

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 6<sup>th</sup> August 2015.**

**PRESENT:** Councillors: W Phillips, (Chairman), R Austin, R Bickford, J Brady, M Coot, Mrs J Dent, J Ellison, Mrs H Frank, Mrs S Hooper MBE, J Shepherd, D Yates.

**ALSO PRESENT:** Helen Griffin – Plymouth Energy Community Advisor, Sally Walker – Board Member of the Four Greens Community Trust, Donna Hewart – Community Warden PCC, PCSO N Jaycock, 5 Members of the public, 3 Members of the press, Mrs S Burrows – Administration Assistant, R Lane - Town Clerk.

**APOLOGIES:** Councillors: M Gee, D Holley, A Killeya, L Russell, Mrs G Challen, Reverend M Parkman, Mr P Thistlethwaite – CIC.

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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.

**158/15/16     RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

#### **PRAYERS**

Councillor Austin led prayers.

**159/15/16     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>
Yates	P15/06372	Non Pecuniary	Applicant Secretary of Neighbourhood Plan Steering Group – I am Chairman

**160/15/16     TO NOTE AN ON-GOING DISPENSATION FROM COUNCILLOR SHEPHERD TO ACT AS CHAIRMAN OF THE SALTASH TEAM FOR YOUTH**

It was **RESOLVED** to note.

**CHAIRMAN'S REPORT**

The Mayor has attended the following:

Saturday 4 <sup>th</sup> July	Saltash.net Community School 50 <sup>th</sup> Anniversary
Saturday 4 <sup>th</sup> July	RWindband Concert at Saltash Wesley Church
Saturday 11 <sup>th</sup> July	Saltash Ladies Choir at Saltash Wesley Church
Sunday 12 <sup>th</sup> July	Walk across the Royal Albert Bridge
Wednesday 15 <sup>th</sup> July	Meeting of Mayors at Truro
Thursday 16 <sup>th</sup> July	Saltash Sustainability Show at the China Fleet Club
Saturday 18 <sup>th</sup> July	League of Friends of St. Barnabas Hospital Summer Fete
Saturday 18 <sup>th</sup> July	WI Garden Party at Ince Castle
Wednesday 22 <sup>nd</sup> July	Presentation evening for Tamar Trotters Junior Athletics Club at Saltash.net School
Monday 3 <sup>rd</sup> August	Official Opening of Orangeman Cleaning Services

The Deputy Mayor has attended the following:

Sunday 12 <sup>th</sup> July	Forder Community & Conservation Area Summer Fete
Saturday 18 <sup>th</sup> July	Churchtown Farm Nature Reserve Discovery Day
Saturday 25 <sup>th</sup> July	Pixielands Day Nurseries Graduation at Long Park Road
Sunday 2 <sup>nd</sup> August	St. Columb Major Town Council Annual Civic Service

It was **RESOLVED** to note.

## **POLICE REPORT**

### **a. Police Report**

Hello and welcome to this month's bulletin.

There have been a few changes in personnel based at Saltash recently. Two response officers have now started their maternity leave. Another response officer is on a final period of leave before retiring. In addition to the neighbourhood team the following response officers are currently working 24/7 from Saltash –

PC Bendall  
PC Smith  
PC Brant  
PC Taylor  
PC Horsham

There is one tutor constable based at Saltash, PC Mann, who regularly works in the Saltash area either on his own or with a student officer. We also have great support from our Special Constabulary colleagues who regularly report for duty at Saltash and other stations across South East Cornwall.

#### **Identity crime campaign**

Devon and Cornwall Police launched an awareness campaign last month encouraging people to protect their personal information. The 'Not With My Name' campaign, produced in partnership with the City of London Police, is targeting identity crime in our communities.

Identity fraud is an offence that 1 in 4 UK adults are believed to have fallen victim to losing on average £1,200 each. Total losses to the UK adult population are estimated to be £3.3 billion. Identity fraud is rising and often people do not realise they have been a victim until it is too late. This type of crime can affect anyone at any time and we are urging people to be alert. If you get a call, text or email out of the blue, don't reveal any information unless you are absolutely sure who you are dealing with. For more information and advice on identity fraud, please visit <http://bit.ly/1eBJVMq>

#### **Devon and Cornwall Police welcomes launch of 'Say Something' child sexual exploitation helpline – 116 000**

The 'Say Something' helpline, targeted at children and young people with concerns about child sexual exploitation (CSE) involving themselves or others, has been launched this week.

