

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 5th April 2012 at 7.00pm

PRESENT: Councillors: C Oakes, (Chairman), R Austin, R Bickford, P Clements, G Ellison, Mrs. H Frank, M Gee, D Holley, C Riches A Killeya, M Killeya (part), W Phillips, D Yates.

ALSO PRESENT: 5 Members of the Public, 3 Members of the Press, L Bradley – CIC Chairman, B Dent – RBL, W Cotton – Chamber of Commerce, P Dickerson – Chamber of Commerce, Mrs S Murray MP, R Lane - Town Clerk.

APOLOGIES: Councillors: Mrs S Hooper MBE, B Reid.

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/12/13 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Personal/Prejudicial	Reason
Bickford	CIC	Personal and Prejudicial	Director of CIC
Ellison	13e	Personal	Chair of Regatta
A Killeya	CIC	Personal	CIC Member
Yates	CIC	Personal	CIC Member
Frank	CIC	Personal	CIC Member
Phillips	18	Personal	Tenant
Clements	CIC	Personal	Member
Austin	CIC	Personal	Member

CHAIRMAN'S AND DEPUTY'S REPORT

The Chairman gave the following report

Mayors Report April 2012

Since our last meeting Marilyn and I have attended a Golden wedding anniversary at Marray House and enjoyed an evening of Greek Food, also the 101st Birthday of Albert Rogers in the Masonic hall.

The St Georges Day centre celebrated their 11 Birthday at the Ploughboy Inn, and the Cornish Wildlife Trust had their 50th anniversary at the Cecil Arms in Saltash where I cut the cake.

We have attended two award evenings for the Scouts the first was the D of E Awards at Ashtorre and the second was the Chief Scout awards at the Latchbrook Headquarters. I joined the Saltash. Net School in their Sport Relief Charity Walk at the School and I had a very enjoyable evening at the Young Stagers show of Alice in Wonderland at Saltash. Net .It was great to see so many young people taking such an interest in what they are achieving. I was delighted to open yet another new shop in Saltash, the Bridal Boutique in Keast Mews.

We opened the St Barnabas Craft Fair at the Wesley, and attended the Saltash Camera Club Exhibition at the Library, We also had the task of judging the Easter Bonnet competition at St. Anne's Nursing Home.

Outside of Saltash we attended the Plymouth Civic Service and the Memorial Service for the men who lost their lives when building the Tamar Bridge.

Finally we hosted a reception for 26 pupils from a school in Plougastel-Daoulas our twinned Town in Brittany here in the Guildhall.

The Chairman announced the resignation of Councillor P Stephens ISM.

The Vice Chairman reported that he had visited Ashborough House.

It was **RESOLVED** to note the reports.

POLICE REPORT

(a) Police Report

In the absence of a police representative due to sickness the Chairman read out the report.

Police Report

Total number of crimes committed for the period 1st March 2012 – 5th April 2012 76 crimes compared to 87 offences for the same period in 2011.

2012 Crimes include:

- Burglary to garages or dwelling – 3
- Attempt burglary to dwelling – 1
- Theft Other – 23 including, pedal cycle, attempt theft of garden ornaments, a trailer, 2 x plant pots, recycling bags, rings, 6x grave boards, mobile phone, highways sign, track barrow and a notice board.
- Criminal Damage to motor vehicles - 10
- Criminal Damage to property or buildings - 8
- Assaults - 11
- Theft from shop - 2
- Drink Drives – 1
- Harassment – 4
- Make off without payment - 3

Neighbourhood Team
Saltash Police Station

The Neighbourhood Police team held a Warfelton fun day yesterday, jointly with the Council, funded by Councillor Holley. The day was very chilly, but well supported by the children of the surrounding area. The children enjoyed an array of activities including rounders, football and cricket. Lunch was provided to all children, supplied from local sources. The day culminated just before the hail storm, with prizes given to all participants.

Councillor Holley recorded thanks to the PCSO'S for their work and involvement in the successful Fun Day held at Warfelton.

Councillor Ellison announced that PCSO'S were in attendance at the library on Saturday mornings to meet the community.

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

REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)

SALTASH GATEWAY CIC REPORT FOR MARCH 2012

Health and Social Network

The future planning of social and health care in the Saltash Gateway area has been the main focus for the lead CIC Directors with responsibility for health and social care. Within this, the role of St Barnabas within Primary Care delivery has been discussed with the knowledge that all parties are frustrated by its under-usage.

