

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Wednesday 4<sup>th</sup> May 2011 at 7.00pm.**

**PRESENT:** Councillors A Killeya (Mayor, in the Chair), R Austin, R Bickford, P Clements, G Ellison, Mrs H Frank, M Gee, D Holley, Mrs S Hooper MBE, M Killeya, C Oakes, B Reid, P Stephens ISM and D Yates.

**ALSO PRESENT:** Mr L Bradley – CIC, PC Paul Andrews - Neighbourhood Beat Manager for Saltash Town, 1 member of the press, 2 members of the public, Mr R Lane (Town Clerk).

**APOLOGIES:** Councillors W Phillips, J Ellison, C Riches, Rev J Howden (Mayor's Chaplain).

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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.

### **PRAYERS**

In the absence of Rev J Howden (Mayor's Chaplain), prayers were led by Councillor Holley.

### **34/11/12 DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Agenda item</b>	<b>Personal/ Prejudicial</b>	<b>Reason</b>
All Councillors	12 b	Personal	Allowances and payments
Mrs Hooper MBE	13	Personal	Site owner has sold husband's books at his nursery
Mrs Frank	7	Personal	CIC Member
M Killeya	7	Personal	CIC Member
A Killeya	7	Personal	CIC Member
Austin	7	Personal	CIC Director
Yates	7	Personal	CIC Member
Bickford	14c	Personal	Regatta Committee Member
Oakes	15	Prejudicial	Father of applicant
A Killeya	15	Personal	Mayor's Charity Fund Main Beneficiary

### **CHAIRMAN'S REPORT**

The Chairman gave the following report:

"This month Merryn and I attended the unveiling of a plaque for the Burraton Community Centre new roof; the opening of the Saltash Bowling Club's Season; the Saltash Rotary Club President's Dinner; the 70<sup>th</sup> anniversary memorial service for Saltash Firefighters at Saltash Fire Station; the opening of the Churchtown Cemetery Extension; the Male Voice Choir Festival Concert at Saltash Wesley; the Town Council Royal Wedding Garden Party; St

Anne's Royal Wedding Party; Saltash Mayfair and Half-Marathon; the Sue Hooper Charitable Foundation Concert at Saltash Film Society Mayfair Film Show.

"Many thanks to the organisers of all of those events, in particular to the Mayfair and the Royal Wedding Garden Party: events of those scale take a lot of very hard work: so much that it's difficult for those not involved to quite appreciate it.

"In addition I officially attended the Burraton Players Murder Mystery – Murder at the Villa d'Essa – by myself, because Merryn was in it; and Merryn officially started the Saltash Mayfair Fun-run by herself, because I was running in that! Fears that I would expire half way up Fore St, and the Mayor-Elect would consequently have to take office early, proved unfounded.

"Just before Mayor Choosing, we will be attending the Torpoint Mayor's Ball, which as things stand will be our 159<sup>th</sup> engagement of the year – Mayor Choosing will our 160<sup>th</sup> and last.

"Many thanks to all Councillors, staff and others for the support this year, in particular to Colin and Marilyn as Deputy Mayor and Deputy Mayoress. Fuller thanks to all will be outlined at Mayor Choosing."

It was **RESOLVED** the report be noted.

### **POLICE REPORT**

PC Paul Andrews, the Neighbourhood Beat Manager for Saltash Town, reported an overall reduction in crimes compared to 2010 figures. However, there was an increase in shed/garage break-ins, targeting gardening equipment (chainsaws etc).

8<sup>th</sup> April 2010 – 4<sup>th</sup> May 2010 - 73 crimes

8<sup>th</sup> April 2011 – 4<sup>th</sup> May 2011 – 50 crimes

Breakdown of 2011 figures:

2 dwelling burglaries

8 non-dwelling burglaries (sheds/garages)

2 thefts from motor vehicle

He further reported that Inspector Tony Joslin would be taking up his post from 20<sup>th</sup> May 2011 and that, for the interim period, Sergeant Andy Dunstan would continue to be in charge.

