

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 11<sup>th</sup> January 2018 at 7:00pm**

**PRESENT:** Councillors: R Bickford, J Brady, G Challen, C Cook, J Dent (Chairman), S Lennox-Boyd, S Miller, M Parker, W Phillips, A Pinckney, J Rance, P Samuels, G Taylor, S Thorn, C Warrington, D Yates.

**ALSO PRESENT:** 2 Member of the Press, 20 Members of the Public, Reverend M Parkman, P Thistlethwaite CIC, H Frank, S Tamlin and D Holley – Cornwall Councillors, A Killeya – Heritage Trustee, R Lane - Town Clerk, E Holden - Finance Officer, S Burrows – Administration Officer, M Thomas – Senior Administrator.

**APOLOGIES:** Councillors: W Phillips – Early Departure.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**442/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer and Members of the public declared that the meeting would be recorded.

**443/17/18** **PRAYERS**

Reverend Michelle Parkman led the prayers.

**444/17/18** **DECLARATIONS OF INTEREST**

- a. 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.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>
Bickford	PA17/11207	Pecuniary	Wife works at the school
Yates	PA17/11352	Non-Pecuniary	Current office site across the road from our house.

**445/17/18** To approve a dispensation to Committee members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to approve.

**446/17/18** To note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and Commissioning of Youth Work.

It was **RESOLVED** to note.

**447/17/18** To note an on-going dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

**448/17/18** **CHAIRMAN'S REPORT** (Appendix A)

It was **RESOLVED** to note.

**449/17/18** **MONTHLY CRIME FIGURES** (Appendix B)

It was **RESOLVED** to note.

**450/17/18** **REPORT BY COMMUNITY ENTERPRISES PL12** (Appendix C)

It was **RESOLVED** to note.

**451/17/18** **CORNWALL GATEWAY COMMUNITY NETWORK AREA**  
(Appendix D)

It was **RESOLVED** to note.

**452/17/18** **QUESTIONS FROM THE PUBLIC**

A Trustee of Saltash Heritage asked a question in relation to the lease on the Heritage Centre.

It was **RESOLVED** that this item would be considered under agenda item 19.

A resident of Saltash asked that STC fully supports the retailers and the general public parking petitions to revert the high street parking from 30 minutes to 1 hour.

It was **RESOLVED** that Councillor Parker and Members of Ward East liaise with Councillor Holley – Cornwall Councillor to seek a response and meeting with Cornwall Council regarding the changes in high street parking and request should meetings arise retailers be invited.

A resident of Saltash asked that STC consider utilising the Maurice Huggins Room for community use following its refurbishment and that office space available at Belle Vue be considered for use as additional administration accommodation.

It was **RESOLVED** to note that options for the future use of the Maurice Huggins room office are still under consideration.

A resident of Saltash asked for feedback from the Chamber of Commerce and STC in regards to CCTV in the town.

It was **RESOLVED** to note that CCTV is to be considered at the next Anti-Social Behaviour meeting to be held on the 12<sup>th</sup> February 2018.

**453/17/18     APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

(Appendix E)

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting of the Town Council held on Thursday 7th December 2017 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**454/17/18     TO CONSIDER MATTERS ARISING FROM THE MINUTES**

(Appendix F)

- a. WCA 436 – The Cornwall Council (Addition of Footpaths at Babis Lane and Town Quay in the Parish of Saltash) Modification Order 2017 Response from J Rowell, Countryside Access Records Officer.

It was **RESOLVED** to accept the Officers report.

**455/17/18**    **FINANCE**

- a. To advise receipts and payments in November 2017. (Appendix G)

It was **RESOLVED** to note.

- b. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

- c. To note that bank reconciliations up to 31st October 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

**456/17/18**    **CORRESPONDENCE**

- a. S Murray MP – St Barnabas Hospital (Appendix H)

It was **RESOLVED** to note.

- b. M Coot – Re Decision Notice CCN002/17/18 (Appendix I)

It was **RESOLVED** to note.

**457/17/18**    **TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES**

(Appendix J)

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting Staffing Committee held on Thursday 21st December 2017 were confirmed and signed as a correct record and all recommendations resolved as listed below:

**Staffing - Minute no.70/17/18**

3. It was **RESOLVED** that upon expiry of their current contracts the Town and Waterfront Leader and 3 Town and Waterfront Wardens hours be uplifted from 25 to 30 hours per week on up to a 3-year fixed term contract (subject to advice from the Human Resource Consultant) funded from General Reserves to 31st March 2018.

4. It was **RESOLVED** that the Town and Waterfront Leader pay scale be uplifted from scale 15-17 to 18-20 upon the implementation of the new contract.

5. It was **RESOLVED** that two cleaners be appointed as soon as possible on 12 hours a week each to cover a 7-day operation for cleaning toilets and council buildings. Hours to be determined upon operational requirements. Funded from the outsourced contract budget.

6. It was **RESOLVED** that a Cemetery Grounds worker be appointed 30 hours per week on scale point 16.

**458/17/18 TO APPROVE THE FEES AND CHARGES FOR 2018/19**

(Appendix K)

It was **RESOLVED** to approve the Fees and Charges for 2018/19 and that the Services Committee revisit the VAT charges for the pontoon.

**459/17/18 TO APPROVE THE TOWN COUNCIL BUDGET FOR 2018/19**

(Appendix L)

The Town Clerk informed Members that any Councillor that has an outstanding Council Tax debt of more than two months is unable to participate in the Precept vote.

It was **RESOLVED** to approve the Town Council Budget for 2018/19 as attached.

