

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2<sup>nd</sup> August 2018 at 7:00 p.m.**

**PRESENT:** Councillors: R Bickford, G Challen – Vice Chairman, J Dent, S Miller, M Parker, W Phillips, A Pinckney, P Samuels, G Taylor.

**ALSO PRESENT:** 8 Members of the Public, 1 Member of the Press, P Thistlethwaite - Community Enterprises PL12, P Ryland and A Slader - Chamber of Commerce, Mr and Mrs Hooper M.B.E. - Saltash Remembers the Great War Committee, H Frank - Cornwall Councillor, R Lane - Town Clerk, A Chick – Administration Officer.

**APOLOGIES:** Councillors: J Brady - Chairman, S Lennox-Boyd, J Rance, C Warrington and D Yates.

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Councillor Challen in the Chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **211/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor Frank declared that the meeting would be recorded.

### **PRAYERS**

Councillor Samuels led the prayers.

### **212/18/19 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:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>
Bickford	19(a)	Non-pecuniary	Friend of applicant.
Challen	19(a)	Non-pecuniary	Committee member.
Challen	19(b)	Non-pecuniary	Chamber member.
Pinckney	19(b)	Non-pecuniary	Member of the WW1 Board.

c. To consider dispensations required:

**213/18/19** To note an ongoing dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work to the end of the municipal year 2018/19.

It was **RESOLVED** to note.

**214/18/19** 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 to the end of the municipal year 2018/19.

It was **RESOLVED** to note.

**215/18/19** **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**216/18/19** **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**217/18/19** **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**218/18/19** **CORNWALL GATEWAY COMMUNITY NETWORK AREA**

No report.

**219/18/19**    **QUESTIONS FROM THE PUBLIC**

None.

**220/18/19**    **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> July 2018 and Tuesday 17<sup>th</sup> July 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**221/18/19**    **FINANCE**

- a. To advise receipts and payments in June 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 30<sup>th</sup> June 2018 were reviewed as correct by the Chairman of the Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

- d. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Resources in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**222/18/19**    **CORRESPONDENCE**

None.

**223/18/19**    **SALTASH TRAIN STATION**

Councillor Bickford updated members on progress to date and reported that the planning application had been approved with minor conditions.

a. The tender documents are in the process of being prepared.

It was **RESOLVED** to defer to a future meeting.

b. Funding agreement with GWR for a £102,000 grant for the Station Refurbishment Project.

It was **RESOLVED** to defer to a future meeting

**224/18/19**    **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 Services held on Monday 16<sup>th</sup> July 2018 and Staffing held on Tuesday 17<sup>th</sup> July 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**225/18/19**    **TO CONSIDER RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES**

Services Committee – Minute Nr.36/18/19

Councillor Miller reported that he had received three quotes for the Saltash Town Christmas lights improvement 2018. The Services Committee had recommended to accept the quotation from Christmas Decorators at a cost of £15,450 allocating a total spend budget of up to £16,000 to cover incidental costs as may be required.

It was **RESOLVED** to approve the quotation from Christmas Decorators at a cost of £15,450 allocating a total spend budget of up to £16,000 to cover incidental costs as may be required.

Staffing Committee – Minute Nr.35/18/19

Councillor Taylor reported that the Committee had recommended three employee policies be adopted. The Data Protection Policy and the Criminal Records Policy were being taken forward, but the Equality of Opportunity Policy will be withdrawn.

It was **RESOLVED** to approve the adoption of the:

1. Employee Data Protection Policy.
2. Criminal Records Policy.

**226/18/19** **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-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 Library held on Friday 20<sup>th</sup> July 2018, Property Maintenance held on Friday 20<sup>th</sup> July and Business Strategy and Forward Planning held on Wednesday 25<sup>th</sup> July 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**227/18/19** **TO CONSIDER RECOMMENDATIONS AND MATTERS ARISING FROM THE SUB COMMITTEE MINUTES**

Library

It was **RESOLVED** that there were no recommendations to be considered.

Property Maintenance – Minute Nr.37/18/19

Councillor Dent informed members that internal security bars had been dismissed and it was considered that to improve the security and privacy of meetings, a semi-permanent feature of white opaque film with the Town seals printed on could be placed along the bottom of each window. This would prevent people interrupting meetings by looking through the window. 2 quotes had been received for £395 for a lighter version and £445 for a heavy duty one which keeps more light out. The Committee recommended the lighter version.

It was **RESOLVED** to approve the installation to the windows of white opaque film with the Town Seals at cost of £395.

## Business Strategy and Forward Planning

It was **RESOLVED** that there were no recommendations to be considered.

Councillor Dent considered that not enough information was provided in the minutes and requested more detail be provided in future minutes.

It was **RESOLVED** to note.

Councillors Bickford, Challen and Pinckney declared an interest in the next agenda item and left the meeting.

Councillor Phillips in the Chair.

### **228/18/19**    **S106 APPLICATIONS**

a. Saltash Remembers the Great War 2014-2018:

It was unanimously **RESOLVED** to support the s106 application.

Councillors Bickford, Challen and Pinckney were invited and returned to the meeting.

Councillor Challen in the Chair.

b. Chamber of Commerce – Saltash Christmas Festival 2018:

It was **RESOLVED** to support the Chamber of Commerce's s106 application for a commuted sum of £5,000.

### **229/18/19**    **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.

**230/18/19**    **CONSIDERATION OF LICENSE APPLICATIONS**

None.

**231/18/19**    **MEET YOUR COUNCILLORS:**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillor Dent will attend the next meeting in Fore Street to be held on Saturday 4<sup>th</sup> August and an email be sent asking Councillors to assist her.

**232/18/19**    **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

New Homes South West

A request had been received from New Homes South West regarding street naming and numbering for the roads created at the development at Churchtown Farm be named either:

- i. Churchtown Farm with houses individually numbered or named at each point of occupation.
- ii. Churchtown Drive with again individual numbers allocated to each house as the Post Office sees fit.

It was unanimously **RESOLVED** to have no preference but any choice by the applicant be subject to Post Office approval.

Saltash Town Council Devolution Programme

The Town Clerk reported that Councillor Brady (Mayor) and he had attended a meeting with Cornwall Council Cabinet Members and Directors from both Cornwall Council and Cormac on Wednesday 1<sup>st</sup> August 2018.

The meeting was honest, open and constructive resulting in the Portfolio Holders and their Principal Officers committing themselves to assisting STC in realising and completing the devolution programme.

It was **RESOLVED** to note.

**233/18/19 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.

**234/18/19 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**235/18/19 ASSET REVIEW**

The council conducted an asset procurement opportunity review and following legal advice decided not to proceed.

It was **RESOLVED** to note.

**236/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**237/18/19 PRESS RELEASES**

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

- a. Saltash Town Council supporting the two S106 applications.

**238/18/19 DATE OF NEXT MEETING**

Tuesday 21st August 2018 at 6:15 p.m.

**239/18/19 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: 8.15 p.m.

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

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