

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2<sup>nd</sup> June 2016 at 7.00 p.m.**

**PRESENT:** Councillors: Mrs Hilary Frank, (Chairman), Mrs G Challen, Mrs Jean Dent, J Ellison, Mrs S Hooper MBE, L Russell, D Yates.

**ALSO PRESENT:** P Thistlethwaite, CIC, R Lane, Town Clerk, Mrs S Burrows, Administration Officer, 2 Members of the public, 4 Members of the press.

**APOLOGIES:** Councillors: R Austin, R Bickford, J Brady, M Coot, D Holley, A Killea, W Phillips, Mrs J Rance, J Shepherd, Reverend M Parkman.

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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.

**96/16/17      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**97/16/17      FULL COUNCIL TO SING TWO VERSES OF THE NATIONAL ANTHEM IN HONOUR OF THE QUEEN'S 90<sup>TH</sup> BIRTHDAY. (Pursuant to Minute NR60/16/17 FTC 10.05.2016.)**

### **PRAYERS**

Councillor Mrs H Frank led the prayers.

**98/16/17      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.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

**99/16/17** To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

### **CHAIRMAN'S REPORT**

Since the last meeting, the Mayor has attended:

Thursday 12 <sup>th</sup> May	Launceston Mayor Choosing Ceremony.
Saturday 14 <sup>th</sup> May	Youngstagers production of "Through the Looking Glass" at Burraton Community Centre.
Sunday 15 <sup>th</sup> May	Forder Community & Conservation Area Summer Fete.
Thursday 19 <sup>th</sup> May	Torpoint Mayor Making Ceremony.
Friday 20 <sup>th</sup> May	Plymouth Lord Mayor's Choosing Ceremony.
Friday 20 <sup>th</sup> May	Waterside Explorer Scout Unit Presentation of DofE, Chief Scout and Queen's Scout Awards at Carnglaze Caverns.
Sunday 22 <sup>nd</sup> May	Lord Mayor of Plymouth's Civic Church Service.
Tuesday 24 <sup>th</sup> May	Callington Town Council Mayor Making Ceremony.
Wednesday 25 <sup>th</sup> May	CLIC shop in Fore Street – National Wig Day.
Saturday 28 <sup>th</sup> May	Mayor's Charity Tea Party on Waterside in celebration of the Queen's 90 <sup>th</sup> Birthday.
Tuesday 31 <sup>st</sup> May	St. Austell Town Council Mayor Making Ceremony.

The Deputy Mayor has attended:

Monday 9 <sup>th</sup> May	Truro Annual Mayor Making Ceremony.
Sunday 15 <sup>th</sup> May	Callington Civic Service.
Tuesday 24 <sup>th</sup> May	Liskeard Town Council Mayor Choosing Ceremony

It was **RESOLVED** to note.

## **POLICE REPORT**

### a. Police Report

No report or presence from the Police.

## **REPORT BY COMMUNITY ENTERPRISES PL12**

### a. To receive report and consider any actions arising.

Things have mainly been “ticking over” in the last month.

#### **Main highlights:**

Mr. P Thistlethwaite informed members that bookings are being taken for the Maurice Huggins Room but not enough to make it financially viable.

Mr. P Thistlewaite informed members that the Annual General Meeting 2016 will take place on Wednesday 13<sup>th</sup> July, 4 Fore Street will be open from 5:30pm for members, stakeholders and anyone interested in our work. The formal meeting will follow at 7p.m.

Cornwall Council declined Community Enterprises PL12 business rate relief because the Memorandum and Articles of Association do not clearly state charitable work. To avoid further confusion Mr. P Thistlewaite requested Saltash Town Council to support the change to improving the Memorandum and Articles of Association.

It was **RESOLVED** that Saltash Town Council supports the change to the Memorandum and Articles of Association.

## **100/16/17      CORNWALL COUNCIL REPORT**

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

#### **Cornwall Council Report – June 2016**

#### **ELECTORAL REVIEW**

Cornwall Council was established as a unitary authority on 1 April 2009 following the amalgamation of the former County Council and the six district and borough councils. As a result of this change the number of principal authority Councillors representing Cornwall was reduced from 331 to 123. Last year the Local Government Boundary Commission for England (LGBCE) announced it was carrying out a review of electoral divisions in Cornwall, with any changes being applied at the 2021 election. One of the objectives of the review is to ensure that all councillors represent, so far as practicably possible, the same number of voters. The review will cover the following areas:

- the total number of members to be elected to the Council;
- the number and boundaries of future electoral divisions;
- the number of councillors representing each electoral division; and
- the name of each electoral division.

