

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 4<sup>th</sup> October 2018 at 7.00 p.m.**

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

**ALSO PRESENT:** 4 Members of the Public, Father Hellyer, Cornwall Councillor H Frank, 1 Member of the Press, R Lane - Town Clerk, A Chick – Administration Officer.

**APOLOGIES:** None.

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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.

### **302/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

1 member of the public and Cornwall Councillor H Frank notified the Chairman that they would be recording the meeting.

### **PASSING AWAY ANNOUNCEMENTS**

The Chairman notified members of the following bereavements.

Mr Alan Coleman a former Saltash Borough Mayor passed away on Sunday 30<sup>th</sup> September 2018.

Mr Liam Bradley, a well respected, loved and hardworking Saltash resident has passed away on Sunday 23<sup>rd</sup> September 2018. Councillor Yates spoke a eulogy.

A minute's silence was held in Mr Coleman and Mr Bradley's memory.

### **PRAYERS**

Father Hellyer led prayers.

**303/18/19**    **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>
None.			

**304/18/19**    **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**305/18/19**    **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**306/18/19**    **REPORT BY COMMUNITY ENTERPRISES PL12**

Councillor Bickford presented the report on behalf of Mr Thistlethwaite.

It was **RESOLVED** to note.

**307/18/19**    **CORNWALL GATEWAY COMMUNITY NETWORK AREA**

No report.

**308/18/19**    **QUESTIONS FROM THE PUBLIC**

None.

**309/18/19**    **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 6<sup>th</sup> September 2018 and Tuesday 18<sup>th</sup> September 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**310/18/19**    **FINANCE**

- a. To advise receipts and payments in August 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> August 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.

**311/18/19**    **TO RECEIVE THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018**

It was **RESOLVED** to note.

**312/18/19**    **CORRESPONDENCE**

- a. Cornwall Council – Budget Consultations:

Cornwall Council's Strategy and Engagement Officers will be talking to members of the public on Tuesday the 16<sup>th</sup> October between 10am and 12 noon either in the Fore Street or Waitrose. The Office Manager will confirm which location.

It was **RESOLVED** to note.

- b. Cornwall Council – Licensing Act 2003 – Statement of Licensing Policy.

It was **RESOLVED** to note.

**313/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS**

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

1. The minutes of the meeting of Services held on Wednesday 12<sup>th</sup> September 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

2. The minutes of the meeting of Policy & Resources held on Tuesday 18<sup>th</sup> September 2018 were confirmed and signed as a correct record.

**RECOMMENDATIONS**

1. Minute No 109/18/19 Committee Restructuring Proposals

Full council will meet once a month to receive statutory undertakings, urgent matters, any urgent planning applications and committee minutes.

Committees will consist of P and R, Services, Burial Authority and Planning (names may change) with a membership of all councillors with voting rights except for Staffing and Burial Board that will remain the same.

The committees will have detailed terms of reference, staffing budgets and full delegated authority to resolve all business bar any items required to be taken by FC under statute and any major items outside of its terms of reference or budget that will be recommended to Full Council enabling a more timely efficient and effective process for the council to conduct its business.

The restructuring of committees will also link into the new financial package efficiently.

It was **RESOLVED** that:

- a) Subject to Calc confirming that STC will be honouring statutory duties, the new structure to start from 2019/20.
- b) Terms of reference be established for committees.
- c) Chairman's scheme of delegated authority be established.

2. Minute No 110/18/19 and 111/18/19 Audio Recording and Broadcasting of Meetings.

It was **RESOLVED** to approve the recommendation of the Policy and Resources Committee that

- a) Full Council and all committee meetings be recorded.
  - b) Councillor Dent progress the project and investigate GDPR, Data Protection and FOI implications reporting back to the Policy and Resources Committee.
3. The minutes of the meeting of the Burial Board held on Tuesday 2<sup>nd</sup> October 2018 were confirmed and signed as a correct record.

### **RECOMMENDATIONS**

1. Minute No BB/28/18/19 To receive an update and consider a virement from devolved assets and services general reserves for additional budgets costs for the cemetery wall

It was **RESOLVED** to approve the recommendation of the Burial Board that

- a) The works continue completing the whole wall.
  - b) The shortfall of funds (£3,500) be funded from Capital Works arising from Devolved Assets and Services (General Reserves).
2. Minute No BB29/18/19 War memorial application to the diocese for inscriptions

The Chairman informed members of the decision to withdraw and explained the reason why STC had incurred fees.

It was **RESOLVED** to accept the recommendation of the Burial Board to

- a) Formally withdraw STC from the Faculty application to the Diocese for the two Fire Fighters names to be added to the War Memorial.
  - b) Pay the charges incurred (£2,186 + VAT) funded from Capital Works arising from Devolved Assets and Services (General Reserves).
  - c) Refer the matter of the charges to the Solicitors Regulation Authority.
4. The minutes of the meeting of the Burial Authority held on Tuesday 2<sup>nd</sup> October 2018 were confirmed and signed as a correct record.

**314/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS**

1. The minutes of the Property Maintenance Sub Committee held on Thursday 27<sup>th</sup> September 2018 were confirmed and signed as a correct record.

**RECOMMENDATIONS**

1. Minute No 49/18/19 To Receive the Five-Year Maintenance Plan

i. Tender Analysis Report for the Intruder and Fire Alarms

It was **RESOLVED** to defer this item pending inclusion of the Library and Station building.

ii. Tender Analysis Report for the Maurice Huggins Room

It was **RESOLVED** that works project be reviewed by the sub committee with a view to re-tendering.

iii. Library Update

It was **RESOLVED** to:

- a) Carry out the first phase of works at an approximate cost of £33,000 funded from the CC transition fund of £30,000 upon signing of the library agreement.
- b) Appoint the Building Consultant to go out to tender for the first phase of works upon signing the library agreement.

iv. Heritage Building Update – 5 Yearly Electrical Checks and Annual Gas Checks

It was **RESOLVED** to note:

- a) That the responsibility for the 5 yearly electrical and annual gas checks are that of the tenant under the terms of the lease.
- b) That the Grounds and Premises Warden will obtain and keep copies of the certificates on behalf of STC as the Landlord.

