

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 1<sup>st</sup> August 2013 at 7.00pm

**PRESENT:** Councillors: D Yates (Chairman), R Austin, J Brady, Mrs G Challen, Mrs J Dent, Ms G Donovan, G Ellison, Mrs H Frank, M Gee, D Holley, Mrs S Hooper MBE, L Russell.

**ALSO PRESENT:** Reverend Gordon Cryer, Sergeant A Dunstan – Saltash Police, PCSO N Jaycock, 6 Members of the public, 2 Members of the press, R Lane – Town Clerk

**APOLOGIES:** Councillors: R Bickford A Killea, J Shepherd W Phillips, L Bradley – CIC Chairman,

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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.

### **PRAYERS**

Reverend Gordon Cryer – Mayor's Chaplain led prayers.

### **120/13/14 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	13c	Pecuniary/Non Pecuniary	Applicant is a personal friend. The SHCF which I chair has hired Trematon Hall for community functions regularly.

Brady	13c	Pecuniary	Applicant is a friend and as a member of the RC Parish Finance Committee I work with her.
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### **CHAIRMAN'S REPORT**

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

Sunday 7 <sup>th</sup> July	Launceston Mayor's Civic Service
Tuesday 9 <sup>th</sup> July Nicholas	Tamar Friendship Club's 25 <sup>th</sup> Anniversary at St. & St. Faith Church Rooms.
Wednesday 10 <sup>th</sup> July	Mayoress attended the surprise 60 <sup>th</sup> birthday party of Jane Newman, Manager of Cross Park Pre-School.
Friday 12 <sup>th</sup> July	NSPCC Lunch and celebration of Services in Cornwall, at Padstow.
Saturday 13 <sup>th</sup> July	Wildlife Day at Churchtown Nature Reserve.  St. Barnabas Hospital League of Friends Summer Fete.
Monday 15 <sup>th</sup> July	Mrs. Edith Bishop's 100 <sup>th</sup> Birthday at St. Anne's.
Saturday 20 <sup>th</sup> July	Pixieland Day Nurseries Graduation Ceremony.  Concert in aid of Sue Hooper Foundation at Saltash Wesley Church.
Sunday 21 <sup>st</sup> July	Forder Summer Fete.
Wednesday 24 <sup>th</sup> July	Presentation Evening for Tamar Trotters Junior Athletics Club at saltash.net.  Saltash & District RBL informal get-together at Saltash United Football Club.
Friday 26 <sup>th</sup> July	Afternoon Tea at Ashburghe House, Saltash.
Sunday 28 <sup>th</sup> July	Mrs. Queenie Williams 100 <sup>th</sup> Birthday at Rowan House.

**Deputy Mayor attended:**

Thursday 4 <sup>th</sup> July	A service of Thanksgiving and Celebration at Pelynt.
Saturday 20 <sup>th</sup> July the	BBQ to celebrate Steve Cook on his achievements at the World Blind Bowls Championships.
Sunday 21 <sup>st</sup> July	Torpoint Town Council Civic Service.

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

**POLICE REPORT**

a. Police Report

**Police Report 01/08/2013 – Sgt Dunstan.**

**05/07/13 - 01/08/13 TOTAL SALTASH CRIMES: 60 (including rural areas)**

**Same period last year**

**05/07/13 - 01/08/12 TOTAL SALTASH CRIMES: 87 (including rural areas)**

**OFFENCES INCLUDE:**

- Burglary other (garages/sheds): 1
- Burglary dwelling: 0
- Theft other: 7
- Theft from motor vehicle: 1
- Criminal damage to motor vehicle: 8
- Assault: 12
- Theft from shop: 3
- Drink Drive : 3
- Public order offences: 6

No particular trends this past month, crime down on the same period last year.

The PCSO's ran a children's fun event at Pillmere on Friday the 26<sup>th</sup> July 2013, with over forty children enjoying various ball & other games. Thanks to the Town Council for some funding for this event.

There is a Litter pick on the 8<sup>th</sup> August for 8 – 14 yr old children, Meeting at Alamein Road at 1000hrs. Those that take part will then be rewarded with a day out to the beach on the 9<sup>th</sup> August. This is being supported by Saltash youth council.