The LGBCE says there are no pre-conceived views on the future number of councillors for Cornwall Council. It will consider proposals for an increase, a decrease, or retention of the existing number of councillors, but all those submitting or commenting on proposals are expected to ensure they can be justified.

While the focus of the review is on the unitary authority, the LGBCE has limited powers to make recommendations about the electoral arrangements of city, parish and town councils that might be directly affected by changes to electoral division boundaries in Cornwall. This could include recommendations for:

- the need for parish wards;
- the number and boundaries of any parish wards;
- the number of councillors to be elected from any parish ward; and
- the name of any parish wards.

Unlike for Cornwall Council, there is no statutory requirement on the LGBCE to provide for electoral equality when creating wards for city, parish and town councils.

### GROWTH HUB

The Growth Hub is now live. Funded through the European Regional Development Fund and Cornwall Council, it aims to put new businesses in touch with an expert who can help to test and shape ideas. It can also help existing businesses looking to expand. Sign up online at [www.ciosgrowthhub.com](http://www.ciosgrowthhub.com)

### COMMUNITY-LED LOCAL DEVELOPMENT

A series of workshops and drop in sessions are being held throughout Cornwall for residents and businesses to have a say in how the next tranche of EU funding should be spent. Funded by the European Regional Development Fund, the European Social Fund and Cornwall Council, the idea of Community-led Local Development is to encourage new ideas, as well as apply existing ideas in new areas. Your views are being sought on how to achieve long-term economic growth and how to create jobs in Cornwall. A stall will be set up on Fore Street from **10am to 12:30 on 13th June**. Pop along and share your ideas. Or complete the online survey: <http://communityledcornwall.co.uk>

## NEWQUAY AIRPORT

Our Cornish airport is continuing to expand. With 350,000 passengers predicted for this year it is currently the fastest growing airport in the UK. It now boasts flights to over 15 destinations including Gatwick, Edinburgh, Alicante and Frankfurt.

## CARKEEL ROADWORKS – PHASE 2

A meeting was held with Cornwall Council, representatives of Saltash Town Council and Cormac to discuss the next phase of roadworks at Carkeel. This will begin with night works in mid-September and will see the complete redevelopment of the Carkeel Roundabout in to an oval shape with traffic lights. Overall, the roadworks will last for more than a year, but Cornwall Council and Cormac have promised to keep Cornwall and Town councillors informed of progress.

## ROADWORKS IN THE TUNNEL

There will be overnight closures of the Saltash tunnel from 3<sup>rd</sup> July to 24<sup>th</sup> August to enable Highways England to install new CCTV and public announcement systems. There are currently 96 speakers – they will be replaced by 10 new ones.

## CORNISH LANGUAGE

Cornwall Council Leader John Pollard has written formally to James Wharton, the Minister for Local Growth and the Northern Powerhouse, to express his concern over the decision to arbitrarily cut all funding for the Cornish Language, and has called for a special meeting to agree a funding package that is acceptable to both Cornwall and the Government. The Government had provided up to £150,000 a year to support the Cornish language since it was recognised under the Charter for Regional and Minority Languages in 2003.

Councillor Mrs H Frank

## Carkeel Roundabout Design

Mrs S Hooper MBE suggested to members that a flower based or structured rowing boat design be considered for the Carkeel Roundabout. It was noted that Highways England are keen for the design to be low-maintenance.

It was **RESOLVED** to note.

**101/16/17     QUESTIONS FROM THE PUBLIC**

A resident of the town expressed concern and asked is there is anything that can be done about large piles of rubble next to a public pavement.

It was **RESOLVED** that Saltash Town Council report the incident to Cornwall Councils Building Inspector.

**102/16/17     MINUTES**

The minutes of the meetings of the Town Council on Thursday 5<sup>th</sup> May 2016, Tuesday 10<sup>th</sup> May, 2016, and Tuesday 17<sup>th</sup> May 2016 were confirmed and signed as a correct record.

It was **RESOLVED** to approve.

**103/16/17     MATTERS ARISING FROM THE MINUTES**

None.