Councillor Holley enquired who would be in charge of the Saltash station on a day to day basis upon Inspector Tony Joslin being in post. PC Andrews reported that Sergeant Andy Dunstan will continue to be responsible for the Saltash station.

Councillor Stephens asked about the possible closure of the Saltash, Callington and Torpoint stations.

He was informed that Superintendent Whitmarsh would be in a better position to answer this question and will be available to attend a future meeting to update members on current and future changes to the service.

The Chairman requested that, in the interim, an email reply to Councillor Stephens' question be sent from Superintendent Whitmarsh to the Clerk for Members' attention. PC Andrews agreed he would request an email response be made.

Councillor Frank referred to the rowdy behaviour of teenagers in Longstone Park disturbing local residents. PC Andrews replied that he would establish additional patrols to combat the anti-social activity.

It was **RESOLVED** the report be noted.

### **SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

#### **(a) Report and actions arising**

**The Directors and Members met on 27<sup>th</sup> April and the next Board meeting is on 25<sup>th</sup> May**

#### **FINANCE REPORT**

<b>Balances:</b>	Current account at 27.04.11	£ 6,358.73
	Business account at 27.04.11	<u>£ 4,494.48</u>
	<b>TOTAL</b>	<b><u>£10,853.21</u></b>

<b>Income April:</b>	STC funding for Health network	£ 2,000.00
	Balance of Statutory Maternity pay	<u>£ 1,867.50</u>
	<b>TOTAL</b>	<b><u>£ 3,867.50</u></b>

<b>Expenditure since March Board Meeting;</b>		
	Payroll / LW /CD	£ 1,450.83
	May Fair Stall	£ 15.00
	Room Hire Tamar Protection	<u>£ 10.00</u>
	<b>TOTAL</b>	<b><u>£ 1,475.83</u></b>

**Invoices awaiting payment to CIC:** **NIL**

**Invoices awaiting payment by CIC** **NIL**

#### **Other matters:**

1. Finance Director role to pass to Peter Thistlethwaite for new financial year commencing 1<sup>st</sup> June 2011. Handover meeting fixed for 19<sup>th</sup> May
2. Private donation now to be pursued for Health Network Project
3. No further STC funding is available other than for new proposals which may come forward which will always include the CIC costs associated.
4. 106 funding boundaries for Town Centre and other projects remain under discussion

#### **Business Development:**

Efforts to develop solutions for the Companies long term financial stability continue.

The update and improvement to our web site has been completed by Christina and Roger Creigh-Osborne as agreed at the last meeting. This successful work was completed within the budget agreed

Our stall at the May Fair proved successful with much interest in plans for Town Regeneration and also sales of the Saltash Card.

An interest in No4 Fore St is being pursued following telephone contact with the owner.

A meeting has been arranged for 4<sup>th</sup> May with a consultancy specialising in raising finance for community projects. The Director Rob Gill and his colleague are associated with the Cornwall College 'incubator' project but have now also been briefed on the CIC's wider needs for finance to acquire a high street office. They have a number of ideas including possible sources of capital funding. A report back will be included in the May Board meeting.

### **Project Work:**

Further meetings of the STIG have been completed with the five priority actions all progressing namely, Car Parking, Planting, Signage, Markets and Pavements. Monthly meetings are planned each preceded by a meeting of the 'executive group'.

The Health Network Project has now been part funded at £2,000 by STC and action to finalise the short term plans and resource the project is needed.

The opportunity to acquire a Community Bus has been passed our way by Samantha Cleeve of Cornwall Council. Colin Brown is pursuing.

A meeting with Saltash College to progress the 'Incubator' project on 5<sup>th</sup> April was positive and these ideas are now a part of wider funding discussions for 4<sup>th</sup> May.