This will be repeated in the Babis Farm area on the 19<sup>th</sup> August.

We have a new PCSO - Kirsty Down who has started with us this week. Kirsty is running 'Open doors' drop in sessions, giving local residents the opportunity to pick up crime prevention leaflets, ask any questions or raise concerns about the area they live in.

The first sessions will be at Ashtorre Rock Cafe on Wednesday 7<sup>th</sup> August from 1100 – 1230 & Saturday 31<sup>st</sup> August from 1100 – 1230hrs.

We are still running the Surgeries at Saltash Library on every Thursday between 1030 – 1200hrs.

It was **RESOLVED** to note.

Councillor Holley requested the police look at the misuse of the one way system at the bottom of Lower Fore Street.

Sergeant Dunstan reported that the police will monitor the situation.

He also enquired what had happened to the CATS scheme activities for girls.

Sergeant Dunstan reported that the police will look at increased activities for girls.

In conclusion Councillor Holley expressed thanks on behalf of the council for all the work PCSO's do in the community.

Councillor Ellison referred to an incident when travellers had gained entry to the Spinnaker and he had experienced difficulty contacting the police to submit a report particularly on the 101 telephone number that resulted in a delay in police responding to the matter.

Sergeant Dunstan reported that the police are aware of problems with the 101 telephone number and that he will investigate the response timeline relating to the matter.

Councillor Mrs G Challen enquired if anything could be done regarding the increase of parking on the A38 slip road.

Sergeant Dunstan reported there were no restrictions on parking in the area and no action could be taken unless an obstruction was caused.

Councillor Mrs S Hooper MBE referred to the parking issue on Burraton Road when auctions were being held.

Sergeant Dunstan reported that the police will respond to calls from businesses if obstructions are taking place on the day of auctions.

Councillor Ellison reported that he had loaned some traffic cones to the businesses in an effort to alleviate the parking problem on auction days.

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

- a. **Receive Report and consider any actions arising**

### **SALTASH GATEWAY CIC REPORT FOR JULY 2013**

Mr L Bradley – CIC Chairman had submitted his apologies and notified in advance that there would be not report this month due to the AGM being held on the same night as the Full Council meeting.

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

### **CORNWALL COUNCIL REPORT**

- a. CNA report for noting or matters arising

#### **Saltash Town Council Monthly Report – August 2013**

##### **Settling down of new Council**

Since the elections in May life has been busy trying to settle into our new committees and now hopefully the four of us have managed to spread ourselves as much as possible around the very wide spectrum the council covers as well as trying to keep Saltash on the Cornwall Council radar.

I have been assigned to the following committees. Devolution and Localism Portfolio Advisory Committee (PAC), Planning East, Mount Edgcumbe Joint committee, Bereavement Panel, Chair of the Tamar Bridge & Torpoint ferry joint committee, and currently chair of the Community Network area committee (This will be reviewed in Sept ).

**Localism & Devolution PAC** Portfolio Holder – Jeremy Rowe, Chair – Carolyn Rule

There have been two meetings to date one to choose the Chair & Vice with some initial thoughts. The second meeting was informal where we discussed training for members, also thoughts on how we can develop the Community Network role taking into account the new Localism Act.

There has been a motion to council highlighting the potential value of making use of the sustainable Communities act. The legislation gives a formal mechanism for local authorities and communities to put suggestions to government where they think there is a need for a change in legislation, so if you have any suggestions then let me know.

##### **Mount Edgcumbe**

The majority of our last meeting was used to discuss how the estate will survive with the reduced funding that CC and PCC have imposed on them, they are bruised but I am sure will survive, one of the projects they just started is that they have a fleet of Segway's which they are hiring out to the public. If you have never been on

a Segway then now is your choice and enjoy the wonderful views of the estate at the same time – they are great fun. Tel 08717891024 or [adventuresegway.com](http://adventuresegway.com). They also have an exhibition in the main house on the wreck of the Metta Catharina an ordinary ship with an extraordinary story. Also Cllr Hilary will be planting a new set of handmade flags at the water's edge on the 31<sup>st</sup> August.

