

## **SALTASH TOWN COUNCIL**

### **Minutes of the Annual Town Meeting of Saltash held in The Guildhall on Thursday 3<sup>rd</sup> May 2018 at 7:00 p.m.**

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

**ALSO PRESENT:** 6 Members of the Public, 1 Member of the Press, Father Ian Hellyer – Mayors Chaplain, P Thistlewaite – Community Enterprises PL12, R Lane - Town Clerk, S Burrows – Administration Officer.

**APOLOGIES:** Councillors: C Cook, S Lennox-Boyd.

---

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **54/18/19      TO ELECT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Brady be appointed Mayor for the ensuing year.

Councillor Brady in the Chair.

#### **55/18/19      TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR**

#### **56/18/19      TO ELECT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Challen be appointed Deputy Mayor for the ensuing year.

#### **57/18/19      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

## **PRAYERS**

Father Ian Hellyer led the prayers.

### **58/18/19      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. To consider dispensations required:

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

- d. To Note ongoing dispensations:

**59/18/19**      To note an ongoing dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note.

**60/18/19**      To note an ongoing 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.

### **61/18/19      CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

### **62/18/19      MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

### **63/18/19      REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**64/18/19      CORNWALL GATEWAY COMMUNITY NETWORK AREA**

No Report.

**65/18/19      QUESTIONS FROM THE PUBLIC**

A question was received in writing 24 hours before the meeting:

A resident of Saltash asked for an update on the broadcasting of Council meetings and the option of providing audio files of the meetings using the hearing loop.

A response was provided in writing:

All feasible options of recording/broadcasting of Council meetings is being looked at in line with the restructure of Administration and General Data Protection Regulations.

**66/18/19      MINUTES**

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

The Minutes of the Full Town Council Meetings held on Thursday 5<sup>th</sup> April 2018 and Tuesday 17<sup>th</sup> April 2018 and an Extraordinary Full Town Council Meeting held on Monday 26<sup>th</sup> March 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**67/18/19      FINANCE**

- a. To advise receipts and payments in March 2018.

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 31<sup>st</sup> March 2018 were reviewed as correct by the Chairman of the Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

**68/18/19      ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENT 2017/18**

- a. To approve and sign section 1 Annual Governance Statement 2017/18.

It was **RESOLVED** to approve and sign section 1 of the Annual Governance Statement 2017/18.

**69/18/19      ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS 2017/18**

- b. To approve and sign section 2 Accounting Statements 2017/18.

It was **RESOLVED** to approve and sign section 2 of the Accounting Statements 2017/18.

**70/18/19      CORRESPONDENCE**

- a. Community Networks Highways Scheme.

It was **RESOLVED** to note and that the Community Networks Highways Scheme be progressed by the Chairman reporting back to a future meeting.

**71/18/19      TO CONSIDER THE ROLE OF COUNCIL REPRESENTATIVES ON THE S106 PANEL**

It was **RESOLVED** that:

1. STC representatives on the S106 Panel hold and use an individual vote.
2. The Mayor, Deputy Mayor and Councillors Dent and Parker be STC representatives on the S106 panel.

**72/18/19      TO CONSIDER APPOINTMENTS TO COMMITTEES**

It was **RESOLVED** to approve the appointments to Committees as attached.

**73/18/19      TO CONSIDER APPOINTMENTS TO SUB COMMITTEES**

It was **RESOLVED** to approve the appointments to Sub Committees as attached.

**74/18/19      TO CONSIDER APPOINTMENTS TO WORKING PARTIES**

It was **RESOLVED** to approve the appointments to Working Parties as attached.

**75/18/19      TO CONSIDER APPOINTMENTS TO OUTSIDE BODIES**

It was **RESOLVED** to approve the appointments to Outside Bodies as attached.

**76/18/19      TO ADOPT STC SUB COMMITTEES SCHEDULE OF MEETINGS**

It was **RESOLVED** that meetings of Sub Committees are to be held at the discretion and agreement by members of the individual Sub Committees.

**77/18/19      TO APPROVE THE SCHEME OF DELEGATION**

It was **RESOLVED** to approve and adopt the Scheme of Delegation.

**78/18/19      TO APPROVE THE ANNUAL HEALTH AND SAFETY POLICY STATEMENT**

It was **RESOLVED** to approve and adopt the Annual Health and Safety Policy Statement.

**79/18/19      TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES**

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

The minutes of the meetings of the Staffing Committee held on Tuesday 10<sup>th</sup> April 2018, Policy and Resources Committee held on Tuesday 10<sup>th</sup> April and Policy and Resources Committee held on Tuesday 17<sup>th</sup> April 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**80/18/19      TO CONSIDER RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES**

Staffing - Minute Nr. 3/18/19:

It was **RECOMMENDED**:

1. The post of Office Manager be established.
2. The post scale be SCP 29-31.
3. The Job Description be approved as attached.

It was **RESOLVED** to approve the post of Office Manager.