The helpline is run by the charity Missing People, in association with the National Working Group Network, and is funded by the Department of Education. Callers will be offered advice and, where appropriate, necessary or requested, access to the police to ensure protection and safeguarding. Young people can phone or text 116 000 to obtain immediate help and support around CSE. Devon and Cornwall Police is supporting the new helpline and promoting this message to young people: It is not ok for someone to expect you or your friends to do things you don't want to do. Listen to your instinct; if it doesn't feel right - tell someone. **The new, free, 24/7 helpline number is: 116 000.**

### Monthly figures

Between **0001hrs 01/07/15** and **2359hrs 31/07/15**, the Control Room recorded **296 calls** from the public in Saltash and the surrounding rural parishes. A number of these were duplicate incidents; 103 were road-related incidents; 31 were concerns for welfare of individuals; 4 people were reported missing and 22 were domestic incidents. This list shows just some of the variety of calls police attended. Calls also included **34** incidents of anti-social behaviour reported to us across the area. These included reports about neighbour disputes, rowdy individuals, noise and nuisance vehicles.

These calls also included the **69** crimes recorded as being committed across Saltash and the surrounding rural areas over this period. Crime types by parish area

**Saltash - 59** - 20 thefts (all categories incl 1 taking motor vehicle, 2 make off without payment and 1 fraud), 8 criminal damages, 14 assaults (all categories incl domestic and 3 sexual), 1 burglary dwelling, 4 public order / harassment offences, 4 communications offences, 3 drugs offence, 3 driving offences and 1 animal-related offence.

**Notter - 0**

**Tideford - 0**

**St Dominick - 2** (1 fraud, 1 criminal damage)

**Hatt - 0**

**Trematon - 0**

**Landrake - 3** (1 assault, 1 take vehicle without owner's consent, 1 criminal damage)

**St Mellion - 0**

**Pillaton - 0**

**St Germans - 2** (thefts)

**Botus Fleming - 0**

**Trerulefoot - 1** (drugs offence)

**Quethiock - 1** (harassment)

**Landulph - 0**

**Carkeel - 2** (1 theft, 1 criminal damage)

### Police Cadets

As some of you may be aware, I already run a Police Cadet unit in Torpoint. I would like to know if this is something which people would be interested in for Saltash. At this time I am merely canvassing for support and interest.

If you know any young person aged 13-17 that might be interested in starting police cadets, then please ask them to contact me or check out the Community Police Cadets website for more information at [www.communitypolicecadets.org.uk](http://www.communitypolicecadets.org.uk)

You can report anti-social behaviour online at [www.safercornwall.co.uk](http://www.safercornwall.co.uk)

You can contact Crimestoppers anonymously on 0800 555 111 or via [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

Councillor Coot asked if the previous year's corresponding crime figures could be provided for comparison.

PCSO Jaycock stated he will provide them.

The Chairman asked if there will be a police presence at the next Meet Your Councillors meeting in Fore Street given the successful reception of the police attendance at the last meeting.

PCSO Jaycock stated that subject to police demands a police representative will attend the meeting.

It was **RESOLVED** to note.

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

- a. To receive report and consider any actions arising

Since I gave a report to you in July, we have had a successful AGM, which was lively and well attended. All the potential tenants for the Belle Vue building attended, gave brief presentations about the work they will be doing there, and answered questions put to them. There was an air of eager anticipation: it was the first time they had met together as a group. They were of course frustrated to learn that the CIC still has not yet been able to sign a lease with Cornwall Council, as wheels continue to grind slowly, but we are now at the final stage with the solicitors. We re-elected 3 Directors who were required to stand down under our Mem and Arts (Tony Parry, Peter Ryland and Steve Tait) and one other Director retired (Tony Mugridge). Mike Finch was elected as a new Director, and we have one vacancy. Directors approved our Accounts for the year, and also responded positively to a proposal from Peter Ryland to join with the Council in an initiative to effect temporary use of vacant shops in Fore Street.

*I have attached my Annual Report to bring you formally up to date with our progress.*

Other things to report:

1. The Dementia initiative which I mentioned last time was formally launched with an open event in the Guildhall, which again was lively and well supported. We appreciated the interest and attendance of the Mayor. We should now be able to form a Steering Group and draft Action Plan to take the initiative forward. We hope Saltash will qualify as a "dementia friendly" town in the coming months.
2. The refurbishment at 4 Fore Street is well under way. We have had remarkable community support in the form of materials and the time of individuals from local businesses, plus our usual volunteers. The transformation of the rear half of the building into the "centre of CIC operations" is apparent already, with a much more professional look to it. We expect to reopen in time for the Local Food Market this Friday. Please come along and see for yourselves sometime.