The Tourism and Marketing report produced by Christina Dixon has been passed to the Town Clerk for Councillors attention prior to general distribution in June.

It was **RESOLVED** the report be noted.

#### **(b) Section 106 Money Steering Group Paper**

Mr Liam Bradley reported that he had no update as legal advice was still being pursued as to the legalities of funding distribution.

It was **RESOLVED** the item be deferred to the next meeting.

#### **(c) Application for 106 funds from St Stephen's Community Hall**

The Chairman reported that this item could not be considered due to the legal implications outlined by Mr Bradley.

It was **RESOLVED** the item be deferred to the next meeting.

## **CORNWALL COUNCIL REPORT**

### **(a) CNA report**

There was no report this month, however, Councillor Austin reported that Cornwall Council was continuing with the devolution process and that Victoria Gardens would be the first pilot scheme.

The Chairman reported that a meeting of the Town Council Devolution Group was being held on Thursday 5<sup>th</sup> May.

Councillor Holley reported that officers were now in post to progress the devolution process at Cornwall Council.

It was **RESOLVED** the reports be noted.

### **35/11/12      QUESTIONS**

Mr O'Callaghan enquired if the political affiliations of Members could be included in their profiles on the web page.

The Chairman reported that individual Member's profiles and content posted in them were at the discretion of the individual Member.

It was **RESOLVED** the Clerk would email all Councillors to request that they amend and update their profiles.

Mr O'Callaghan enquired if the Council's standing orders could be displayed on the web page.

Councillor Gee reported that standing orders were in the process of being updated and would be displayed on the web upon completion.

It was **RESOLVED** that standing orders be displayed on the web upon completion of updates.

### **36/11/12      MINUTES**

The minutes of the meetings held on 7<sup>th</sup> April and 19<sup>th</sup> April 2011 were confirmed and signed as a correct record subject to the minutes of 7<sup>th</sup> April 2011 being amended to:

1. The Police Report to record Councillor Stephens ISM question:

"Does the Officer have any information with regard to the rumour circulating around the Town that Saltash, Callington and Torpoint Police Stations will be closing and that the Officers will be based at Crownhill in Plymouth instead?"

and that the Officer had no knowledge of this and was, therefore, asked to bring a reply back to the next Town Council Meeting.

2. Minute 4/11/12(f) - to delete the name of Councillor Reid as having attended and reporting and inserting the name of Councillor Austin.

37/11/12

## **MATTERS ARISING**

### **(a) Cornwall Council – Public Convenience Review**

The Chairman reported he was progressing the issue with Councillor Austin.

It was **RESOLVED** the report be noted.

### **(b) Proposed Plymouth Incinerator report from the Mayor**

Councillor Bickford reported that letters had been sent to the Health Protection Agency and the Environment Agencies for Cornwall and Devon, and that a letter to Plymouth City Council Planning would follow. However, no planning application had yet been submitted.

The Chairman noted that a newsletter had been received from the incinerator contractor, and that copies were available for Cllrs.

It was **RESOLVED** the report be noted.

### **(c) Grenfell Avenue allotments – update on costs of transfer**

The Clerk reported that no further information had been received.

It was **RESOLVED** the report be noted.

### **(d) Cornwall Council – works at Babis Lane**

The Chairman reported that a reply had been received from Cornwall Council stating that any additional works would be reviewed after the initial work, but would be subject to the available budget.

It was **RESOLVED** the report be noted.

