

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in Elliots, Lower Fore Street on Thursday 4<sup>th</sup> April 2013**

**PRESENT:** Councillors: M Gee (Chairman), R Austin, R Bickford, P Clements, Mrs J Dent, G Ellison, D Holley, Mrs S Hooper MBE, A Killeya, C Oakes, W Phillips, J Shepherd,

**ALSO PRESENT:** L Bradley – CIC Chairman, R Lane – Town Clerk, 1 Member of the press, PCSO Halls, PCSO Lavers, 4 Members of the public.

**APOLOGIES:** Councillors: Mrs. H Frank, B Reid, C Riches, D Yates. Canon Reverend A Butler,

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **411/12/13 DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim 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. Dispensations required

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
Hooper. M.B.E	16	Pecuniary	Chairman – Sue Hooper Charitable Foundation
Bickford	PA13/01482	Pecuniary	Knows Applicant

### **CHAIRMAN'S REPORT**

Since the last full Town Council meeting, the Mayor has attended:

Thursday 7<sup>th</sup> March

Breakfast meeting.

Wednesday 13 <sup>th</sup> March	<p>“Dare the Mayor” Rock Choir event at Saltash Wesley Church.</p> <p>Saltash Live at Home Scheme AGM.</p>
Friday 15 <sup>th</sup> March	Red Nose Day Sponsored Walk a Mile in Fancy Dress at saltash.net school.
Saturday 16 <sup>th</sup> March	<p>Mr. &amp; Mrs. Pollard’s Golden Wedding Anniversary.</p> <p>Induction of Rev. Tim Parkman at Saltash Baptist Church.</p> <p>Charity Concert at saltash.net school.</p>
Sunday 24 <sup>th</sup> March	Saltash Town Council Civic Service.
Tuesday 26 <sup>th</sup> March	Visit from children from Plougastel in the Guildhall.
Wednesday 27 <sup>th</sup> March	<p>Meeting at the Guildhall re lightning conductors.</p> <p>Bishop Cornish School Easter Passion Play at SS Nicholas &amp; Faith Church.</p>
Thursday 28 <sup>th</sup> March	<p>Mr. &amp; Mrs. Kelly’s Diamond Wedding Anniversary.</p> <p>St. Anne’s Residential Home Easter Party.</p>
Saturday 30 <sup>th</sup> March	<p>Coffee morning at Cresta Abbeyfield.</p> <p>Grand opening ceremony of Cooper Trees Nursery.</p>

The Deputy Mayor has attended:

Sunday 10 <sup>th</sup> March	The Lord Mayor of Plymouth’s Civic Service.
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In conclusion the Chairman thanked Councillors Clements, Oakes, Reid and Riches who are not standing for re-election for all their hard work and service for the council and community of Saltash.

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

## **POLICE REPORT**

(a) Police Report

Councillor Hooper M.B.E. referred to continuing traffic issues and parking problems in Taylor Road.

PCSO Halls reported that regular patrols were now taking place to enforce access and parking restrictions.

Councillor Austin referred to the anti-social use of tractors at Churchtown Farm fields.

Councillor Holley spoke with regard to internet fraud in South East Cornwall and speeding cars at Pillmere.

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

**REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

**(a) Receive Report and consider any actions arising**

**SALTASH GATEWAY CIC REPORT FOR APRIL 2013**

**Health and Social Network**

Two Directors of the Gateway CIC, representing the Local Health & Social Care Network, attended a meeting of the Saltash and District Health and Wellbeing Strategy group on the 22nd March 2013. The Agenda covered proposed improvements to the basement of St. Barnabas hospital, along with a review of current activity and running costs.

It was made clear that any increase in activity linked to the mentioned improvements would, under present funding, involve the sacrifice of an inpatient capability. The meeting concluded with those attending being asked to seek the opinion of the groups they were representing and to communicate these to the Chairman with special emphasis on Short-term and Long-term views.

**Community Transport Project**

**Bus status:**

The bus remains fully compliant with all statutory requirements.

**Routes and Services :**

The four weeks since the previous report have been a period of low service activity. Saltash Sailing Club had at short notice to cancel their scheduled run to a Boscastle event on March 25<sup>th</sup> due to illness in their group.