Peter Thistlethwaite  
Chair  
August 2 2015

## **Saltash Gateway CIC – Annual General Meeting, 22 July 2015**

### **Report of Chair**

#### *Overview and Governance*

This is my second report as Chair. We have had a year of good progress and consolidation, although our main preoccupation has been looking ahead to the future acquisition of 18 Belle Vue Road. [NB I am not dealing with the Belle Vue project here, because there will be a special focus on the project at the start of the AGM.]

Throughout the year, attendance at Directors' meetings has been high, debates have been stimulating and creative, and individuals have been generous with their time. As Chair, I am very grateful for this support to the company. I would particularly like to congratulate our most recently appointed Director, Rose Edwards, on the impact she has made on Volunteering in the area in her first year. The Award ceremony at the Guildhall in June was a great initiative. Also the role being played by Peter Ryland to support the Belle Vue project illustrates the value of a range of experience and skill we have (and will continue to need) among Directors. This AGM will be Tony Mugridge's last meeting as Director since he will not be seeking re-election. Tony made an important contribution in the early days of the Health and Social Care Network. We hope we will not lose touch.

One issue we have failed to resolve in the last year has been the appointment of a Director to take responsibility for Finance. I have personally continued with this, and it has not proved too onerous because we are in a fundamentally sound financial position. In the end, Directors decided that we would seek to appoint a bookkeeper to keep a finger more firmly on the pulse, and this has proved successful so far. We selected Budd's Bookkeeping, and Fiona Budd prepared our fourth quarter management accounts, generally took stock of the situation, and then submitted everything to our Accountants to prepare our accounts for the year. In the circumstances, we will now continue this arrangement for a further full year. I will retain strategic responsibility for finance as Chair, and Fiona will prepare management accounts each quarter, auditing as necessary.

Our membership has continued to grow, spurred particularly by offering a free SaltashCard to new Members. We remain in touch with our Members via regular emailed newsletters, and can consult them on new issues being faced, eg Belle Vue in the last year.

#### *Enterprises*

The *Community Market* has continued to run successfully under the enthusiastic leadership of Rosie Waters, backed up by volunteer administrator Sue Bishop, and by stallholders. The *I Shop for Saltash* grant was used well to keep up the profile of both the Market and of Fore Street more generally. The Food Market taking place each

month is a great thing to be doing, supported by a different group of stallholders and a wider range of customers. Management of the *SaltashCard*, our longest established enterprise, is fully integrated into the Market now.

The original s106 grant for 4 Fore Street has been used up during the year: it was used to set up the building initially as the CIC base and as an experimental market; and then to cover running costs for two years. Careful management means that income has been saved to cover future running costs for a couple more years. There is still some uncertainty over our future occupation of the building, however, which has been rent-free so far. Having to pay a rent would entail a revised business plan. In anticipation of this, a review has been undertaken. The revised plan is to re-establish the “shop-window” of the Company more strongly at number 4 to support the Hopper, the SaltashCard, Volunteering and other specific community initiatives, ie changing the balance of activity back to that originally envisaged.

The *Hopper Bus* is an established enterprise which has continued well throughout the year. Thanks are due to Tony Parry and his team of volunteer drivers who are the backbone of the transport enterprise, supported again by Sue Bishop in administration, and by Mike Finch who has volunteered recently to help develop community transport. The profile of the Hopper has been raised by greater advertising, free services to key community events, etc. Community buses usually run at a loss, but our loss is always small and the service has adequate reserves to fall back on. During the current year we will receive a new bus under a government scheme which we hope will make a big impact locally. Very exciting news – well done, Tony, for putting in the bid.

*Volunteer Service PL12* has been put in place this year by Rose Edwards, supported by volunteers Lynda Burden and Delyth Roberts. As a locality, I think we are doing well to keep up the profile of the potential of volunteering, and to make volunteering accessible to all. This has all been done without any grant aid, at a time when support for volunteering is often diminishing elsewhere. However, we will need to find new funds to sustain and develop what we are doing. One of the challenges for the current year.

*Health and Social Care Network* We try to keep an eye on local Health issues, and to enhance the public’s voice within the NHS. Our efforts to support the development of Patient Participation Groups at the two local GP surgeries have been successful – this is now the model of public or consumer engagement preferred by the government. We were able to have a patient representative on deciding the new Out-of-Hours GP service.