38/11/12

## **FINANCE**

### **(a) The following receipts in March/April 2011 were **NOTED**:**

	£	p	
Guildhall Hire	1820.25		Guildhall hire
Allotment hire	25.00		Allotment hire
HMRC	33,311.62		Reclaimed VAT
Burial Board	540.00		Burial fees

### **(b) The following payments in March/April 2011 were **NOTED**:**

<u>£</u>	<u>p</u>	<u>£</u>	<u>p</u>	<u>Remarks</u>
	Gross		Excl VAT	
2491				

Staff salaries	2597	.59			Staff salaries
SWW	550	.37			Water
Eclipse	23	.94	19	.95	Broadband
Eon c	1450	.54	1215	.18	Gas bill
Barclays Bank	143	.47			Commission charges
Eclipse	23	.94			Broadband
Saltash Wesley Church	24	.45			Coffee
Securra-door	126	.00	105	.00	Repair to front door
Mrs Ag J Thomas	18	.25			Travel expenses
D Bartlett	14	.00			Travel expenses
Alan Racker	90	.00			Photographs
Simon Shaw Plumbing	50	.00			Repair to basin
Mr Sticker	90	.00	75	.00	Repair to finger signs
SLCCa	144	.00	120	.00	CPD course
Continental Engravers	102	.38	85	.32	Cemetery – traffolite discs
2 <sup>nd</sup> Saltash Scouts	400	.00			Town Messenger delivery
J&M Garden	96	.67	80	.55	Re-tune machine & parts
Machinery					
G Ellison	160	.00			Councillors Allowance
B Reid	200	.00			Councillors Allowance
P Clements	160	.00			Councillors Allowance
C Riches	160	.00			Councillors Allowance
P Stephens	160	.00			Councillors Allowance
A Killeya	1050	.24			Allowance & payments
M Killeya	200	.00			Councillors Allowance
M Geb	200	.00			Councillors Allowance
C Oakes	160	.00			Councillors Allowance
R Austin	160	.00			Councillors Allowance
H Frank	55	.79			Councillors Allowance
B Reid	13	.20			Travel expenses
Saltash Gateway CIC	2000	.00			Health Network Project
2 <sup>nd</sup> Saltash Scouts	100	.00			Marquee – Christmas event
D Bartlett	8	.20			Travel expenses
Cornwall Council	1125	.77	966	.60	Christmas tree supply, erect, dismantle
c					
WH Bond	20734	.80	174279	.00	Cemetery
Nicholls & Sainsbury	760	.00	550	.00	Professional charges

(c) Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders:

None.

39/11/12

## **PLANNING**

- (a) It was noted that Cornwall Councillors voted upon the information before them at this meeting, but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting. Councillor A Killeya did not vote on planning issues.
- (b) It was noted that where the Cornwall Council Officer wishes to recommend contrary to the Town Council's view, she/he will contact the Council by email. In light of time constraints the Council will respond by

email consensus of Councillors. Interested parties may request of the Clerk to be copied in on this e correspondence, and may make one email submission to all Councillors.

(c) Applications for consideration:

<b>Date received</b>	<b>Application no.</b>	<b>Details of application</b>
20.04.2011	PA11/01711	Mr T Ingham - <b>4 Clover Walk</b> - conservatory to rear elevation. Ward: St Stephens <b>It was resolved to RECOMMEND APPROVAL.</b>
20.04.2011	PA11/01769	Mr T Sunderland - <b>Tor Villa, Tor Hill, Longlands</b> - construction of single storey rear extension, conversion of roof space and construction of dormer to side (east) and construction of replacement garage. Ward: St Stephens. <b>It was resolved to RECOMMEND APPROVAL.</b>
14.04.2011	PA11/02600	Mr M Sealey - <b>19 Leat View, Latchbrook</b> – single storey rear extension to include enlargement of existing balcony. Ward: Burraton <b>It was resolved to RECOMMEND APPROVAL.</b>
21.04.2011	PA11/02903	Mr and Mrs G Griffin - <b>Tamar View Nurseries, Carkeel</b> - retention of building for use as a butcher's/farm shop with disabled parking. Ward: Burraton <b>It was resolved to RECOMMEND APPROVAL.</b>
21.04.2011	PA11/02939	Mr M Knipe - <b>Dartana, Forder</b> - Section 211 notification of intent to undertake a comprehensive program of arboricultural works at Dartana. Works to include felling, coppicing, stem removal, crown raising and crown thinning works to numerous and various trees within garden of Dartana. Ward: St Stephens



**It was resolved to  
RECOMMEND APPROVAL  
subject to the views of the  
Conservation Officer and County  
Tree Officer.**

- (d) Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting:

None.

