

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 1st September 2016 at 7.00 p.m.

PRESENT: Councillors: Mrs Hilary Frank, (Chairman), J Brady, M Coot, Mrs Jean Dent, J Ellison, D Holley, A Killeya, W Phillips, D Yates.

ALSO PRESENT: 14 Members of the Public, 2 Members of the Press, P Thistlethwaite, CIC, Catherine Thompson, Cornwall Council Officer, R Lane, Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: R Austin, R Bickford, Mrs G Challen, Mrs S Hooper MBE, Mrs J Rance, L Russell, J Shepherd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

219/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

PRAYERS

Reverend Michelle Parkman led the prayers.

220/16/17 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			

CHAIRMAN'S REPORT INCLUDING GUEST VISITORS – SALTASH FOODBANK

Since the last meeting, the Mayor has attended:

Saturday 13 th August	Opening of Pop-Up Shop in Fore Street
Sunday 14 th August	100 th Birthday Celebrations of Mrs. Thelma Bishop
Saturday 20 th August	Saltash Foodbank Annual Fundraising Coffee & Information morning
Friday 26 th August	Official opening of #LoveSaltash Art Festival
Saturday 27 th August	Passport to Sport at Saltash Guildhall

The Deputy Mayor has attended:

Saturday 27 th August	Air Cadets 75 th Anniversary Torch Relay at Saltash Railway Station.
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Mark Hawker talked about the Saltash Foodbank. The foodbank is a project founded by local churches and community groups, working together towards stopping hunger in our local area.

In order to provide the most appropriate help we work with a number of different local agencies, such as Citizens Advice, Children's Centres and Health Visitors. If they feel you are struggling to put food on the table, they will issue you with a foodbank voucher. The local agency can also provide long term support if needed to help address some of the issues behind the reasons for your crisis.

The outreach centre was established by Lloyds Bank Community Funding and the foodbank drop in centre and warehouse is now located at 18 Belle Vue Road and supported by the CIC.

Following the presentation Mark Hawker received an award certificate on behalf of Rika Chanter of Saltash Foodbank (who was unable to attend) from the Mayor in Recognition of her Outstanding Achievement and Commitment to the Community.

It was **RESOLVED** to note the Council's thanks to the volunteers at Saltash Foodbank for their outstanding work and commitment to the community.

Councillor Brady left the meeting.

MONTHLY CRIME FIGURES

No online August report available.

Councillor Brady returned to the meeting.

It was **RESOLVED** that the Mayor issues a letter to the Police Crime Commissioner raising concerns regarding the lack of up to date online monthly statistics for Saltash.

REPORT BY COMMUNITY ENTERPRISES PL12

a. To receive report and consider any actions arising.

Report to Saltash Town Council, August 4 2016

We have no planned meetings in August, but work continues....to run specific enterprises, build teamwork between enterprises, and make preparations for the arrival of our new Hopper bus.

However, we have opened a new enterprise in the form of the Pop Up Shop at 5 Fore Street, which is focusing on craft-type products. This is a new initiative for the town, and the (several) businesses involved have made a great job of cleaning up the building and setting it up for retail activity. It is an impressive development.

Start-up costs have been kept low, with most equipment capable of being moved to other premises as circumstances determine. Community Enterprises PL12 is responsible for the outgoings, and receives rent from the tenants.

Directors are next scheduled to meet in the last week of September, but we expect to have to make our final decisions of the operation and launch of the Derriford bus service before then. We are hopeful of grant support to help put the bus on the road, and for underwriting losses incurred in the pilot period.

We have co-opted Mr Les Dixon onto our Board, and are hopeful he will shortly be appointed to fill one of our Director vacancies.

Peter Thistlethwaite,
Chair
August 29 2016

It was **RESOLVED** that Peter Thistlewaite, CIC, Peter Ryland, CIC and Councillors Coot, Holley and Mrs H Frank review the status of the existing Pop Up Shop agreement and terms of reference.

221/16/17 CORNWALL COUNCIL REPORT

a. To receive report from Saltash Cornwall Councillors.

Cornwall Council Report – August 2016

This month I want to discuss specifically issues relating to the A38 and the consequences of Brexit on some EU funding programmes.

All South East Cornwall councillors are united in the view that the greatest obstacle to economic growth in the area is the state of the A38 trunk road from Carkeel to Bodmin, which is simply not fit for purpose. At present, Highways England (formerly Highways Agency) have no plans for any improvement schemes whatsoever in the five year programmes up to 2019.