One message from patients to which we have recently responded is the need to do more as a community about dementia. The CIC has now been able to tap into some widespread interest in making Saltash, and PL12 more generally, a “dementia friendly” community. An Alliance is in the process of being formed to take this forward. Because of the voluntary dimension to this, Rose Edwards has played a big role in support to this. It is one of the strengths of the “community interest” concept that we can mobilise positive responses to such needs.

Rather unexpectedly, one new enterprise was started during the year, the company having been invited by the Town Council to manage the newly refurbished *Maurice*

*Huggins Room* in Victoria Gardens on their behalf. We had a pilot period from January to March 2015, and have now entered into an Agreement for the full year 2015/16. The company is now responsible for all running costs, which have to be met by income from lettings.

However, we have been very lucky in this initiative, with Chloe Birnie and Sue Newell coming forward to set up Saltash Creative Space there. They are running activities there from Monday to Friday. This use, together with other lettings, should generate enough funds to pay the bills! It is marvellous to have the facility open again.

#### *Partnerships*

I have no doubt that our relationship and easy communication with members and officers of Saltash Town Council, and with our four local County Councillors, is the key element of our capacity to develop as a company. We have recently lost David Yates as our co-opted town councillor, and I want to give public thanks to him for his contribution, and wise words, over several years. Our link with the Council is now Councillor John Brady, with whom we wish to develop a positive working relationship. I personally have kept up the tradition of my predecessor in reporting to each and every Town Council meeting. In the last year the encouragement and support of the Council as we prepared our Business Plan for 18 Belle Vue Road has been much appreciated.

Directors have also participated in key local collaborations like the Town Centre Improvement Group (STIG) and the Community Network. Such activity is important for the company to undertake.

Peter Thistlethwaite  
21 July 2015

It was **RESOLVED** to note.

## **161/15/16    CORNWALL COUNCIL REPORT**

### **a. To receive report for noting or matters arising**

We are now in the dog days of mid-summer – August is a month when many regular council meetings take a break, although the volume of division work doesn't seem to diminish.

The big news of the last month was the highly publicised visit by the Prime Minister to sign the “Deal for Cornwall” in Truro. In many ways, it was a landmark, the first such major regional devolution deal after Greater Manchester, and it confers upon Cornwall

- Powers to set and subsidise county bus services and introduce integration with rail services and introduce through ticketing
- Power to integrate NHS acute and specialist services with Adult Social Care, which should prevent bed blocking, and provide a seamless service from hospital to home care



- Most important, the award of Intermediate Body status, that will give Cornwall the power to decide on ERDF and ESF projects to benefit from the next £4.8 million EU funding package. This is unqualified good news – as a member of the Local Action Group, we currently wrestle with lengthy delays and bureaucratic rules caused by DEFRA.

In addition, there are lots of “The Government will work with Cornwall” worthy aims with regard to training, apprenticeships, green energy measures, hot rock research etc.

However, in my view, it falls far short of Cornwall’s own “Case for Cornwall” aspirations - most notably in lack of planning powers. We can’t determine our own overall housing numbers (42,500 may still be considered inadequate), and the power of a single Government Planning Inspector in Bristol can overturn local planning decisions. Appeals cost Cornwall £475,000 in legal fees last year. Nor have we any powers to limit or discourage second homes in the County.

Cornwall also wanted other powers in relation to energy, employability and training, flood prevention etc., and will continue to negotiate on these issues, but ultimately, you take what you are given by Government, and grab it with both hands. I have some concerns, particularly with the integration of Health Services and Social Care: both have an insatiable appetite for funding and power tends to reside with those who hold the purse strings. Will Kernow Commissioning Group give up its financial clout? Can Cornwall reduce costs of Adult Social Care, the largest single item of Cornwall’s annual budget? Or has the Government knowingly relinquished a massive loss maker?

With a sigh of relief, the Phase 1 works at Carkeel are almost complete, and the new Footbridge is about to be officially opened. The impact on A38 traffic flow has been horrendous for several months, not helped by two weekends when expansion joints were replaced and the Tamar Bridge was closed, without prior notice to us Councillors.

However a public exhibition has just shown plans for Phase 2 works at Carkeel. This work is due to start in January, cost £3.85 million, and last for seven months. Saltash Cornwall Councillors will shortly meet the responsible Highways Engineers from Cornwall Council and Highways England. We remain unsatisfied that the works don’t extend north to Carkeel or south to Gilston Rd, where potential traffic from the Tesco and Lidl sites is not considered.