**New business :**

On March 6<sup>th</sup> the Community Transport Project leader attended a meeting with the Passenger Transport Unit of Cornwall Council at Carrick House, Truro. This was to discuss Saltash Gateway CIC's potential expansion in line with Cornwall Council's invitation of January 21<sup>st</sup> to Community & Voluntary Transport operators to apply for funding for 2013 /14.

The CIC's proposals were based on the following :

## **1.New services**

Having had the benefit of a year's experience, Saltash Gateway CIC intends to expand its operations to cover priority scheduled and ring-&-ride services. It has researched the effects of lost public transport such as that of the 71/71A and 33/33A bus routes in conjunction with those on individuals who were - and still are – unable to take advantage of mainstream transport services. Such persons include those with mobility difficulties which preclude their travelling on vehicles without specialised equipment. In parallel, the CIC has followed up suggestions from local health practitioners with respect to the supply of transport for those attending regular clinics in Liskeard and Saltash. These include the Balance Group, Pulmonary Rehabilitation Group, COPD Group ( Chronic Obstructive Pulmonary Disease), Retinal Screening, and Memory Clinics. Many of the patients attending these groups will have additional transport difficulties – particularly those of mobility.

The CIC is fully aware that it is not permitted to operate on routes adequately covered by commercial operators but it is willing to take on those areas which do not have such full coverage. For example, the CIC has been in communication with Maxi Cabs, which will take over the 33/33A routes on a ring-and-ride basis and has offered, where appropriate and feasible, the use of the Saltash Hopper to cater for those with mobility difficulties, particularly those using wheelchairs. Maxi Cabs have accepted such assistance in principle, not having wheelchair facilities fitted in their own vehicles. CIC will also renew its investigations into the educational and leisure transport requirements of young people in the area, particularly the use of sports facilities and youth organisations such as K3 Youth Centre, Saltash. The CIC would be grateful for suggestions from sports and youth groups to increase its use in these areas.

It is accepted in all of the foregoing that sufficient passenger use still may not be generated to ensure that the Saltash Hopper is economically viable every day, on all routes. However it is expected that daily services, covering those areas where no commercial services are offered, combined with passengers who need mobility difficulty assistance and those attending clinics such as those specified above, will approach sustainable capacity if some financial assistance can be obtained.

***CIC have requested Cornwall Council subsidy under the 2013 /14 funding to enable it to offer these services***

## **2.CIC Facilities Enabling Enhanced Operations**

Saltash Gateway CIC have taken over disused shop premises at No 4 Fore Street, Saltash and these will act as the centre for all CIC operations. Community Transport operations will include co-operation with Saltash Mobility, enabling Saltash Hopper passengers to pick up electric scooters from the premises, increasing the use of Saltash retail outlets & other facilities.

Requests for volunteers to operate the centre were placed with the “Do-it” organisation and with Volunteer Cornwall. These have already produced

sufficient numbers of volunteers to enable the “For Saltash” centre to be fully manned each day by adequately trained & experienced persons. Landline and broadband links have now been installed by British Telecom and the centre is expected to be in operation in April.

Until now, the Community Transport Project has been administered from the project leader’s home. However, to support the expanded initiatives to be co-ordinated in “For Saltash”, the new administration will require some additional business level hardware and training.

***The CIC have therefore requested limited capital funding from Cornwall Council to cover these.***

### **3. Community Transport Project leader**

Colin Brown will be standing down as CIC’s Community Transport Project leader and “Saltash Hopper” Manager in July 2013. We will be seeking a suitable replacement – difficult shoes to fill !!

### **4. Total expenditure since February 27<sup>th</sup> :**

Insurance £ 177 – 72

### **SALTASH CARD**

Saltash Card sales continue in a steady manner with between 15 to 20 cards being sold each month. A total of about 1750 have been sold. Advertising remains a significant activity.

### **No 4 Fore Street – Refurbishment Project – FOR SALTASH**

The replacing of the front door has caused major difficulty but has now been achieved but at greater cost than was originally envisaged. We now have a disabled compliant door and all other works have been completed although we are now installing an extra power point so that an electronic display screen can be installed in the front window.

Despite additional works i.e. clearing land at rear and laying chippings, new floor coverings (in part) and the additional cost of the front door, the project has come in approximately on budget. Signage should be installed in the near future.

The facility has already been used successfully for several meetings/consultations. Volunteer Managers have now been recruited and we should be fully functional shortly, when staff training has been completed.

