RECEIVE A NOTIFICATION RELATING TO LAND AT BERRY PARK, SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received Cornwall Council's notification relating to land available for purchase at Berry Park contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to delegate to the Town Clerk to respond to Cornwall Council to thank them for providing the Town Council the opportunity, however on this occasion, Saltash Town Council is not interested in the asset at Berry Park.

130/24/25

TO RECEIVE A REPORT ON THE SALTASH WATERSIDE IMPROVEMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the report received and contained within the circulated reports pack.

The Town Clerk spoke of Saltash Waterside play park use, its need of repair, and ownership with Cornwall Council. The Town Clerk advised that recent conversations with Cornwall Council Officers confirmed the play area is not a priority for refurbishment.

Cornwall Council have offered a Management Agreement/Lease, like that in place for Victoria Gardens, which would allow Saltash Town Council to manage and maintain Saltash Waterside play area and noticeboards and Jubilee Green and noticeboards.

Members were asked to consider, should they be unsuccessful in the fourth round of Community Infrastructure Levy Funding which would not be confirmed until November 2024, are the Town Council committed to continue to invest in the Saltash Waterside area using its own budgeted funds.

Members asked if there were sufficient resources within the Town Council's Service Delivery Department to undertake some of the works. The Town Clerk advised there are sufficient resources to deliver should Members wish to pursue an agreement with Cornwall Council.

The Town Clerk added that the Personnel Committee have been informed if the Town Council were to look to devolve more responsibilities, other than that of Saltash Waterside and Victoria Gardens, from Cornwall Council in the future, the Town Council would require to look at recruiting additional staff for the Service Delivery department.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk working with Cornwall Council Officers to agree a Management Agreement/Lease for Saltash Waterside play park and noticeboards and Jubilee Green and noticeboards, with the intention to take through the devolution process after a five-year period.

131/24/25 TO RECEIVE AN UPDATE ON THE SALTASH BANKING HUB AND CONSIDER ANY ACTIONS.

Members received the report contained within the circulated reports pack and were asked to inform the Mayor's Secretary should they wish to attend the official opening.

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to note the report and approve the Chairman to provide Cash Access UK a press release comment.

132/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 13 JULY 2024 AT THE SALTASH REGATTA, WATERSIDE.

a. The next scheduled meeting date Saturday 13 July 2024 at the Saltash Regatta, Waterside.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Town Council stall timetable:

<u>Time slot</u>	<u>Councillors</u>
10 – 11am	Remove due to the parade taking place during this time
11 – 12noon	Foster
12 – 1pm	Dent, Griffiths, Peggs
1 – 2pm	Griffiths and Peggs
2 – 3pm	Peggs
3 – 4.30pm	Peggs

All Councillors not in attendance at this evening's meeting are requested to provide any possible availability for attendance at the Saltash Regatta Meet Your Councillors stall.

133/24/25 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.

134/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

135/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

136/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Councillor Foster's appointment as the Town Council Town Crier;
2. Headteachers certificates of appreciation.

137/24/25 DATE OF NEXT MEETING: THURSDAY 1 AUGUST 2024 AT 7:00 P.M.

Thursday 1 August 2024 at 7.00p.m.

138/24/25 COMMON SEAL:

It was **RESOLVED** to Move to Order 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 1 August 2024 at 7.00 pm

Rising at: 8.20 pm

Signed: _____
Chairman

Dated: _____