Above all, lessons MUST be learned in terms of traffic management. Avery Way industrial estate was frequently gridlocked, and shoppers were unable to exit from the Waitrose and B & M car parks. No one could use the SITA tip for hours on end. Why cone off lanes on the A38 when no work is taking place? These issues must be addressed in advance.

Finally, some good news to report. Saltash has been one of fourteen Cornish towns to be awarded a £10,000 grant to set up a Coastal Communities Team, specifically to develop plans to develop and regenerate Saltash Waterside. This is particularly timely, as the Devolution Options Group (DOG – blame Cllr Killeya!) is already negotiating an

orderly handover of Waterside assets and management functions from Cornwall Council. The funding will allow a proper business plan to be professionally prepared.

Cllr Joe Ellison

It was **RESOLVED** to note.

**162/15/16     TO RECEIVE A PRESENTATION FROM PLYMOUTH ENERGY COMMUNITY REGARDING THE PROPOSED COMMUNITY-OWNED SOLAR ARRAY IN ERNESETTLE**

Following the presentation an invitation was extended for members to attend a site visit.

The Chairman thanked the representatives for attending and giving the presentation.

Copy of presentation on file.

It was **RESOLVED** that a site visit be arranged.

**163/15/16     QUESTIONS FROM THE PUBLIC**

A resident of the town spoke to PA15/06383.

It was **RESOLVED** to note.

A resident of the town asked would the £3.5 million proposed to be spent on a new administration block for the Tamar Bridge not be better spent on improved lighting and traffic control sequencing equipment.

It was **RESOLVED** that Councillor Yates write a letter to the Tamar Bridge Manager highlighting the improvements required for the lighting and traffic control sequence and to request a site visit for councillors to attend the bridge control centre to enable a better understanding of the issues involved.

**164/15/16     MINUTES**

The minutes of the meetings of the Town Council on Thursday 2<sup>nd</sup> July 2015 and Tuesday 21<sup>st</sup> July 2015 were confirmed and signed as a correct record.

It was **RESOLVED** to approve.

**165/15/16    MATTERS ARISING FROM THE MINUTES**

None

**166/15/16    FINANCE**

a. To advise the following receipts in:

June 2015

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Barclays	Loyalty Reward	£10.52	£0.00	£10.52	
Guildhall Income		£1,175.02	£0.00	£1,175.02	
Photocopying Fees		£0.33	£0.07	£0.40	
S106 Cinema Income		£21.67	£4.33	£26.00	<b>S106 Waitrose</b>
Saltash Mayfair	Community Chest Refund	£200.00	£0.00	£200.00	
St Stephens	Burial Fees - May 2015	£1,560.00	£0.00	£1,560.00	
Trailer Hire		£41.67	£8.33	£50.00	
Western Power	Wayleave	£4.64	£0.00	£4.64	

July 2015

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Allotment Fees		£15.01	£0.00	£15.01	
Guildhall Income		£444.30	£0.00	£444.30	
Photocopying Fees		£1.67	£0.33	£2.00	
Saltash Heritage	Mile/Boundary Stones Maintenance & Training - Minute 116/14/15	£500.00	£0.00	£500.00	
St Stephens	Burial Fees - June 2015	£600.00	£0.00	£600.00	

a. To advise the following payments:

June 2015

<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Backbone Media	Town Messenger	£300.00	£0.00	£300.00	
Barclaycard	Survey Monkey	£249.17	£49.83	£299.00	
Barclays	Bank Charges	£42.07	£0.00	£42.07	
Brandon Hire	Carpet Cleaning - Guildhall	£32.80	£6.56	£39.36	
British Legion	D-Day	£25.00	£0.00	£25.00	
British Legion	Armed Forces Day	£25.00	£0.00	£25.00	
Brunel Inn	Community Toilet Scheme 2014/2015	£400.00	£0.00	£400.00	
Carlton Plastics	Xmas Lights Window Repair	£275.00	£55.00	£330.00	
Chris Gynn	Pianist Fee - Donated to Mayor Charity Fund	£30.00	£0.00	£30.00	
Chubb Fire	Rental Fees - Fire Extinguishers	£34.37	£6.87	£41.24	
CIMCF	Festival Fund	£200.00	£0.00	£200.00	
Consortium	Cleaning Products - Guildhall	£16.99	£3.40	£20.39	
CORMAC	Toilet Blocked - Waterside	£79.47	£15.89	£95.36	
Cornwall Council	CC - Pensions - April 2015	£2,034.17	£0.00	£2,034.17	
Cornwall Council	CC - Pensions - June 2015	£1,817.13	£0.00	£1,817.13	
Cornwall Council	CC - Pensions - May 2015	£1,961.89	£0.00	£1,961.89	
Cornwall Council Rates	Business Rates	£684.00	£0.00	£684.00	
Cornwall Council Rates	Business Rates	£84.00	£0.00	£84.00	
Cube Services	Maintenance - Guildhall	£60.00	£12.00	£72.00	
David Orr Consulting	Neighbourhood Plan Assistance - May 2015	£1,766.20	£0.00	£1,766.20	
David Orr Consulting	Neighbourhood Plan Assistance - April 2015	£661.45	£0.00	£661.45	