### **Current Financial Position**

#### **Current balances:**

Main Account:	£ 1,228
Transport:	£ 630
For Saltash:	£ 500
Deposit:	£ 23,332

**We look forward to the S106 funds from Cornwall, outstanding since October 2012.**

### **Business Rates at 4 Fore Street**

We are in touch with Cornwall Council Revenue Team, and have applied for 100% Discretionary Relief. No word yet.

**Liam Bradley CIC Chairman**

1<sup>st</sup> April 2013

It was **RESOLVED** that the Chairman write to Cornwall Council regarding the delay in releasing allocated and agreed S106 funds to the CIC and STC.

## **CORNWALL COUNCIL REPORT**

Councillor Holley reported that Cornwall Council are to replace all car parking machines for increased reliability, standardisation and data recording.

He also reported the Chief Executive had now left and the vacant position was being considered as to whether a re-appointment should take place or run the council via heads of departments as other authorities are doing as a cost saving measure.

It was **RESOLVED** that the Chairman write to Cornwall Council to state that STC support the option not re-appoint a Chief Executive.

Councillor Austin reported that the joint venture between Cornwall Council, BT and the NHS was progressing.

He further reported that Cornwall Council are tightening up on collection procedures and regulations for the categorisation of re-cycled goods and that items incorrectly bagged would not be collected.

It was **RESOLVED** that a press release be issued to highlight Cornwall Council re-cycling procedures and regulations.

(a) CNA report for noting or matters arising

No Report.

## **QUESTIONS**

Mr South spoke with regard to parking issues in Taylor Road and thanked STC for having the road established as access only.

Mr Miller asked the following questions regarding the Tamar Bridge and Torpoint Ferry Joint Committee voluntary consultation on a preferred income strategy.

1. How can we input to a draft of the consultation.

Councillor Austin stated Mr Miller as a member of the public should submit proposals direct to the TBTFJC.

It was **RESOLVED** that the Chairman:

1. submit a report to the next meeting on any proposed response to the consultation by STC on behalf of residents.

2. Issue a press release informing members of the public that the voluntary consultation for a preferred income strategy is taking place.
3. Write to the TBTFJC requesting that their public meetings should be more widely advertised and promoted within the community.

2. What is the current timetable referred to in the TBTFJC minutes.

Councillor Austin reported the consultation and review process would continue after the elections in May.

3. Is STC prepared to make representation on behalf of residents.

It was considered this had been addressed in question 2 in relation to the Chairman's proposed report on any STC response to the consultation.

#### **412/12/13    MINUTES**

The minutes of the meetings held on 7<sup>th</sup> March and 19<sup>th</sup> March 2013 were confirmed and signed as a correct record

#### **413/12/13    MATTERS ARISING FROM THE MINUTES**

(a) Cornwall Council – Devolution – toilets update

The Chairman reported that following a site visit to the toilets he did not consider it likely the toilets will be operational by the 8<sup>th</sup> April 2013 and that maintenance contracts are in place ready for when STC assumes responsibility.

It was **RESOLVED** that STC responsibility will not commence until the toilets are fully refurbished and officially handed over.

(b) Maurice Huggins Room – update

The Chairman reported that he is hosting a meeting to progress the matter with prospective tenants who have registered an interest in the use of the room.

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

(c) Civic Event – Order of Precedence Protocol – update

It was **RESOLVED** to adopt the revised Order of Precedence Protocol.

(d) Response to the Cornwall Council local plan pre-submission consultation (Councillor Killeya)

Councillor Killeya presented members with a response to the pre-submission consultation.

Members considered the response and subject to one amendment agreed the submission.

It was **RESOLVED** to submit the response and the Chairman thanked Councillor Killeya on behalf of the council for all his work on the response document.