## **Bereavement Panel**

This panel meets on a quarterly basis at Penmount Crematorium Truro and one of its main responsibilities is the management and finance for all county owned cemeteries. The first meeting will take place in September.

Bob Austin

Saltash West

### **121/13/14 QUESTIONS FROM THE PUBLIC**

None.

### **122/13/14 MINUTES**

The minutes of the meetings held on 4th and 16th July 2013 were confirmed and signed as a correct record

### **123/13/14 MATTERS ARISING FROM THE MINUTES**

None.

### **124/13/14 FINANCE:**

a. The following receipts in June/July 2013 were **NOTED:**

Guildhall hire	820.69	
Cornwall Council	136.00	
Cornwall Council	67950.35	Section 106 money
HMRC	3946.89	VAT refund
Allotment hire	15.00	
U3A	188.36	Unused Community Chest Grant
WPS	71.89	Insurance overpayment

b. The following payments in June/July 2013 were **NOTED:**

	Gross	Net	
Cornwall Council	658.00		Guildhall rates
UK Fuels Ltd	77.97	64.98	Fuel - cemetery

Sage UK Ltd	204.29	170.24	Training
Livewire	65.00		Electricity re light
WPS	71.89		Endorsement
Hine Brothers	1,040.00		Grounds maintenance - April 2013
Sage UK Ltd	1,086.60	905.50	Product support/update
SW Building Ltd	15,701.53	13,084.61	Guildhall works
Greenbarnes Ltd	45.84	38.20	Lettering for Mayoral board
St Mellion Flowers	63.36	52.80	Flowers - Mayor Choosing
Westcountry Embroidery	108.00	90.00	Staff uniforms
The Consortium	112.30	93.57	Stationery/cleaning materials
Hays	656.82	547.35	Temporary staff
Mr Sticker	690.00	575.00	Road signs
Hine Brothers	1,040.00		Grounds maintenance - May 2013
HMRC	1,976.07		PAYE/NIC
SW Building Ltd	7,319.41	6,099.51	Guildhall works
Aviva	1,163.51		Insurance
British Gas Business	194.36	161.97	Gas bill
EDF	17.01	16.20	Christmas lights sp3
Information Commissioner	35.00		Annual registration fee
ICOM SW Ltd	76.38	63.65	Telephone charges
BNP Paribas Leasing	513.84		Photocopier lease
EDF	17.01	16.20	Christmas lights sp2
EDF	17.01	16.20	Lighting
EDF	16.47	13.57	Christmas lights sp6
EDF	17.20	16.38	Lighting
EDF	14.94	14.23	Christmas lights sp4
Staff salaries	8,578.29		
Petty cash	94.28		
P Broome	300.00		Removals
Petty cash	52.84		
Alpha Flags & Banners	93.30	77.74	Flags
Evans of Saltash	85.97	71.64	Office equipment

It was **RESOLVED** to note.

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

None.

**125/13/14 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:

**PA13/04326**

T Morris - **11 Homer Park**

Construction of first floor extension.

**Ward: North**

Date received: 22.07.2013

It was resolved to **RECOMMEND APPROVAL**

**PA13/04728**

Mrs J Francis - **Pilgrim Pavilion, Salt Mill**

Installation of a modular building (to be used as indoor training facility) to add additional facilities to existing Saltmill Pitch and Pavilion.

**Ward: East**

Date received: 22.07.2013

It was resolved to **RECOMMEND APPROVAL**

**Prior to the next application Councillors Mrs S Hooper MBE and Brady declared interests as recorded and left the meeting.**

**PA13/04792**

Miss CE Turner - **Trematon Hall, Trematon**

Erection of estate manager/warden log cabin as living and office accommodation. (Resubmission of PA11/09243).

**Ward: West**

Date received: 18.06.2013

It was resolved to **RECOMMEND REFUSAL** as the functional elements of the estate do not warrant on-site accommodation for the manager and therefore the application is not supported.

**Councillors Mrs S Hooper MBE and Brady were invited and re-joined the meeting.**

**PA13/05676**

Mr and Mrs Harrison – **Tor Linhay Barn, Tor Hill**



Extension and alterations to form enlarged sun room and provision of en-suites.