DLJ Electrics	Toilet Blocked - Waterside	£35.00	£0.00	£35.00	
EDF-Elwell Woods	Electricity - Elwell Woods	£57.41	£2.87	£60.28	
EDF-Xmas Lights 1	Electricity - Xmas Lights	£11.88	£0.59	£12.47	
EDF-Xmas Lights 2	Electricity - Xmas Lights	£9.02	£0.45	£9.47	
EDF-Xmas Lights 3	Electricity - Xmas Lights	£11.88	£0.59	£12.47	
EDF-Xmas Lights 4	Electricity - Xmas Lights	£16.19	£0.81	£17.00	
EDF-Xmas Lights 5	Electricity - Xmas Lights	£20.00	£1.00	£21.00	
EDF-Xmas Lights 6	Electricity - Xmas Lights	£12.83	£0.64	£13.47	
EON	Electricity - Guildhall	£230.23	£46.05	£276.28	
EON	Electricity - Cemetery	£8.30	£0.42	£8.72	
EON	Electricity - Guildhall	£147.65	£29.53	£177.18	
Every Corner Distribution	Booklets & Envelopes - Neighbourhood Plan	£900.00	£0.00	£900.00	
Filmbank Distribution	Cinema Licence	£97.00	£19.40	£116.40	<b>S106 Waitrose</b>
Gateguards UK	Cornish Cross	£500.00	£100.00	£600.00	
Glendale Grounds Management	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Grantham Piano Services	Tuning of Piano - Guildhall	£54.17	£10.83	£65.00	
Hine Bros	St Stephens Churchyard	£2,700.00	£0.00	£2,700.00	
HMRC	HMRC - PAYE - April 2015	£2,114.55	£0.00	£2,114.55	
HMRC	HMRC - PAYE - May 2015	£2,225.63	£0.00	£2,225.63	
ICOM South West	Telephone Guildhall	£57.41	£11.48	£68.89	
Information Commissioners Office	Data Protection Fees	£35.00	£0.00	£35.00	
IRQ Systems	IT Support/Maintenance	£209.25	£41.85	£251.10	

Mayors Allowance		£320.00	£0.00	£320.00	
Orangeman Cleaning Services	Cleaning Guildhall Building	£150.00	£0.00	£150.00	
Pertemps	Administration Officer Temp Fees	£238.70	£47.74	£286.44	
Pertemps	Administration Officer Temp Fees	£254.20	£50.84	£305.04	
Petty Cash		£102.97	£0.00	£102.97	
Plan Support	Professional Support - Neighbourhood Plan - Apr/May/June	£1,877.60	£0.00	£1,877.60	
Plan Support	Preparation of Application - Locality Grant.	£100.00	£0.00	£100.00	
Powerline Technical Services	Upgrade of Intruder Alarm, Annual Monitoring & Maintenance Fee	£2,416.00	£483.20	£2,899.20	
Print 2 Media	Foamex Signs A1 & A3 - Neighbourhood Plan	£280.50	£56.10	£336.60	
Professional Business Supplies	Stationary	£48.67	£9.73	£58.40	
Royal Mail Group	Response Plus Licence - Neighbourhood Plan	£94.00	£18.80	£112.80	
Saltash DIY	Bus Shelter & Cemetery Repairs	£24.63	£4.93	£29.56	
Saltash Regatta	Festival Fund	£2,272.00	£0.00	£2,272.00	
Saltash Regatta	Share of Annual Rental of Regatta Storage Shed	£160.00	£0.00	£160.00	
Saltash Sailing	Community Chest	£779.25	£0.00	£779.25	
Saltash United	Community Chest	£1,000.00	£0.00	£1,000.00	
Saltash Window Cleaning	Window Cleaning	£135.00	£0.00	£135.00	
South West Hygiene	Waste Transfer & Sanitary Disposal	£53.04	£10.61	£63.65	
South West Water	Quarterly Toilet Services - Waterside	£519.84	£0.00	£519.84	
Staff Salaries		£8,460.45	£0.00	£8,460.45	