**460/17/18 TO SET THE PRECEPT FOR 2018/19**

(Appendix M)

It was **RESOLVED** to approve the precept of £736,475 for 2018/19.

**461/17/18 TO CONSIDER SALTASH HERITAGE LEASE RENEWAL**

(Appendix N)

It was **RESOLVED** to adopt the agreed lease for the Saltash Heritage building subject to the agreed conditions.

**462/17/18 COMMEMORATION OF THE END OF WORLD WAR ONE – COUNCILLOR DENT**

It was **RESOLVED** to setup a working group led by Councillor Dent to consider STC input into the commemoration of the end of World War one.

463/17/18 TO RECEIVE A MOTION THAT THIS COUNCIL HAS NO CONFIDENCE IN THE MAYOR MANAGING COUNCIL BUSINESS. PROPOSED BY COUNCILLOR THORN AND SECONDED BY COUNCILLOR PARKER

(Appendix O)

Following a recorded vote of:

In Favour: Brady  
Challen  
Parker  
Pinkney  
Rance  
Thorn

Against: Bickford  
Cook  
Dent  
Lennox-Boyd  
Miller  
Phillips  
Samuels  
Taylor  
Warrington  
Yates

Abstentions: Nil

The motion was defeated.

It was **RESOLVED** to note that the motion was defeated.

The Mayor announced a short break.

Councillor Phillips left the meeting.

464/17/18 PLANNING

- a. To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of 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.
- b. Applications for consideration:

**PA17/09842**

Mr and Mrs G Wood - **Churchtown Farm, St Stephens PL12 4AR**  
Change of use of 2no. agricultural barns; Barn 1 to residential dwelling with extensions and Barn 2 to three offices

**Ward: West**

Date received: 29.11.2017

It was resolved to **RECOMMEND APPROVAL**

**PA17/11058**

L Russell - **1 Enterprise Park Forge Lane Moorlands Trading Estate Callington Road Saltash Cornwall PL12 6LX**

Change of use from light industrial to sport/leisure.

**Ward: North**

Date received: 07.12.2017

It was resolved to **RECOMMEND APPROVAL**

**PA17/11127**

R Ough and N Brewer-Ough - **2 Lockyer Terrace Elwell Road PL12 6DF**

Erection of raised deck and access steps to front of dwelling.

**Ward: East**

Date received: 08.12.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Bickford declared an interest in the next planning application and left the meeting.

**PA17/11207**

Cornwall Council - **St Stephens Primary School, Long Park Road, St Stephens PL12 4AQ**

New single storey classroom block extension and associated accommodation including an under-croft external store, external link canopy, overall associated external works and minor internal refurbishment within existing main school building.

**Ward: South**

Date received: 07.12.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Bickford was invited and returned to the meeting.

Councillor Yates declared an interest in the next planning application and left the meeting.

**PA17/11352**

K Hodge - **Longlands Bungalow, Longlands Lane, Burraton Coombe PL12 4QQ**

Change of use from an agricultural building to an office.

**Ward: West**

Date received: 07.12.2017

It was resolved to **RECOMMEND APPROVAL**

Councillor Yates was invited and returned to the meeting.

**PA17/11354**

Mr Murphy - **Crannog House Barkers Hill St Stephens PL12 4QB**  
Removal of existing wooden shed and construction of a double garage

**Ward: West**

Date received: 30.11.2017

It was resolved to **RECOMMEND APPROVAL**

**PA17/11658**

P Richards – **29 Callington Road PL12 6DU**

Proposed two storey rear extension, single storey side extension and front porch.

**Ward: East**

Date received: 13.12.2017

It was resolved to **RECOMMEND APPROVAL**

- c. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken:

**PA17/09661**

Mr and Mrs Kinsman – **31 Maybrook Drive, St Stephens PL12 4PX**

First floor extension to provide a bedroom, en-suite bathroom and study.

**Ward: South**

Date received: 20.10.2017

At the Town Council Meeting on 21<sup>st</sup> November 2017 it was resolved to **RECOMMEND TO REFUSE ON THE GROUNDS OF NOT IN KEEPING WITH THE AREA, OVERLOOKING AND OVERBEARING.**

Having held a Poll on this planning application the result is:

Stick with our original position and request call-in	5 votes
Accept the Officer's position	3 votes
Abstain	3 votes

Therefore, the Council has voted to stick with our original position of refusal on the grounds of not in keeping with the area, overlooking and overbearing and request a call-in.

It was **RESOLVED** to note and that South Ward Members arrange a site visit prior to any decision.

- d. Tree applications/notifications:
- i. Applications - none
  - ii. Notifications - none

- e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken: none.

**465/17/18      CONSIDERATION OF LICENSE APPLICATIONS**

None.

**466/17/18      MEET YOUR COUNCILLORS**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Dent, Taylor, Warrington and Yates will attend the next meeting in Fore Street to be held on Saturday 13th January 2018.

**467/17/18      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

Library progress update report.

- a. To receive an update from Members of the Working Party.

The Chairman and Councillor Brady updated members on progress to date.

It was **RESOLVED** to continue to support the working group to develop the business case for consideration by Cornwall Council.

**468/17/18      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**469/17/18      CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**470/17/18      URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**471/17/18 PRESS RELEASES**

It was **RESOLVED** to issue press releases regarding:

1. Saltash Town Council 2018/19 Precept.
2. Commemoration of the end of World War One.

**472/17/18 DATE OF NEXT MEETING**

Tuesday 23<sup>rd</sup> January 2018 at 6:15pm.

**473/17/18 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: 20:50

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

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