**414/12/13**     **FINANCE:**

a. The following receipts in February/March 2013 were **NOTED:**

Guildhall Hire	554.30	Guildhall hire
Burial Board	1510.00	Burial fees

b. The following payments in February/March 2013 were **NOTED:**

	Gross	Excl. VAT	
Staff Salaries	8833.29		Staff salaries – February
South West Water	121.09		Water bill - Guildhall
South West Water	28.20		Water bill – Allotments – Fairmead Road
L Stocker	108.50		Travel expenses re CPD
Hine Brothers	1125.00		Grounds maintenance/Christmas tree removal
Studioeast Ltd	5550.00	4625.00	First instalment – Talking bench
SSE Contracting Ltd	551.14	459.28	Installation/removal Christmas lights
UK Fuels Ltd	0.60	0.50	Cemetery fuel card
Cornwall Farmers	79.81	66.51	Cemetery equipment consumables
The Consortium	88.10	73.40	Stationery/cleaning materials
Saltash CIC	160.00		Hire of Saltash Hopper
Saltash Observer	650.00		Advertising
Sage UK Ltd	204.26		Training
1 <sup>st</sup> Office EQ Ltd	596.76	497.30	Photocopying
British Gas Business	722.07	601.73	Gas bill
Hine Brothers	1522.00		Footpaths – 2 <sup>nd</sup> cut
KAW Services	54.00		Repairs to notice board
Cory Environmental	216.00	180.00	Retail trade sacks
Cornish Times Ltd	261.00	217.50	Leaflet delivery
WPS Insurance Ltd	407.64		PA Policy
CC Pensions Fund	1076.65		Superannuation



HMRC	2265.29		PAYE/NIC
Aviva	1135.17		Insurance
Saltash Gateway	20.00		Hire of Saltash Hopper – travel to CNA meeting
AL Pearce	31.12		Travel expenses
The Consortium	117.65	98.04	Stationery
2 <sup>nd</sup> Saltash Scouts	400.00		Donation – Town Messenger delivery
SLCC	196.80	164.00	CPD
ICOM South West Ltd	67.45		Telephone bill
HM Gee	376.00		Mayor's allowance
Otis Ltd	504.04	420.04	Lift maintenance
Caradon Swimming Club	400.00		Community Chest grant
Saltash Chronicles Embroidery Project	600.00		Community Chest grant
Leaflet & Newspaper Distribution Ltd	102.00	85.00	Town Messenger delivery
Crafty Creations	250.00		Community Chest grant
Petty Cash	115.03		Petty cash top up
Saltash Window Cleaning	135.00		Guildhall windows & bus shelters
Brandon Hire	286.42	240.24	Christmas event
Cornwall Blind Association	500.00		Community Chest grant
SWRA	500.00		Community Chest grant
Cornwall Council	325.00		Reserved car parking space

It was **RESOLVED** to note.

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

None.

**415/12/13 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 officers' 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:

**PA12/10669**

Mr P Morgan - **47 Broad Walk**  
Construction of porch extension.

**Town Council Ward: Essa**

**Cornwall Council Ward: Saltash Essa**

Date received: 13.03.2013

**It was resolved to RECOMMEND APPROVAL**

**PA13/01402**

Mr R Boroczky – **Southdown Cottages, Carkeel**

Construction of dormer style dwelling and installation of septic tank.

**Town Council Ward: Burraton**

**Cornwall Council Ward: Saltash St Stephens**

Date received: 20.03.2013

**It was resolved to RECOMMEND APPROVAL**

**Prior to the next item Councillor Bickford declared a personal and pecuniary interest and left the meeting.**

**PA13/01482**

Mr B Barrow - **20 Essa Road**

Construction of single storey rear extension and attached garage.

**Town Council Ward: Essa**

**Cornwall Council Ward: Saltash Pill**

Date received: 25.03.2013

**It was resolved to RECOMMEND APPROVAL**

**Councillor Bickford was invited and returned to the meeting.**

**PA13/02000**

Mr D Knight - **1 Highfield Park, Latchbrook**

Construction of conservatory.

**Town Council Ward: Burraton**

**Cornwall Council Ward: Saltash Burraton**

Date received: 18.03.2013

**It was resolved to RECOMMEND APPROVAL**

**PA13/01167**

Miss S Mason – **Unit 1 (Plot 7) Gilston Road, Carkeel**

Extension to an existing industrial unit (previously approved under E2/03/00617/FUL)

**Town Council Ward: Burraton**

**Cornwall Council Ward: St Stephens**

Date received: 27.03.2013

**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:

**Planning Application PA11/09210 – The Boathouse, Antony Passage**

Having held a poll on this planning application the result is:

Stick with our original position and request call-in	1 VOTE
Accept the officer's position	6 VOTES
Abstain	2 VOTES

Therefore the council has voted to accept the officer's position.

Cornwall Council sent decision 1/03/2013: **APPROVED**

**Planning Application PA13/00691 – 219 Callington Road**

Having held a poll on this planning application the result is:

Stick with our original position and request call-in	1 VOTE
Accept the officer's position	6 VOTES
Abstain	1 VOTE

Therefore the council has voted to accept the officer's position.