Sue Petipher	Administration Support - May 2015	£861.75	£172.35	£1,034.10	
Sue Petipher	Administration Support - June 2015	£702.00	£140.40	£842.40	
Tartendown Nursey	Apple tree - Twinning	£16.99	£0.00	£16.99	
Teleshore UK	Soil Box - Cemetery	£1,011.70	£202.34	£1,214.04	
UK Fuel	Fuel for Ride on Mower	£65.19	£13.03	£78.22	

July 2015

Supplier	Details	Net	VAT	Gross	S106
Burraton Community Association	Neighbourhood Planning - Hire of the Lower Hall	£45.00	£0.00	£45.00	
Roger Williams	Street Entertainment	£100.00	£0.00	£100.00	<b>S106 Waitrose</b>

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

None.

- d. To note that bank reconciliations up to 30<sup>th</sup> June 2015 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

It was **RESOLVED** to note.

#### 167/15/16 **PLANNING**

- a. To note 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. To note 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:

**PA15/05690**

Mr M Refearn – **14 Ashton Way, Saltash, PL12 6JE**

Single storey flat roofed extension to rear of main dwelling.

**Ward: North**

Date received: 16.07.201

It was resolved to **RECOMMEND APPROVAL**

**PA15/06383**

Mr & Mrs M Goodman – **11 Hillside Road, Saltash. PL12 6EX**

Proposed 2 storey extension to rear of dwelling and loft conversion (resubmission of PA15/00163)

**Ward: East**

Date received: 17.07.2015

It was resolved to **RECOMMEND APPROVAL**

**PA15/05288**

Mr & Mrs Flynn – **184 St. Stephens Road, Saltash PL12 4NJ**

Construction of single storey side extension and two storey rear extension.

**Ward: South**

Date received: 17.07.2015

It was resolved to **RECOMMEND APPROVAL**

Prior to the next application Councillor Yates declared an interest and left the meeting.

**PA15/06372**

Mr W Holman – **Pill Farm, Pill Lane, North Pill, Saltash**

Listed building consent to replace existing rotten sash windows in painted hardwood single glazed units to match existing profiles.

**Ward: East**

Date received: 17.07.2015

It was resolved to **RECOMMEND APPROVAL**

Councillor Yates was invited and returned to the meeting.

**PA15/05074**

Mr G Oliver – **3 Forsythia Drive, Latchbrook, Saltash**

Construction of a single detached garage and conversion of existing integral garage into a study.

**Ward: West**



Date received: 17.07.2015  
It was resolved to **RECOMMEND APPROVAL**

**PA15/05294**

Mr & Mrs E & S Kinson – **40 Killigrew Avenue, St. Stephens, Saltash**  
Erection of a two storey extension to provide a granny annexe.

**Ward: South**

Date received 20.07.2015  
It was resolved to **RECOMMEND APPROVAL**

**PA15/05815**

Ms L Black – **Rodney Cottages, Wearde road, St. Stephens, Saltash**  
Demolition of ground floor wall, erection of two storey rear extension

**Ward: South**

Date received: 20.07.2015  
It was resolved to **RECOMMEND APPROVAL**

**PA15/06455**

Mrs T Smith – **Beaumont Terrace, 6 Pill Lane, North Pill, Saltash**  
Single storey side extension

**Ward: East**

Date received: 20.07.20  
It was resolved to **RECOMMEND APPROVAL**

**PA15/06342**

Mr & Mrs D Townson – **Tighvonie, Plough Green, Saltash.**  
Single storey rear extension to enlarge kitchen and provide accommodation for applicant's daughter, formation of rear dormers and enlargement of, and extension over, garage.

**Ward: West**

Date received: 27.07.2015  
It was resolved to **RECOMMEND APPROVAL**

- d. Tree applications/notifications:
  - i. Applications - None
  - ii. Notifications - None
- e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken: None.

**168/15/16      CONSIDERATION OF LICENSE APPLICATIONS**

None

**169/15/16     TO RECEIVE QUOTES FOR THE ESTABLISHMENT WORKS OF A PEACE GARDEN**

It was noted that as Chairman of the Working Group Councillor Mrs S Hooper MBE abstained from voting.