**315/18/19**    **TO CONSIDER RESCHEDULING FULL TOWN COUNCIL PLANNING MEETINGS 2018**

Report from the Chairman:

I have reviewed members' comments on this proposal and put forward my reasoning for change.

1. It has been noticeable, reviewing previous minutes, that the current FTC Planning Committee has a lower attendance record than other committees with a more reduced membership? Is this down to the start time of 6.15pm or the fact it is followed by P & R or Staffing? When I joined STC in 2013, planning started at 7pm and due to Staffing/P & R following we could and were regularly in committee until 10pm onwards.
2. I am more than mindful of the working members (I retired in 2017) and the difficulty in attending meetings from work, and I believe we are ready for change in line with committee restructuring.

My proposal to have Planning on a separate night will improve the debating time and allow members to go home prior to attending meetings which should not go over the 2-hour maximum time recommended.

So, if the consensus is not the 3rd Thursday of the month what about the 2nd Tuesday of the month?

The restructuring and day change proposal will in my view lead to greater member participation, reducing time at day sub committee meetings, be more democratic, assist in admin support and planning and above all better decision making.

It was **RESOLVED** to

- a) Continue with Planning committee dates as scheduled commencing the meetings at 7 p.m. subject to Staffing and Policy and Resources members agreeing to reschedule their committee dates.
- b) Should Staffing and Policy and Resources members not want to reschedule their meeting dates the existing meeting schedule of dates and times will continue.

**316/18/19**    **TO FORMALISE THE SCHEDULE OF COMMITTEE MEETINGS 2019**

FTC meetings are currently planned by calendar year rather than fiscal year.

It was **RESOLVED** to use the fiscal calendar to schedule meetings in the future.

**317/18/19 TO APPOINT A REPRESENTATIVE ON COMMUNITY ENTERPRISES PL12 (Pursuant to minute no. 259/18/19 FTC held on 06.09.18)**

Councillor Miller offered to be a representative.

It was **RESOLVED** that Councillor Miller become the representative for STC on Community Enterprises PL12.

**318/18/19 PUBLIC CONSULTATION ON THE CORNWALL SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD): SCHEDULE OF PROPOSED MODIFICATIONS, SALTASH TOWN COUNCIL RESPONSE**

It was **RESOLVED** that Councillors who are interested in responding attend the next Neighbourhood Plan meeting on Wednesday 10<sup>th</sup> October at 6.00pm and that the Neighbourhood Plan Steering Group be delegated to respond on behalf of STC.

**319/18/19 TO CONSIDER FUTURE FUNDING FOR THE STATION BUILDING**

Councillor Bickford reported that STC are currently in the tender process for phase 1 and he wished to discuss future funding for phase 2 to complete the rest of the building. GWR have announced the start of their Customer and Communities Improvement Fund with closing date of the 31<sup>st</sup> October and are open to accept a further application from STC. They would like to see match funding for around 50% of the application. The project is not eligible for s106 as the station is not within the town centre boundary.

Councillor Bickford informed the meeting that the tender process is due to close at noon on the 4<sup>th</sup> October 2018. As they have not received many queries even though it has been on the Contracts Finder website, it was decided to extend the tender for another two weeks. The architect will now contact 10-12 main contractors to enable them to put a tender in and this extension will allow time to get tenders in, analyse and then bring back to the next FTC.

It was unanimously **RESOLVED** that a precept of £40,000 be approved towards a match funding pot for future station funding.

**320/18/19 PLANNING**

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



**321/18/19 CONSIDERATION OF LICENSE APPLICATIONS**

None.

**322/18/19 MEET YOUR COUNCILLORS**

a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Taylor, Yates and B Samuels will attend the next meeting in Fore Street to be held on Saturday 6<sup>th</sup> October 2018.

**323/18/19 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.

**324/18/19 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

To approve the minutes of the following Sub Committees and to consider any Recommendations:

a. Library held on Wednesday 5<sup>th</sup> September 2018

It was **RESOLVED** to approve the minutes of the Library sub committee meeting held on Wednesday 5<sup>th</sup> September 2018 as a true and accurate record.

b. Library held on Wednesday 3<sup>rd</sup> October 2018.

It was **RESOLVED** to approve the minutes of the Library sub committee meeting held on Wednesday 3<sup>rd</sup> October 2018 as a true and accurate record.

**RECOMMENDATIONS**

1. Minute 54/18/19 Registration Office

It was **RESOLVED** to approve the recommendation of the Library sub committee that the information contained within the Private and Confidential sheet under the Public Bodies (Admission to Meetings) Act 1960.

2. Minute 61/18/19 Cormac Cleaning Contract

It was **RESOLVED** to approve the recommendation of the Library sub committee that the information contained within the Private and Confidential sheet under the Public Bodies (Admission to Meetings) Act 1960.

3. Minute 67/18/19 Staffing

It was **RESOLVED** to approve the recommendation of the Library sub committee that the information contained within the Private and Confidential sheet under the Public Bodies (Admission to Meetings) Act 1960.

**325/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**326/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**327/18/19 PRESS RELEASES**

None.

**328/18/19 DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> October 2018 at 7.00 p.m. subject to the agreement of the Staffing Committee rescheduling the Staffing meeting if not the meeting will commence at 6.15pm.

**329/18/19 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: 9.10p.m.

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

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