**104/16/17     FINANCE**

a. To advise the following receipts in:

i. April 2016

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Barclays	Loyalty Reward	£5.94	£0.00	£5.94	
Cormac	LMP Grant	£624.00	£0.00	£624.00	
Cornwall Council	Precept 16-17	£299,554.00	£0.00	£299,554.00	
Cornwall Council	CTS Support Grant	£13,775.03	£0.00	£13,775.03	
Guildhall Hire Income	Sales Receipt	£693.60	£0.00	£693.60	
Public Sector Deposit Fund	Interest	£80.26	£0.00	£80.26	
Saltash Mayfair	Trailer Hire	£41.67	£8.33	£50.00	

b. To advise the following payments in:

i. April 2016

<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	
Barclays	Bank Charges	£23.74	£0.00	£23.74	
British Gas	Gas - Guildhall	£1,299.26	£259.85	£1,559.11	
Cecil Arms	Community Toilet Scheme	£100.00	£0.00	£100.00	
Christmas Decorators	Fore Street Bunting	£1,032.50	£206.50	£1,239.00	
Chubb Fire Ltd	Fire Extinguisher Rental Fees	£31.92	£6.38	£38.30	
Consortium	Stationery & Cleaning	£27.34	£5.47	£32.81	
Consortium	Stationery & Cleaning	£44.75	£8.95	£53.70	
Cornish Smite	Twinning Gift	£31.00	£0.00	£31.00	
Cornwall Council	Rates - Guildhall	£687.00	£0.00	£687.00	
Cornwall Council	Rates - Waterside	£82.00	£0.00	£82.00	
Cornwall Council	Allotment License	£120.00	£0.00	£120.00	
Cornwall Council	Staff Parking Space	£284.17	£56.83	£341.00	
Councillor Travelling Expenses		£9.00	£0.00	£9.00	
Crown Copiers	Copier Maintenance	£295.74	£59.15	£354.89	
DLJ Electrical	Guildhall Maintenance	£25.00	£0.00	£25.00	
EDF	Unmetered Supply	£83.98	£4.20	£88.18	
EON	Electricity - Guildhall	£111.87	£5.59	£117.46	
EON	Electricity - Churchtown Cemetery	£19.64	£0.98	£20.62	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Greenbarnes Ltd	Signwriting - Honours Board	£40.44	£8.09	£48.53	
ICCM	Annual Cemetery Membership	£90.00	£0.00	£90.00	
ICOM	Telephone Charges	£61.07	£12.22	£73.29	
Living Wage Foundation	Annual Membership	£100.00	£20.00	£120.00	
Pengellys	Refund of Overpaid Fees	£930.00	£0.00	£930.00	
Pertemps	Temp Admin Staff	£150.84	£30.17	£181.01	
Pertemps	Temp Admin Staff	£201.12	£40.22	£241.34	
Pertemps	Temp Admin Staff	£257.69	£51.54	£309.23	
Petty Cash		£22.17	£0.00	£22.17	

SAGE	Sage 50 Accounts Subscription	£1,024.00	£204.80	£1,228.80	
SAGE	Sage Payroll - Pensions Module	£119.88	£23.98	£143.86	
Saltash DIY	Various Repairs and Maintenance	£419.93	£83.99	£503.92	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Siemens	Copier Rental Fees	£379.75	£75.95	£455.70	
Staff Salaries		£10,753.87	£0.00	£10,753.87	
Town Apps Ltd	Town App Renewal	£2,000.00	£0.00	£2,000.00	<b>S106 Waitrose</b>
UK Fuels Ltd	Petrol - Ride on Mower	£18.98	£3.80	£22.78	

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.
- d. To note that bank reconciliations up to 30<sup>th</sup> April 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

#### **105/16/17 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:

#### **PA16/03862**

Mrs M Easterbrook – **9 Townswell Close, Trematon, Saltash, Cornwall, PL12 4RY.**

Proposed front extension (infill).

**Ward: West**

Date received: 13.05.2016.

It was resolved to **RECOMMEND APPROVAL**



**PA16/03939**

Mr Mark Chadd – **Aberfoyle, Plough Green, Saltash, Cornwall, PL12 4LA.**

Proposed single storey extension to the rear of the property, to make a large kitchen dining area, utility, and WC, to include a large decked area at floor height.

**Ward: West**

Date received: 12.05.2016.