Meetings convened by the CIC which involve the St. Barnabas League of Friends, the management of St Barnabas and the PCT have opened up discussions for options for health care contract delivery within Saltash.

The core group of volunteers met on March 12th to think about the value, limitations and potential of delivering health care in Saltash, with St Barnabas being a focus. The group is very interested in being further involved in any future plans as they take shape.

The CIC has convened another meeting with the League of Friends and St Barnabas management to discuss options for service delivery, as guided by advice from the PCT and future planning options.

Findings from these meetings are reported back to the Saltash Health Strategy Group at their next planning meeting.

Community Transport Project

The Saltash Hopper is now fully functional with respect to its intended purposes, and all required permits have been obtained.

Currently, fourteen drivers have volunteered and of these, ten have undergone MIDAS (Minibus Driver Awareness Scheme) training together with Criminal Record Bureau (CRB) checks. Two of the volunteers over 70 years of age successfully completed the stringent medical checks needed to regain their minibus driving D1 and D1E licence categories.

MIDAS training included practical tests of driving abilities and the use of the 300 kg wheelchair lift fitted to the vehicle. This has been overhauled and has had two new wheelchair user / limited mobility handrails fitted. Four new inertial wheelchair restraints together with occupant belt have also been purchased.

Potential routes are now being explored. Cornwall Council's Transport Planners advise that CIC should concentrate on outlying areas - for example Botus Fleming, Landulph, Cargreen & Pillaton - essentially the area previously served by the Caradon Hoppa services of the 1990's. Those areas where Western Greyhound already operate frequent services are not considered to be primary recipients of the service, unless specific cases can be made.

Under the VOSA Section 19 Permit in which the minibus will operate, all passengers must pre-book their travel through Volunteer Cornwall (VC) . To do this, they must be registered within the VC system which will take bookings, and advise drivers, on the CIC's behalf. To register, passengers must either be members of particular Section 19 approved groups or become members / affiliate members of the Saltash Gateway CIC. Attached is a copy of the draft registration document.

CIC's Tony Parry will be attending the Cornwall Gateway Community Network Association meeting in Tideford, on Wednesday April 4th and will explain the system to attendees.

Colin Brown

CIC Community Transport Project Leader,

Attachment : Saltash Hopper Membership Form

SALTASH CARD

Saltash Card sales continue in a steady manner. Liaison in progress, with STIG team on Town Centre Promotion.

Current Financial Position

Main Account £2126.

Community Transport Account £4322.

Deposit Account £19082.

Liam Bradley CIC Chairman
31st March 2012

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

The Chairman announced that agenda item 19 would be considered next.

TESCO S106 ALLOCATION OF FUNDING

The Chairman informed members of a request from CIC to send a letter to the Cornwall Council Planning Officer leading the S106 negotiations detailing how the Town Council and CIC believe the funding should be administered.

It was **RESOLVED** that a letter be sent detailing:

1. Support for the retention of the current mechanism for the dispersment of 106 monies and that this Council will be happy for this to apply to future monies.
2. The vast majority of future monies should be allocated for town centre regeneration projects and for the provision of employment space, although a small provision for projects for other community benefit may be appropriate if legally possible.

CORNWALL COUNCIL REPORT

(a) CNA report for noting or matters arising

Councillor Riches updated members on changes and delays to the gas works scheduled programme and the new rubbish and recycling scheme that had been introduced by Cornwall Council.

He also updated members on a report relating to Cornwall's economic and employment issues focussing on matters relating to South East Cornwall.

Councillor Austin reported upon the renewal of a 15 year contract for Great Western Rail services and 36 stations which had been reviewed to improve branch lines and the number of carriages running.

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

QUESTIONS

1. Mr Dent the Poppy Appeal Organiser for the Saltash and District Area informed the Council that the Poppy Appeal had awarded Saltash a certificate of appreciation in recognition of its collection work and presented the Chairman with the certificate of appreciation.

The Chairman received the certificate of appreciation on behalf of the town and congratulated Mr Dent and all those associated with the appeal in attaining the award.

2. The Chairman referred to a list of questions (listed below) that had been received from the Secretary of the Pillmere Community Association previously distributed to members for responses at the meeting.
 - What can the Town Council do to assist the residents association in moving forward and concluding the adoption of the estate?

Councillor Riches responded that they should keep the pressure on by contacting their Cornwall and Town Councillors and stated that an inspection team was visiting the estate to consider adopting the highways and to schedule works.