The Chairman reported that he was pursuing the question of amendments from previous application being made clearer, for the benefit of councillors and members of the public. He was currently awaiting a reply from Cornwall Council.

**40/11/12**

**CORRESPONDENCE**

**(a) R Carew-Pole  
Letter of thanks**

The Chairman read out a letter of thanks from R Carew-Pole for his invitation to the opening ceremony at Churchtown Cemetery.

It was **RESOLVED** that:

1. The letter be noted.
2. Councillor Austin be publicly thanked for his successful work on the project.

**(b) Cornwall Council  
Review of Face to Face Services**

The Chairman informed Members of a letter received from Cornwall Council regarding a review of face to face services, which did not contain any implications for Saltash.

It was **RESOLVED** the report be noted.

**(c) Saltash Town Regatta Committee  
Requests regarding the Regatta including a request for the occasion  
to be designated a Civic Event**

Members considered a letter of request from the Saltash Town Regatta Committee requesting:

1. The event be designated a Civic Occasion
2. The use of the Town Seals on flyers and programmes to reflect the Town Sponsorship
3. The granting of a premises license for 9<sup>th</sup> and 10<sup>th</sup> July 2011
4. The reservation of a banner space at Victoria Gardens.

It was **RESOLVED** that:

1. Requests 1, 2, and 3 be approved.
2. Request 4 be referred to Cornwall Council as the booking agency.

**41/11/12      CIVIC AMENITIES COMMITTEE 13<sup>TH</sup> APRIL 2011**

It was **RESOLVED** that the minutes of the Civic Amenities Committee held on 13<sup>th</sup> April 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 6/11/12 - Members considered the legal implications of conducting works on land not owned by the council.

It was considered that work had historically been conducted on the land and any future works would be beneficial to the town, despite any risk of alternative use by the owner, who could not be conclusively identified.

It was **RESOLVED** the recommendation be endorsed.

Minute 17/11/12 - Members considered the procurement of traffic control equipment at an approximate cost of £12-1500.

It was **RESOLVED** that:

1. To agree in principle subject to an application to the Festival Fund when detailed costs are known.
2. Cornwall Councillors seek information to determine if they can finance the purchase from their community fund.

**42/11/12      POLICY AND RESOURCES COMMITTEE 19<sup>TH</sup> APRIL 2011**

It was **RESOLVED** that the minutes of the Policy and Resources Committee held on 19<sup>th</sup> April 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

1. Minute 7/11/12(3) to refer to the Royal British Legion Women's Section.
2. Minute 12/11/12 be deleted and to read 'Councillors Holley and Austin will seek further clarification on information required and will report back to a future meeting.'

**43/11/12      INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE 20<sup>TH</sup> APRIL 2011**

It was **RESOLVED** that the minutes of the ICTT Committee held on 20<sup>th</sup> April 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed.

**44/11/12      MEET THE PEOPLE**

**(a)    Feedback from Last Meeting**

The Chairman reported that feedback from the last meeting had not yet been distributed, but would be imminently.

**(b) Arrangements for Future Meetings**

The Chairman informed Members the next meeting is on Saturday 7<sup>th</sup> May in the town centre.

It was **RESOLVED** that the reports be noted and that Councillors A Killeya, Clements, Mrs Frank and Yates would attend the next meeting.

45/11/12

**MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES**

Members considered committee membership and representatives on outside bodies for 2011/12, effective for meetings following Mayor Choosing on the 10<sup>th</sup> May 2011.