**Ward: West**

Date received: 24.07.2013

It was resolved to **RECOMMEND APPROVAL**

**PA13/05678**

Mr and Mrs Harrison – **Tor Linhay Barn, Tor Hill**

Listed building consent for extension and alterations to form enlarged sun room and provision of en-suites.

**Ward: West**

Date received: 24.07.2013

It was resolved to **RECOMMEND APPROVAL**

**PA13/06013**

C Parsonage c/o Rame Architects Ltd (Agent) -

**Warehouse and premises at 7A Tamar View Industrial Estate, Kingsmill Road, Carkeel**

Extension to existing industrial unit and replacement of existing roof and wall cladding.

**Ward: North**

Date received: 22.07.2013

It was resolved to **RECOMMEND APPROVAL** subject to no foul water issues relating to No 11 on the application.

**PA13/06218**

Mr and Mrs M Homer – **Notter Farm House, Notter**

Alterations and extension to dwelling and enlargement of outbuilding.

**Ward: West**

Date received: 17.07.2013

It was resolved to **RECOMMEND APPROVAL**

**PA13/06474**

P Eagles, Selbourne Care Ltd – **Penkelly House, 78A North Road**

Change of use from 6 bed home for people with learning difficulties to a private residential home.

**Ward: East**

Date received: 22.07.2013

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:

**PA13/02709 - 33 Lower Fore Street**

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

Accept officer's advice	10 VOTES
Reject officer's advice	2 VOTES
Abstain	0 VOTES

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

**PA13/03713, PA13/03715 and PA13/03711 – Plots at Parkesway**

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

Stick with our original position and request call-in	7 VOTES
Accept the officer's position	2 VOTES
Abstain	0 VOTES

Therefore the council has voted to stick with our original position and request call-in.

**PA12/11003 – Honeysuckle Farm Burraton Coombe -**

On 18.12.2012 Saltash Town Council stated: The council has evidence Mr Dolan has occupied the dwelling for a number of years but understand he has resided at another address during this time.

On 19.07.2013 Cornwall Council sent this decision: **REFUSED**

**126/13/14 SALTASH NEIGHBOURHOOD PLAN**

a. Update

The Chairman reported that administration support was being investigated and that the project plan had been agreed to the end of the year.

He further reported that a number of developers had held public consultations on development proposals.

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

**127/13/14 CORRESPONDENCE**

None

**128/13/14 APPROVAL OF MINUTES OF THE FOLLOWING COMMITTEES:**

a. Services Committee held on 10<sup>th</sup> July 2013

The minutes of the meeting held on 10<sup>th</sup> July 2013 were confirmed and signed as a correct record.

b. Staffing Committee held on 16<sup>th</sup> July 2013

The minutes of the meeting held on 16th July 2013 were confirmed and signed as a correct record subject to minute 23/13/14 b. which was re-considered under the Public Bodies (Admission to Meetings) Act 1960 due to personnel personal circumstances relating to the recommendation.

It was **RESOLVED** that:

1. The post of Cleaner/Caretaker be established.
2. The post be based on 20 hours per week weekdays working.
3. Additional caretaking hours to be on a zero hours contract.
4. Recruitment be exempt from the external recruitment policy and advertised internally for an appointment.

**129/13/14**     **REQUEST FOR FUNDING LIGHTNING PROTECTION FROM A CHURCH REPRESENTATIVE OF ST NICHOLAS AND FAITH**

Members considered a funding support request from Dr B Moore for the lightning conductor on the western side of the Church bell tower that needs to be bonded to a new copper earthplate to be fit for purpose, He reported the estimate to dig in a new copper earthplate is £645 and that the lightning conductor protects three community buildings from lightning strike the Church rooms the Church and the Guildhall.

It was **RESOLVED** to support the funding request to the value of £645 in the interests of the safety and protection of the Guildhall

**130/13/14**     **CONSIDER AND APPROVE THE NATIONAL PAY AWARD AS RECOMMENDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

It was **RESOLVED** to approve the national pay award of 1% as recommended by the National Association Of Local Councils.

**131/13/14**     **APPOINTMENT OF A MEMBER TO THE STAFFING COMMITTEE**

It was **RESOLVED** that Councillor J Brady be appointed to the staffing committee.