It was resolved to **RECOMMEND APPROVAL**

**PA16/03982**

Mr Carson – **2 Homer Park, Saltash, Cornwall, PL12 6HJ.**

Demolition of the existing rear extension and formation of a new two storey extension with conservatory.

**Ward: North**

Date received: 13.05.2016.

It was resolved to **RECOMMEND APPROVAL**

**PA16/04118**

Mrs Helen Harrington – **7 Babis Farm Row, St Stephens, Saltash, Cornwall.**

New Dwelling within the curtilage of 7 Babis Farm Row.

**Ward: South**

Date received: 13.05.2016.

It was resolved to **RECOMMEND APPROVAL SUBJECT TO A SATISFACTORY CONTAMINATION LAND MANAGEMENT REPORT**

**PA16/04241**

Miss A Collinson – **176 St Stephens Road, Saltash, Cornwall, PL12 4NJ.**

Construction of first floor extension to rear.

**Ward: South**

Date received 18.05.2016.

It was resolved to **RECOMMEND REFUSAL DUE TO THE DORMER EXTENSION OVERLOOKING THE PATIO AND INTO THE CONSERVATORY**

**PA16/04346**

Mr Phillips Osmond – **7 Goldfinch Grove, Saltash, Cornwall, PL12 6XQ.**

The construction of a dormer (with 3 windows) in the existing roof void, to form a bedroom together with an en suite bathroom.

**Ward: North**

Date received 20.05.2016.

It was resolved to **RECOMMEND APPROVAL**

**PA16/04447**

Mr Ben Kerr – **29 Lander Road, Saltash, Cornwall, PL12 6BY.**

Single storey rear extension and decking.

**Ward: East**

Date received: 20.05.2016.

It was resolved to **RECOMMEND APPROVAL**

**PA16/04522**

Mr Mark Copp – **Land On The North Side of 1 Castle View, St Stephens, PL12 4RD.**

Construction of a single dwelling and associated works. (Resubmission of application no. PA15/08011 dated 03/12/15).

**Ward: West**

Date received 24.05.2016.

It was resolved to **RECOMMEND REFUSAL DUE TO:**

- 1. THE PROPOSAL WOULD REPRESENT OVER-DEVELOPMENT OF A SMALL SITE, AND WOULD RESULT IN INSUFFICIENT AMENITY SPACE.**
- 2. THE CRAMPED DESIGN WOULD BE OUT OF KEEPING WITH THE STREETSCENE AND CHARACTER OF THE AREA.**

d. Tree applications/notifications:

- i. Applications

**PA16/03820**

Dr William Lee – **105 Old Ferry Road, Saltash, Cornwall, PL12 6BL.**

Tree works to trees subject to a TPO – fell London Plane, crown reduce Copper Beech, works to Chinese Tulip tree.

**Ward: East**

Date received: 16.05.2016.

It was resolved to **RECOMMEND APPROVAL TO SUPPORT THE REMOVAL OF THE FELL LONDON PLANE IN ORDER TO HELP PREVENT INFECTION OF THE OTHER ICONIC TREES AROUND AND SUBJECT TO THE APPROVAL OF THE TREE OFFICER**

**PA16/03886**

Mr Giorgio Basso – **1 Higher Port View, Saltash, Cornwall, PL12 4BU.**

Works to trees covered by a Tree Preservation Order, namely:- Prune T1 Yew tree and remove 7<sup>th</sup> stem.

**Ward: East**

Date received 16.05.2016.

It was resolved to **RECOMMEND APPROVAL TO REMOVE THE 7<sup>TH</sup> STEM OF THE PRUNE T1 YEW TREE AND SUBJECT TO THE APPROVAL OF THE TREE OFFICER.**

- 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:

**PA16/01861**

Mr Darren Bennetts – **(The Sheds) Land At Elwell Road, Saltash, Cornwall.**

Development of five residential apartments with off street parking.

**Ward: East**

Date received 29.03.2016.

**Deferred from FTC 07.04.2016.**

At the Town Council Meeting on 19<sup>th</sup> April 2016, it was resolved to **RECOMMEND APPROVAL SUBJECT TO CONDITIONS:**

1. **We support the planning officer and affordable housing team in seeking to include a demand of affordable housing or a suitable contribution in lieu.**
2. **Times of work – Essential:**
  - **No deliveries before 9 a.m.**
  - **Work between 8 a.m. and 6 p.m. only.**
  - **Saturdays up to 1 p.m. only.**
  - **No work on Sundays or Bank Holidays.**

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

Stick with our original position and request call-in	5 votes
Accept the Officer's position	7 votes
Abstain	1 vote

Therefore the Council has voted to accept the Officer's position and refuse the Planning Application.