Cornwall Council sent decision on 01/03/2013:

**PART APPROVED/PART REFUSED (TPOs only)**

**416/12/13 SALTASH NEIGHBOURHOOD PLAN**

(a) Update

No report.

**417/12/13 CORRESPONDENCE**

(a) St Day Parish Council  
Cornwall Homechoice Register

It was **RESOLVED** to note

**418/12/13 INDUSTRY, COMMERCE, TRANSPORTATION & TOURISM COMMITTEE**

The minutes of the meeting held on 13<sup>th</sup> March 2013 were confirmed and signed as a correct record.

It was **RESOLVED** that

1. a report to consider the current committee structure including business remits and names be taken at a future meeting of Full Council.
2. The next ICTT agenda to include the item 'Broadwalk Bus Shelter'

**419/12/13**     **BURIAL BOARD**

The minutes of the meeting held on 18<sup>th</sup> March 2013 were confirmed and signed as a correct record.

**420/12/13**     **POLICY & RESOURCES COMMITTEE**

The minutes of the meeting held on 19<sup>th</sup> March 2013 were confirmed and signed as a correct record.

**421/12/13**     **FESTIVAL FUND APPLICATIONS**

It was **RESOLVED** that:

1. Saltash Mayfair Committee be awarded £1180.00

Prior to the Festival Fund application by the Sue Hooper Charitable Foundation Councillor Mrs S Hooper M.B.E. declared a personal and pecuniary interest and left the meeting.

2. Sue Hooper Charitable Foundation be awarded £1000

Councillor Mrs S Hooper M.B.E. was invited and returned to the meeting.

**422/12/13**     **REPORT ON INFORMAL MEETING WITH SALTASH HERITAGE  
(COUNCILLOR MRS HOOPER M.B.E.)**

Councillor Mrs S Hooper M.B.E. presented a report on an informal meeting held with Saltash Heritage on 18<sup>th</sup> March 2013 (copy on file).

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

**423/12/13**     **REQUEST FOR APPROVAL TO SPEND FUNDS FROM SALTASH  
PUBLICITY LOCAL ACTION TEAM (SPLAT)**

Councillors Bickford and Killeya presented a report requesting approval to spend up to £2000 of allocated funding on producing and distributing a summer 2013 'Visit Saltash' leaflet.

It was **RESOLVED** to approve expenditure up to £2000 for the production and distribution of the leaflet.

**424/12/13**     **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 the meeting to be held on Saturday 6<sup>th</sup> April be cancelled due to PURDAH.

**425/12/13 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.

**426/12/13 ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

**427/12/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**428/12/13 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

**Town Seals**

The Chairman read out a request from the Town Crier for use of the seals on the back of scrolls for competitions.

It was **RESOLVED** to approve the use of the seals for competitions only and not to include any commercial activity.

**Bus Services**

The Chairman read out a copy of a letter sent to Sheryll Murray M.P. from Mr Collins regarding bus services.

It was **RESOLVED** to refer the letter to ICTT for detailed consideration.

**Stoketon Cross**

The Chairman read out a letter received from Mr Bond regarding traffic implications relating to possible changes at the Stoketon Cross junction.

It was **RESOLVED** that Councillor Austin will progress the matter.

**Cornwall Council**

The Chairman reported that the CNA Manager - Steve Besford-Foster, Highways Manager - Rebecca Dixon and Cormac Area Manager – Alan Hutchings are leaving Cornwall Council.

It was **RESOLVED** that the Chairman write a letter of thanks and best wishes for the future to them all for their dedicated hard work in relation to Saltash whilst at Cornwall

**429/12/13**    **PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

It was **RESOLVED** that the following press release be issued:

1. To inform members of the public that a voluntary public consultation is being conducted by the TBTFJC for a preferred income strategy.
2. Cornwall Council re-cycling regulations and categorisation of items.

**430/12/13**    **DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> April 2013 at 5.30pm (Planning)

An additional planning meeting may be held at the end of April if necessary

Thursday 9<sup>th</sup> May 2013 (All Councillors to be sworn in followed by full Town Council)

**431/12/13**    **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 8.45 pm

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

Dated: \_\_\_\_\_ 14<sup>th</sup> May 2013