**132/13/14**     **CONSIDER THE DRAFT SOCIAL MEDIA POLICY**

It was **RESOLVED** that the policy be adopted for review in 6 months with existing flexibility should minor changes be necessary in the meantime.

**133/13/14**     **MODEL OF THE CORNISH CROSS**

Members considered issues surrounding ownership regarding the model of the Cornish Cross.

It was **RESOLVED** that a working party consisting of Councillors Mrs S Hooper MBE, Yates, Ellison and the Town Clerk be established to consider the issue in detail.

**134/13/14**     **CONSIDER A REQUEST FROM COUNCILLOR FRANK REGARDING USE OF THE GUILDHALL**

Councillor Mrs H Frank requested members consider supporting the community project "Colours of Life" (a series of workshops aimed at Forces families to make silk banners) by donating the cost of the hire for the three workshops in the Guildhall.

It was **RESOLVED** that the cost of the hire of the Guildhall for these workshops be donated.

**135/13/14**     **UPDATE REPORT ON CAB STATUS (COUNCILLOR AUSTIN)**

Councillor Austin presented a report on the notes of a meeting held with the Citizen Advice Bureau (copy on file).

It was **RESOLVED** that a working party consisting of Councillors Yates, Gee, Mrs J Dent and Austin be established to consider future options for the Citizens Advice Bureau.

**136/13/14**     **CONSIDER A QUOTATION FOR ERECTING BUNTING IN FORE STREET (COUNCILLOR FRANK)**

Members considered a quote from Councillor Mrs H Frank for the erection of the bunting in Fore Street.

It was **RESOLVED** that the cost of erecting the bunting after Christmas be approved.

**137/13/14**     **CODE OF CONDUCT CONSULTATION BY CORNWALL COUNCIL**

Members considered a consultation request from Cornwall Council on the Code of Conduct.

It was **RESOLVED** that Councillors Yates and Killeya will progress.

**138/13/14**     **MEET YOUR COUNCILLORS.**

- a. Arrangements for future meetings

It was **RESOLVED** that Councillors Holley, Mrs H Frank and Yates will attend the meeting on Saturday 3<sup>rd</sup> August 2013.

**139/13/14**     **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.

**140/13/14** Minute 23/13/14 b. of the Staffing Committee held on 16<sup>th</sup> July 2013 was considered as referred to in minute 128/13/14 b. above.

**141/13/14** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**142/13/14** **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

**1. Priorities Meeting**

It was **RESOLVED** that a Priorities Review Meeting be held on Tuesday 10<sup>th</sup> September 2013 at 6 pm.

**2. Cornwall Council Summit Event**

The Chairman informed members that the event would be taking place on Saturday 21<sup>st</sup> September with more details to follow.

It was **RESOLVED** to note.

**3. Saltash Cycle Network**

Members considered a consultation request from Cormac Solutions regarding a feasibility study with the aim of providing a comprehensive series of cycle routes through Saltash.

It was **RESOLVED** that Councillors Holley and Yates will respond.

**4. PEMROS ROAD**

The Chairman informed members that Superintendent Green – Commander East Cornwall Local Policing Area reported that after consultation with him the Highways Agency have taken away an action to raise an ETRO to cover the emergency use of Pemros Road (two way) if and when traffic relief on the A38 is required.

However he stated it is important to emphasise this is an action to do this and is not totally confirmed at the moment and would only be used in an emergency situation and he hopes it will assist following the concerns raised at his meeting with the council.

It was **RESOLVED** to note the report and record a vote a thanks to Councillor Ellison for all his work on the issue.

**5. HEARING LOOP IN THE CHAMBER**

Miss Miller reported that the hearing loop was not operating.

It was **RESOLVED** that Councillor Mrs S Hooper MBE and Miss Miller will conduct tests to the loop system.

**143/13/14 PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

None

**144/13/14 DATE OF NEXT MEETING**

Tuesday 20<sup>th</sup> August 2013 at 5.30pm (Planning)

Thursday 5<sup>th</sup> September 2013

**145/13/14 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: 5<sup>th</sup> September 2013