It was **RESOLVED** to note that the next Staffing Committee meeting will not be held on the Tuesday 15<sup>th</sup> May 2018 and will instead be held on Tuesday 22<sup>nd</sup> May 2018 at 6:15 p.m.

Policy & Resources – Minute Nr. 7/18/19

- d. To consider adopting the NALC Model Standing Orders as recommended under the CALC review.  
**(Pursuant to FTC 01.02.18. minute no. 503/17/18)**

It was **RECOMMENDED** that the NALC Model Standing Orders as recommended under the CALC review be adopted.

It was **RESOLVED** to adopt the NALC Model Standing Orders as recommended under the CALC review.

**81/18/19      TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES**

The minutes of the meeting of the Business Strategy & Forward Planning Sub Committee held on the 24th April 2018

At the request of Cornwall Council the Chairman announced that this item would be considered under Part Two.

**82/18/19      TO CONSIDER RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting of the Business Strategy & Forward Planning Sub Committee held on the 24th April 2018.

At the request of Cornwall Council, the Chairman announced that this item would be considered under Section Two of the Annual Town meeting.

**83/18/19      STATION**

- a. To approve the re-appointment of Bailey Partnership for the second phase of the Station project at a cost of £24,950.

It was **RESOLVED** to approve and re-appoint Bailey Partnership for the second phase of the Station project at a cost of £24,950.

- b. To approve and sign the acceptance form from the Railway Heritage Trust for a £60,000 grant towards the Station project.

It was **RESOLVED** to approve and adopt the acceptance form from the Railway Heritage Trust for a £60,000 grant towards the Station project.

**84/18/19      TO RECEIVE LONGSTONE DEPOT AND WORKSHOP TENDER REPORT AND TO APPOINT A CONTRACTOR**

It was **RESOLVED** to approve and award the contract to the lowest tenderer DCMS for the value of £14,105 allocated to Longstone Depot Budget.

**85/18/19      TO APPROVE A CIVIC RECEPTION FOR SALTASH RUGBY CLUB**

It was **RESOLVED** to approve a Civic Event Reception for Saltash Rugby Club with funding up to a maximum of £250.00 allocated to the Civic Occasions Budget.

**86/18/19      TO RECEIVE A REPORT ON THE CHAMBER OF COMMERCE ON THE TWO-HOUR CAR PARKING REBATE SCHEME**

It was **RESOLVED** to note.

**87/18/19      PLANNING**

- a. Applications for consideration: None.
- b. Tree applications/notifications: None.

- 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: None.

**88/18/19      CONSIDERATION OF LICENSE APPLICATIONS**

None.

**89/18/19      MEET YOUR COUNCILLORS:**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Brady, Phillips and Taylor will attend the next meeting in Fore Street to be held on Saturday 12<sup>th</sup> May 2018.

**90/18/19      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.

**91/18/19      CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

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 Business Strategy & Forward Planning Sub Committee held on the 24<sup>th</sup> April 2018 were confirmed and signed as a correct record and all recommendations as listed below:

Minute Nr. 6/18/19

It was **RECOMMENDED** that a Saltash Town Councillor be considered as a representative on the Quora S106 terms of agreement panel.

It was unanimously **RESOLVED** that the Mayor and Deputy Mayor be representatives on the Quora S106 terms of agreement panel and that STC proceed negotiating with Cornwall Council in managing Quora S106 funds.

Minute Nr. 7/18/19

It was unanimously **RECOMMENDED** that STC accept the Library on a freehold basis.

It was **RESOLVED** that STC accept the Library on a freehold basis.



Minute Nr. 11/18/19

a. Pillmere:

Councillor Brady informed members of the offer of a parcel of land at Kernow Gate and that a site visit and neighbourhood survey had been conducted.

It was unanimously **RECOMMENDED** that:

1. The transfer of a parcel of land at Kernow Gate with the offer of a one-off maintenance payment to Saltash Town Council of £30,000 plus payment of transfer legal fees subject to all terms and conditions on receipt being approved.
2. The land be referred to the Services Committee for its future use and management.

It was **RESOLVED** to:

1. Approve and adopt the parcel of land at Kernow Gate with the offer of a one-off maintenance payment to Saltash Town Council of £30,000 plus payment of transfer legal fees subject to all terms and conditions on receipt being approved.
2. The land be referred to the Services Committee for its future use and management.

d. Victoria Gardens:

STC Building Consultant carried out a building survey report and informed members of recommended works.

It was unanimously **RECOMMENDED** that in principal STC seek a 50-year lease from Cornwall Council in association with the Maurice Huggins Room.

It was **RESOLVED** that in principal STC seek a 50-year lease from Cornwall Council in association with the Maurice Huggins Room.

Councillors Pinckney and Rance left the meeting.

**92/18/19      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**93/18/19      URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

Councillors Pinckney and Rance returned to the meeting.

**94/18/19      PRESS RELEASES**

It was **RESOLVED** to issue the following press release:

- a. Saltash Library.

**95/18/19      DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> May 2018 at 6:15 p.m.

**96/18/19      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: 9:25 p.m.

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

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