It was **RESOLVED** to:

1. Approve the works up to the approved budget of £10,000.
2. The Working Group determine the type and style of benches to be installed.

**170/15/16     TO CONSIDER THE ESTABLISHMENT OF A COASTAL COMMUNITIES TEAM AS A WORKING GROUP OF THE TOWN COUNCIL**

Councillor Ellison reported that Saltash has been selected by the government as one of fourteen Cornish towns to form a Coastal Community Team. The Team will be given a grant of £10,000 to establish the group and develop a costed economic development plan for Saltash Waterside, to be completed by April 2016.

It was **RESOLVED** that as the coastal community work relates to devolution of waterside assets and services that a Coastal Communities Team be appointed as a Working Group reporting to the Devolution Options Group and in turn Full Council and the Chair be a Devolution Options Group member.

**171/15/16     CORNWALL COUNCIL – CALL FOR POTENTIAL HOUSING SITES ON BROWNFIELD LAND**

It was **RESOLVED** that a nil return stating that there is no suitable brownfield land available for housing be submitted.

**172/15/16     GUILDHALL – REPLACEMENT ENTRANCE DOORS AND FRAME**

The Chairman notified members that the entrance doors have deteriorated to such an extent that immediate replacement is required.

It was **RESOLVED** that approval be given to replace the doors subject to 3 quotes.

**173/15/16     TO APPROVE THE RISK MANAGEMENT STATEMENT PLAN 2015-16**

It was **RESOLVED** to approve.

**174/15/16     TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2015-16**

It was **RESOLVED** to approve.

**175/15/16     CORNWALL COUNCIL – CHANGE IN SENDING PAPER COPIES OF PLANNING APPLICATIONS TO LOCAL COUNCILS**

Members considered technical issues, the impact the change will have on plan presentations at meetings and public access to plans at the Guildhall.

Councillor Yates reported that he is currently undertaking an exercise with the Town Clerk to explore options to accommodate the change for meetings of both the Council and the Neighbourhood Steering Group and public access to plans at the Guildhall.

It was **RESOLVED** that a survey be conducted to record public demand to view planning applications at the Guildhall

**176/15/16     SALTASH NEIGHBOURHOOD PLAN**

a. Update

Councillor Yates reported that the public consultation questionnaires have been despatched and that face to face events are ongoing.

The questionnaire responses received are being inputted onto the system for analysis.

It was **RESOLVED** to note.

**177/15/16     CORRESPONDENCE**

a. Saltash Rugby Club – Youth Work Provision.

The Chairman reported that he had held a meeting with the Chairman of the rugby club to address his query regarding funding for Youth Work.

It was **RESOLVED** to note.

- b. Joint Forum on volunteering and the environment – Cornwall Council.

It was **RESOLVED** that the Chairman will attend and the invitation be distributed to members should they wish to attend.

**178/15/16     APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

The minutes of the meetings of the Services Committee on Wednesday 8<sup>th</sup> July 2015, the Special Staffing Committee on Thursday 2<sup>nd</sup> July 2015 and the Staffing Committee on Tuesday 21<sup>st</sup> July 2015 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**179/15/16     MEET YOUR COUNCILLORS:**

- a. Arrangements for future meetings

It was **RESOLVED** that Councillors Shepherd, Mrs J Dent and Coot attend the next meeting to be held in Fore Street on Saturday 8<sup>th</sup> August 2015.

**180/15/16     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**181/15/16     CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None

**182/15/16     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**183/15/16     URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Cornwall Council – Library and One Stop Shop service review – next steps.

Members considered notification of a consultation being undertaken by Cornwall Council with local councils, groups or organisations that have considered delivering their local services but have not put a proposal forward for the protection of the library and one stop shop services.

It was **RESOLVED** that the matter be progressed jointly by the Chairman of the Council and the Chairman of the Devolution Options Group.

Bus service between Saltash and Derriford.

Councillor Austin raised the issue of the lack of a direct bus service between Saltash and Derriford and requested the Council write to City Bus to request a service be provided.

It was **RESOLVED** that the Chairman will write to City Bus to request a service be provided.

**184/15/16     PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

It was **RESOLVED** that Councillor Austin be authorised to issue a press release to seek interest in Pop Up Shops in Fore Street.

**185/15/16     DATE OF NEXT MEETING**

Tuesday 18<sup>th</sup> August 2015 at 6.15 p.m.

**186/15/16     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 9.25 pm

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

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