It was **RESOLVED** that the following committees and representatives on outside bodies for 2011/12 be approved:

**Committee Appointments 2011-12**

**BURIAL BOARD COMMITTEE**

Councillor Bob Austin  
Councillor Peter Clements  
Councillor Derek Holley  
Mayor Colin Oakes  
Deputy Mayor Martin Gee  
Councillor Bill Phillips

**CIVIC AMENITIES COMMITTEE**

Councillor Richard Bickford  
Councillor Peter Clements  
Councillor Joe Ellison  
Councillor Mrs Hilary Frank  
Councillor Adam Killeya  
Mayor Colin Oakes  
Deputy Mayor Martin Gee  
Councillor Bill Phillips  
Councillor Colin Riches  
Councillor Peter Stephens ISM

**INDUSTRY, COMMERCE,  
TRANSPORTATION AND  
TOURISM COMMITTEE**

Councillor Richard Bickford  
Councillor Peter Clements  
Councillor Joe Ellison  
Councillor Derek Holley  
Councillor Mrs Sue Hooper MBE  
Mayor Colin Oakes  
Councillor Merryn Killeya  
Deputy Mayor Martin Gee  
Councillor Bruce Reid  
Councillor David Yates

**POLICY AND RESOURCES  
COMMITTEE**

Councillor Bob Austin  
Councillor Mrs Hilary Frank  
Councillor Adam Killeya  
Councillor Derek Holley  
Councillor Mrs Sue Hooper MBE  
Mayor Colin Oakes  
Councillor Merryn Killeya  
Deputy Mayor Martin Gee  
Councillor Bill Phillips  
Councillor Colin Riches  
Councillor Peter Stephens ISM  
Councillor David Yates

## **STAFFING COMMITTEE**

Councillor Bob Austin  
Councillor Adam Killea  
Councillor Mrs Sue Hooper MBE  
Mayor Colin Oakes  
Councillor Merryn Killea  
Deputy Mayor Martin Gee

### **Outside Bodies**

Age Concern	Councillor M Killea
K3	Councillor Mrs Frank
Road Safety	Councillor Holley
Saltash Heritage	Councillor Clements
Live Wire	Councillor Riches
Youth Council	Councillor Mrs Hooper MBE
May Fair Committee	Councillor Stephens ISM
Cornwall Assoc of Local Councils	Councillor Mrs Hooper MBE
Larger Local Councils	Deputy Mayor/Cllr Mrs Hooper
Saltash Gateway CIC	Councillor Yates
Saltash Gateway CNA	Mayor and Deputy Mayor
Section 106 Steering Group	Mayor and Deputy Mayor
Saltash Salute Event	Councillor Mrs Hooper MBE
Governor of Saltash.net school	Councillor Yates
Section 106 Steering Group Reserves	Councillors A. Killea and Ellison
Saltash Town Centre Improvement Group	Councillors A Killea, Oakes, Holley, Yates. Reserves: Reid and Mrs Frank

46/11/12

### **ARRANGEMENTS FOR MAYOR CHOOSING**

The Chairman reported that details of the arrangement procedure would be emailed to all Members and requested that Members RSVP as soon as possible.

It was **RESOLVED** that the Clerk email arrangement procedures to all Councillors.

47/11/12

### **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

#### **Gritting**

Councillor Yates reported that he had constructed a draft policy cold weather plan and letter of response to Cornwall Council regarding future proposals for gritting.

It was **RESOLVED** that:

1. The draft policy cold weather plan be considered at the next meeting of the Gritting Sub Group.
2. The letter of response be signed and sent by the Clerk.

**48/11/12      PRESS RELEASES AND FUTURE ARTICLES**

It was **RESOLVED** that there be no press release and that Members submit future articles as agreed to the Chairman.

**49/11/12      DATE OF NEXT MEETING**

10th May 2011 – Mayor Choosing, 17<sup>th</sup> May 2011 – Planning and 2<sup>nd</sup> June 2011 Full Town Council.

**50/11/12      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 8.27 pm

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

Dated:      2<sup>nd</sup> June 2011