- What questions were asked by the Town Council to the Leader of Cornwall Council when he visited on Thursday 29 March and what was his response?

The Chairman reported that an invitation had been made to Cornwall Council to have a representative at the meeting tonight to respond to the residents associations questions direct however none were available.

- What would you suggest that we do as a residents association and who do we need to contact to push this process?

Councillor Riches responded that they should carry on doing what you are doing pressurising members.

- As the estate is not adopted residents are raising concerns regarding the large trees on the estate, who is responsible for them when they need cutting back? Residents are also asking if they can clean areas that are overgrown and plant them up in a nicer way than just brambles and nettles?

Councillor Riches reported that if trees or hedges were overgrowing or a risk to property they could be cut back and the cuttings placed off the property however this would be dependent on any tree or hedge protection orders in place.

- Can we have a sign advising drivers that Badgers Walk does not lead through to Gilston Road, thus stopping large lorries trying to get through all the time?

Councillor Riches reported that he would contact highways.

- Does the fire route between Badgers Walk and Gilston Road come under the adoption process or is it already adopted? Residents have reported that it has become a favourite of fly tippers and needs dealing with.

Councillor Riches responded that it was not adopted and any fly tipping should be reported to the Cornwall Council Enforcement Officer.

- The parks that are adopted need some attention, especially the main park which is in a bad state of repair and could be a health and safety risk to users. Who do we contact at Cornwall Council to report this?

Councillor Riches responded that this had already been organised.

- Following our application to the Town Council Community Chest Fund last summer, we were allocated £1000 to purchase equipment to cut grass and maintain the areas on the estate. Is this money still available to us? Can we use this to get a company in to undertake some maintenance work?

Councillor Gee responded that the residents association should submit a community chest application to the next meeting of the policy and resources committee.

Sheryl Murray MP reported that she had been in contact with Officers at Cornwall Council to progress the estates adoption and had been informed that matters should be finalised when the spine roads have been adopted.

The Secretary of the Pillmere Community Association raised a further issue relating to a light at the Gallops that may hold up the adoption process and the need for the maintenance of the open spaces.

Councillor Riches responded that permission would not maintain the open spaces or adopt the bridge however he was happy to contribute towards the purchasing of equipment from his community fund to maintain the land and acknowledged that insurance for those conducting the work was an issue.

In conclusion it was agreed that Councillor Riches and Sheryl Murray MP would progress matters.

02/12/13 MINUTES

The minutes of the meetings held on 1st March and 20th March 2012 were confirmed and signed as a correct record.

03/12/13 MATTERS ARISING FROM THE MINUTES:

(a) PA11/03944 – 4 Regal House, Fore Street – update

Councillor Holley reported that the request for the revocation of the planning permission granted had been refused.

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

(b) Boundary Commission for England – update from Councillor A Killeya

Councillor A Killeya reported that all submissions verbal and written were now available online for comment.

It was **RESOLVED** that delegated authority be given to the Chairman, Councillor A Killeya and the Clerk to make comment as necessary.

(c) Cornwall Council – Devolution – update

No report.

(d) Update on Station Building

No report.

(e) Traffic congestion – response to Correspondence

Councillor Ellison reported that out of the seven letters he had sent regarding the matter he had received only one response and requested a follow up letter be sent to progress the matter.

Sheryl Murray MP offered to send a letter in support.

It was **RESOLVED** that letters would be sent from the council and Sheryl Murray MP.

(f) Local Government Finance Bill – Business rates – update

The Chairman reported that a reply had been received from Sheryl Murray MP notifying that a response was awaited from the Minister.

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

(g) Caradon Trailer – update

The Chairman reported that the bid had been successful and it was proposed to store the trailer at the cemetery in the first instance.

It was **RESOLVED** that:

1. The trailer be stored at the cemetery.
2. Delegated authority be given to the Chairman and Clerk to arrange and procure delivery to the cemetery.
3. Upon delivery a condition report be undertaken to be considered by the Civic Amenities Committee.