It was **RESOLVED** to note.

**106/16/17      CONSIDERATION OF LICENSE APPLICATIONS**

None.

**107/16/17      DEVOLUTION OPTIONS GROUP UPDATE REPORT – COUNCILLOR MRS JEAN DENT**

DOG report June 2016

There is not a great deal to report, I am envisaging a meeting at the end of June when we will have more information.

There are a few up-dates I can give you:

- We are waiting for Cornwall Council's legal department to give a definitive answer as to who owns the Maurice Huggins room and when this is established they may well be open to devolving the room and Victoria gardens.
- By the time you get this report I hope the town centre toilets will be re-opened. We are awaiting a final report that all repairs are finished and then we can accept the keys and put the Cormac short term cleaning contract into place.

Councillor Mrs J Dent updated members that the Town Council had taken over management of Longstone Park and Belle Vue public toilets from Cornwall Council on Friday 27<sup>th</sup> May 2016.

There are other issues which DOG will consider and a report will hopefully be given next month.

Cllr. Jean Dent

It was **RESOLVED** to note.

Councillor Mrs G Challen left the meeting.

#### **108/16/17     SALTASH NEIGHBOURHOOD PLAN**

a. Update – Councillor D Yates

##### Neighbourhood Plan Report to Town Council Meeting 2<sup>nd</sup> June 2016

Since the Neighbourhood Plan Report to the Policy & Resources Committee on 16<sup>th</sup> May, a meeting has been held to collate and merge the individual Theme Team Draft Policy Grids which show “Objectives” “How these are to be achieved” and “what actions are required”. This has identified a number of areas where amendments are needed to provide a consolidated listing of policy topics.

The meeting on Tuesday of this week will review the policy areas and a series of draft “Aims and Objectives” for the Neighbourhood Plan.

Cllr. D Yates

It was **RESOLVED** to note.

#### **109/16/17     CORRESPONDENCE**

None.

**110/16/17     APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

The minutes of the meeting of the Services Committee held on Wednesday 11<sup>th</sup> May 2016 and the Policy and Resources Committee held on Tuesday 17<sup>th</sup> May 2016 were confirmed and signed as a correct record and all recommendations resolved as listed:

**SERVICES**

None.

**POLICY AND RESOURCES**

Community Chest Recommendations:

- a) Saltash Sailing Club requesting £937.60 to purchase 4 new sails for Tropper sailings dinghies.

It was **RESOLVED** to approve £937.60

- b) Tamar Protection Society (Elliot's) requesting £850. This is a 25% contribution towards Modes Compact system (total for system £1,805) and display cabinet.

It was **RESOLVED** to approve £850.

Festival Fund Applications:

Councillor Mrs H Frank declared an interest and left the meeting for minute 9/16/17:

- a) 67. Chamber of Commerce requesting £600 for Love Saltash Festival.

It was **RESOLVED** to approve £600.

Councillor Mrs H Frank returned by invitation to the meeting upon the conclusion of the item.

Councillor Mrs H Frank declared an interest and left the meeting for minute 9/16/17:

- b) 68. Saltash Regatta Committee requesting £1,512 for Saltash Regatta 2016.

It was **RESOLVED** to approve £1,512.

Councillor Mrs H Frank returned by invitation to the meeting upon the conclusion of the item.

**111/16/17    MEET YOUR COUNCILLORS:**

a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Mrs H Frank, Mrs J Dent and D Yates attend the next meeting to be held in Fore Street on Saturday 4<sup>th</sup> June 2016.

**112/16/17    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.

**113/16/17    CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

**114/16/17    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**115/16/17    URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Saltash Regatta

Councillor Mrs H Frank reminded members of the Saltash Regatta Civic Parade to be held on Saturday 11<sup>th</sup> June 2016 departing from Victoria Gardens at 10:30am.

**116/16/17    PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

None

**117/16/17    DATE OF NEXT MEETING**

Tuesday 21<sup>st</sup> June 2016 at 6.15 p.m.

118/16/17    **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 20:31

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

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