04/12/13 FINANCE:

- a. The following receipts in February/March 2012 were **NOTED:**

	£	p	
Guildhall Hire	1104.29		Guildhall hire
Burial Board	2205.00		Burial fees
Allotment hire	25.00		Allotment hire
HMRC	21,375.39		VAT refund
Donations	23.00		Keys
Donations	5.00		Photocopying

- b. The following payments in February 2012/March 2012 were **NOTED:**

	£	p	£	p	Remarks
	Gross		Excl VAT		
Staff salaries	8296	.01			Staff salaries (February)
South West Water	159	.58			Water bill - Guildhall
South West Water	69	.30			Water bill – Fairmead Road allotments
The Consortium	164	.15	142	.12	Stationery/stamps/cleaning materials
R Lane	25	.20			Travel expenses
Mrs A-J Thomas	38	.50			Travel expenses
IRQ Systems Ltd	142	.79	118	.99	IT support & broadband
Cornwall Council	240	.00			Fixed penalty training course
1 st Office Equipment Ltd	279	.78	233	.15	Photocopier maintenance
UK Fuels Ltd	25	.30	21	.08	Petrol (Cemetery)
Hine Brothers	715	.00			Silver Street works
Cornwall Council – Pensions	876	.20			Superannuation
HMRC	2250	.91			PAYE/NIC
Parc Signs Ltd	118	.31	98	.59	Replacement Perspex for notice board
SES Ltd	200	.39	166	.99	Light repair – Oaklands Green
PC Brooks	30	.80			Travel expenses
ICOM SW	69	.34	57	.78	Telephone bill
The Consortium	310	.84	272	.68	Stationery/stamps/cleaning materials
CT Oakes	327	.20			Mayor's allowance
S Trevorrow	80	.00			Flagpoles
Otis Ltd	480	.04	400	.04	Lift maintenance
Hine Brothers	1000	.00			Grounds maintenance (February)
Petty cash	34	.97			Petty cash top up
Saltash Window Cleaning	165	.00			Guildhall windows & bus shelters
The Two Bridges	100	.00			Community toilet scheme
Cornwall Council	325	.00			Reserved parking space
Cornwall Council	20	.00			Banner booking
CALC	36	.00			CPD course

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

None.

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

05/12/13

PLANNING

- a. It was noted that Cornwall Councillors will vote 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.

- b. It was noted 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.

- c. Applications for consideration:

Date received	Application no.	Details of application
19.03.2012	PA12/02179	<p>Mr J Ramsden - Shillingham Manor Farm, St Stephens - application for Listed Building Consent for conversion of outbuilding to ancillary and stockman's accommodation.</p> <p>Town Council Ward: St Stephens Cornwall Council Ward: Saltash Burraton</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
23.03.2012	PA12/02453	<p>Mr W Jones - 8 Hardings Close - construction of rear conservatory to include extended additional timber decking to match existing.</p> <p>Town Council Ward: Pill Cornwall Council Ward: Saltash St Stephens</p> <p>It was resolved to RECOMMEND APPROVAL subject to ensuring the raising of the new decking does not overlook the property</p>
22.03.2012	PA12/02460	<p>Mr and Mrs Thomson - 40 Maybrook Drive, St Stephens - construction of two storey side extension.</p>

Town Council Ward: St Stephens

Cornwall Council Ward: Saltash Essa

It was resolved to RECOMMEND APPROVAL.

22.03.2012

PA12/02556

Mr and Mrs Carroll - 14 St Annes Road - construction of extension to west elevation.

**Town Council Ward: Pill
Cornwall Council Ward: Saltash Pill**

It was resolved to RECOMMEND APPROVAL.

30.03.2012

PA12/02617

Mr and Mrs I Broad - Mill Park Barn, Brooks Hill – conversion of barn – changes to design approved under E2/04/01901/FULR; namely construction of two storey extension to east elevation to provide additional sitting room and bedrooms.

**Town Council Ward: Pill
Cornwall Council Ward: Saltash Pill**

It was resolved to RECOMMEND APPROVAL.

- d. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting: None

06/12/13 CORRESPONDENCE

(a) Cornwall Council

Confirmation of Public Path Order – Highways Act 1980 – Section 119
Footpath No 10, Saltash (Part) Public Path Diversion Order 2010

It was **RESOLVED** to note.

(b) Cornwall Council

Planning & Regeneration Service – Local Council seminar and workshop programme 2012/13

It was **RESOLVED** to note.

(c) Community Energy Plus

Warm Me Up! Project

It was **RESOLVED** to note and display on the noticeboards.

(d) David Champion

River/Road Aquathon 17th August 2012

It was **RESOLVED** to note.

(e) Saltash Regatta Committee

Request to designate Saltash Regatta as a Civic Occasion

It was **RESOLVED** to designate the Saltash Regatta as a Civic Occasion.

(f) Saltash Lions

Request to designate the Saltash Lions May Fair as a Civic Occasion

It was **RESOLVED** to designate the Saltash Lions May Fair as a Civic Occasion.

07/12/13 BURIAL BOARD HELD ON 12TH MARCH 2012

The minutes of the meeting held on 12th March 2012 were confirmed and signed as a correct record.

08/12/13 CIVIC AMENITIES COMMITTEE HELD ON 14TH MARCH 2012

Councillor Ellison left the meeting for minute number 164/11/12 and returned upon its conclusion.

The minutes of the meeting held on 14th March 2012 were confirmed and signed as a correct record.

i. Commemorative trees, benches and associated costs.

Councillor Ellison reported on the cost of trees to supply the 4 feeder schools, Saltash.net and S.E.A. in recognition of the Queens Jubilee.

It was **RESOLVED** that 6 trees be procured and supplied from the Queens Jubilee budget.

09/12/13 STAFFING COMMITTEE HELD ON 20TH MARCH 2012

The minutes of the meeting held on 20th March 2012 were confirmed and signed as a correct record.

10/12/13 SCHEDULE OF MEETINGS FOR THE REMAINDER OF THE TERM OF THE COUNCIL

Councillor A Killeya presented members with a proposed schedule of meetings for the remainder of the term of the council.

It was **RESOLVED** that the schedule of meetings be adopted and that meetings for May 2013 would be considered nearer that time.

11/12/13 DRAFT PROTOCOL FOR CONSIDERING PLANNING APPLICATIONS

Councillor A Killeya presented members with a draft protocol for considering planning applications.

It was **RESOLVED** that the protocol be adopted and published on the web site.

12/12/13 CHARITY DONATIONS OPTIONS PAPER

Councillor A Killeya presented members with a charity donations options paper for consideration.

It was **RESOLVED** that Option A to continue as now – grants not available for general operational and on-going project expenses be adopted.

13/12/13 GRENFELL AVENUE ALLOTMENTS

The Chairman reported to members that Cornwall Council had informed the Council that legal fees of up to £500 would be liable by this Council for the transfer although the fee was presently being negotiated.

It was **RESOLVED** that:

1. Delegated authority be given to the Chairman and Clerk to pay legal fees up to £500 if necessary from the legal expenses budget.
2. The Heads of Terms for the transfer be formally accepted.

14/12/13 ARRANGEMENTS FOR MAYOR CHOOSING

The Chairman requested members consider arrangements for Mayor Choosing.

It was **RESOLVED** that:

To propose that Councillor Gee be elected Mayor of the Town for the ensuing year: Proposer Mayor (Colin Oakes), Second Councillor Ellison.

To propose that Councillor Yates be elected Deputy Mayor of the Town for the ensuing year: Proposer Councillor M Killea, Second Councillor Clements.

To propose the best of thanks of the Council be offered to the retiring Mayor for his service during his term in office: Proposer Mayor (Martin Gee), Second Councillor Austin.

To propose the arrangements for meetings of the Council: Proposer Councillor Frank, Second Councillor Phillips.

To propose the common seal: Proposer Councillor A Killea, Second Councillor Yates.

15/12/13 MEET THE PEOPLE

(a) Feedback from the last meeting

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

(b) Arrangements for future meetings

It was **RESOLVED** that due to the Easter holiday the meeting to be held on 7th April 2012 be cancelled.

16/12/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following items of business.

17/12/13 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

STATUS OF THE TOWN CRIER

Members considered the status of the Town Crier.

It was **RESOLVED** that Councillors Mrs S Hooper MBE and Councillor Ellison would progress the issue with the Town Crier and report back to the next meeting.

18/12/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

19/12/13 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Proposed dwelling 5 Elliott Close

Members considered a site meeting in relation to a proposed planning application.

It was **RESOLVED** that a site meeting would be arranged upon receipt of the planning application.

Obstructions to pavement, Fore Street Saltash

The Chairman read out a letter received from the Highways Manager (East) relating to a response issued to a complaint regarding the issue of boards in Fore Street.

Councillor Holley informed members boards were not considered a problem if not posing as an obstruction.

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

20/12/13 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

None.

21/12/13 DATE OF NEXT MEETING

17TH April (Planning) and 3rd May 2012

22/12/13 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 9.40 pm.

Signed: _____
Chairman

Dated 3rd May 2012