With that background, three local Councillors (myself, Armand Toms from Looe and Andrew Long from Callington) were invited by MP Sheryll Murray to a meeting to lobby Transport Minister Patrick McLoughlin at Westminster early in July. We prepared a good deal of evidence for him, including details of no less than 12 dangerous locations on the A38 between Carkeel and Carminow Cross, and statistics and locations of occasions when road traffic accidents have forced the closure of this only route to the West.

Briefly, between 2011 and 2016, the road was closed a minimum of 5 and a maximum of 13 days per year. This year is already shaping up badly, with two A38 fatal accidents in the last fortnight. Each closure usually for a minimum of 4 hours, is estimated to cost the Cornish economy £40,000.

The meeting at Westminster itself was a total waste of time I'm sorry to say. The Transport Minister was late and gave us only half an hour of his time, and that was monopolised by our MP just lobbying for the Menheniot junction. We had no chance to even present or discuss our prepared evidence at all. And to add to the frustration, the following day McLoughlin was involved in Theresa May's first Cabinet Reshuffle, and is no longer Transport Minister!

I also want to talk about some EU funding programmes that are due to South East Cornwall, which for EU purposes extends from Saltash and Torpoint to St Austell and the Clay Country, an area of 150,000 +.

I sit on the SE Local Action Group (LAG) as one of three Cornwall Councillors for the LEADER EU Funding, worth £2.1 million in agricultural grants – the others are Jim Candy from Seaton and Dick Cole from the Clay Country. The other members are voluntary groups and

farming related groups. This scheme is now in full operation and grants up to £35k can be given to increase farm productivity or support micro businesses, rural tourism or cultural/heritage projects or forestry projects. Typical grants go to farm shops or new plant and machinery.

The bad news is that the grants are monitored by DEFRA and they have determined that the Saltash area is “urban” and not “rural”, and therefore ineligible for EU LEADER grants.

The other stream of EU funding, which is still at the application stage, is CLLD (Community Led Local Development) which is administered by the DCLG (Department of Communities and Local Government). It is worth £7.3 million up to 2020, and is to be focussed upon the seven areas of SE Cornwall that rank worst in the Index of Multiple Deprivation. These include Torpoint, Callington, St Austell and the Clay Country – and Saltash!!

Projects can be proposed to boost local economies and reduce dependency on Plymouth, and in Saltash, we hope to propose a scheme to re-develop the Network Rail sheds on Ashtorr Wharf for marine use and art studios and craft workshops.

The CLLD Local Action Group is currently forming to submit a full proposal to DCLG this Autumn and is looking for additional members connected with the business and voluntary community as opposed to farming interests, and if anyone from Saltash is interested in joining me, please contact me – one afternoon meeting per month at Liskeard.

Cornwall Councillor Joe Ellison

It was **RESOLVED** to note.

b. CNA report for noting or matters arising.

None.

222/16/17 QUESTIONS FROM THE PUBLIC

A resident of Saltash spoke in opposition to PA16/07108.

223/16/17 MINUTES

The minutes of the meetings of the Town Council on Thursday 4th August 2016 and Tuesday 16th August, 2016 were confirmed and signed as a correct record.

It was **RESOLVED** to approve.

224/16/17 MATTERS ARISING FROM THE MINUTES

None.

The Chairman announced that agenda item 17 would be received as the next item of business.

225/16/17 OVERVIEW OF S106 FUNDING AND DISCUSSION

Catherine Thomson of Cornwall Council informed members of the S106 award criteria for the Lidl and Waitrose funds and the history of funds awarded to date plus current projects being considered.

Saltash s106 panel project strategy**August 2016**

(This strategic approach provides an integrated overview which comprises of an area from Victoria Gardens, Fore Street, Lower Fore Street and onto the Waterside).

<i>Project idea</i>	<i>Funding for</i>	<i>Potential amount required</i>	<i>Timetable</i>	<i>Lead (Action)</i>
Pontoon and warden	Match funding for the refurbishment of the pontoon together with first year salary for the warden; after the first year the post will become self - funding	£41,000	Quotes for the repair work are being sought. Application due September 2016.	JD/RB
Hopper bus to Derriford	CIC developing a plan and will be seeking support for marketing and set up costs	£10,000	Application expected to be considered Sept 16	PT
Replacement signage at the waterside	Replacement signage at the boat/dinghy park	£2,500	Local management due late 2016 therefore plans for new signage likely early 2017.	JE
Website	Create new website via a local developer to integrate information for the whole of the town.	£1,000		RB/HF

Lift at the bridge	Feasibility study required to ascertain the potential and cost	TBC	Ongoing liaison with the bridge/ferry company	BA
Railway station	Contribution to a feasibility study and/or surveys into the potential redevelopment options	£3,000		RB

Approved projects:

<i>Project</i>	<i>Funding for</i>	<i>Amount approved</i>	<i>Timetable</i>	<i>Lead</i>
Hanging baskets	Continue with the scheme for the remaining 2 years	£13,000	Applications for 2017 approved on 25.4.16. Applications for 2018 to be submitted next year.	PR
18 Belle Vue	Supplementary bid to improve the health & safety of the building	£3,500	Application approved by Saltash TC and s106 panel.	PT
Arts Festival	As continuation funding the panel is willing to support an application but not at 100%. Other funding support will need to be evidenced.	Full cost of the festival estimated at £3,000	Application approved on 25.4.16.	PR

Potential projects:

<i>Project idea</i>	<i>Funding for</i>	<i>Timetable</i>	<i>Lead</i>
Canopies in Fore Street – linking into a consideration of how Fore street looks	Assess viability then fund installation of canopies over a section of Fore Street – two areas of focus (outside Boots or the Factory Shop). Consultation exercise required to provide statement about what could work	TBC	PR/DH to start the consultation process.
Ferry operator	Identify a way to support the ferry operator to improve links and improve marketing.	TBC	JE to identify the operator

Events co-ordinator	Appointment of an event co-ordinator to co-ordinate ongoing events, develop new events and be point of contact for businesses.	Estimated £60,000	Saltash TC
Young People's Creative Agency	Work and enterprise skills for NEETs in a real-world community environment to increase footfall and encourage links between young people, the town centre and Saltash organisations	TBC	Backbone Media

Projects not being progressed/unlikely to proceed within s106 funding timescale:

Alexandra Square toilets
Longstone toilets
Kingsley House
Steps from the waterfront to the Guildhall
Storage of Christmas trees
Waterside lighting
Railway owned units
Maurice Huggins room
Christmas lights

Financial position as at 1.4.16:

	Remaining budget	Date to be committed by
Waitrose	£36,099	7.6.19
Lidl	£147,241	20.1.18

Criteria for grant support as detailed in the legal agreements:
Lidl

Provide a contribution of £200,000 towards an overall package of regeneration projects in Saltash. This contribution will be channelled into Town Centre Regeneration and other Community and Employment Improvements through the community Interest Company or similar organisations.

Waitrose

Provide a sum of £300,000 as a contribution towards the enhancement or regeneration of Saltash town centre.

Primary eligibility criteria for assessment:

Lidl: Employment space factors

Quality of additional jobs created
 Numbers of additional jobs created
 Deliverability as a purely employment based project
 Other material considerations such as benefits and outputs

Lidl: Projects of other community benefit

Number of people impacted
 Extent of positive impact on people benefitting
 Lack of alternative provision in Saltash
 Degree of match funding

Waitrose: Town centre regeneration project factors

Impact on footfall in the town centre
 Impact on average quality of visitor experience to town centre
 Impact on average visitor spend in town centre
 Other material considerations such as benefits and outputs

a. Derriford Area Hopper Travel Club

It was **RESOLVED** that the Town Council supports the Section 106 Application.

b. Town Event Co-ordinator

It was **RESOLVED** to defer the Section 106 Application to STIG for a full business plan to be reported to Full Council.

c. Pontoon Refurbishment/Waterside Warden

It was **RESOLVED** to defer the Section 106 Application and Councillor Bickford to provide further staging details of the project reporting to Full Council (Planning) meeting held on 20th September 2016.

Councillor Brady left the meeting.

226/16/17 FINANCE

a. To advise the following receipts in:

i. July 2016

	Details	Net	VAT	Gross	S106
Allotment Fees		£16.70	£0.00	£16.70	
Ashtorre Rock	Donation - Waterside Lights	£250.00	£0.00	£250.00	
Barclays	Loyalty Reward	£4.50	£0.00	£4.50	

Blackwell Bate	Christmas Event 2015 Donation	£50.00	£0.00	£50.00	
Churchtown Cemetery Fees		£1,960.00	£0.00	£1,960.00	
Guildhall Income		£753.90	£0.00	£753.90	
HMRC	VAT Refund	£0.00	£7,814.12	£7,814.12	
Photocopying Fees	Photocopying Fees	£4.75	£0.95	£5.70	
Public Sector Deposit Fund	Interest	£76.65	£0.00	£76.65	
St Stephens	Burial Fees - May 2016	£300.00	£0.00	£300.00	
St Stephens	St. Stephens - Burial Fees - June 2016	£900.00	£0.00	£900.00	
Zurich	Insurance Claim - Cemetery Hut	£2,106.30	£0.00	£2,106.30	

b. To advise the following payments in:

i. July 2016

Supplier	Details	Net	VAT	Gross	S106
Able Print	Summer Arts Festival Expenses	£258.00	£0.00	£258.00	S106 Waitrose
Amazon	HDMI Lead & Laptop Bag	£21.61	£4.32	£25.93	
Backbone Media	Christmas Event 2015 Photography	£60.00	£0.00	£60.00	
Backbone Media	Town Messenger	£300.00	£0.00	£300.00	
Backbone Media	Summer Arts Festival Expenses	£300.00	£0.00	£300.00	S106 Waitrose
Barclays	Bank Charges	£17.97	£0.00	£17.97	
British Gas	Gas - Guildhall	£428.08	£21.40	£449.48	
Chubb Fire Ltd	Fire Extinguisher Rental Fees	£31.92	£6.38	£38.30	
Cormac Solutions Ltd	Waterside - Cleaning Charges - April 2016	£406.84	£81.37	£488.21	
Cormac Solutions Ltd	Waterside - Cleaning Charges - May 2016	£406.84	£81.37	£488.21	
Cormac Solutions Ltd	Waterside - Repairs	£54.00	£10.80	£64.80	

Cormac Solutions Ltd	Waterside - Cleaning Charges - June 2016	£445.59	£89.12	£534.71	
Cormac Solutions Ltd	Belle Vue - Cleaning Charges - June 2016	£401.43	£80.29	£481.72	
Cormac Solutions Ltd	Longstone Park - Cleaning Charges - June 2016	£533.30	£106.66	£639.96	
Cornish Times	Tender Advert	£99.00	£19.80	£118.80	
Cornwall Council	Guildhall - Rates	£690.00	£0.00	£690.00	
Cornwall Council	Waterside toilets - Rates	£85.00	£0.00	£85.00	
Cornwall Pension Fund	Pension Payment - June 2016	£2,977.52	£0.00	£2,977.52	
Cotton Taxis	Staff Travelling Expenses	£36.00	£0.00	£36.00	
Cramleigh	Summer Arts Festival Expenses	£148.00	£29.60	£177.60	S106 Waitrose
Crown Copiers	Photocopier Maintenance	£209.72	£41.94	£251.66	
Darrell B	Installation of Blue Plaques	£79.00	£0.00	£79.00	S106 Lidl
DB Autos	Ann Glanville Expenses	£165.00	£33.00	£198.00	S106 Waitrose
DC Ryland	Spring Baskets Expenses	£1,240.00	£0.00	£1,240.00	S106 Lidl
Devon & Cornwall Maintenance Solutions	Heritage Centre – Refurb - Tender	£6,310.08	£1,262.02	£7,572.10	
DLJ Electrical	Guildhall - Repairs	£140.00	£0.00	£140.00	
EDF	Unmetered Supply	£83.98	£4.20	£88.18	
EON	Electric - Churchtown Cemetery	£7.70	£0.39	£8.09	
EON	Electric - Guildhall	£246.96	£49.39	£296.35	
FDB Builders	Repairs to Cemetery Hut	£2,324.50	£464.90	£2,789.40	
Glendale Grounds Maintenance	Grounds Maintenance	£1,415.41	£283.08	£1,698.49	
Glendale Grounds Maintenance	Tree Works - Pillmere	£660.00	£132.00	£792.00	

Glendale Grounds Maintenance	Tree Works - Pillmere	£440.00	£88.00	£528.00	
Glendale Grounds Maintenance	Tree Works - Pillmere	£660.00	£132.00	£792.00	
Good Directions Ltd	Maintenance - Town Clock	£250.00	£50.00	£300.00	
Hine Brothers	MPG Works	£2,851.00	£0.00	£2,851.00	
HMRC	PAYE - June 2016	£2,928.65	£0.00	£2,928.65	
ICCM	Staffing Training	£437.50	£87.50	£525.00	
ICOM	Telephone Charges - Guildhall	£67.31	£13.46	£80.77	
IRQ Systems Ltd	Laptop - Grounds Premises Warden	£630.00	£126.00	£756.00	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Local World	Tender Advert	£147.50	£29.50	£177.00	
Mayors Allowance		£320.00	£0.00	£320.00	
Mr Sticker	Alterations to Moorlands Signage	£110.00	£22.00	£132.00	
Nicholsons	Cleaning Products	£56.21	£11.24	£67.45	
Parc Signs	Replacement of Noticeboard at Churchtown	£821.54	£164.31	£985.85	
PAT Testing SW	PAT Testing	£146.00	£0.00	£146.00	
Pertemps	Temp Admin Staff	£201.12	£40.22	£241.34	
Pertemps	Temp Admin Staff	£263.97	£52.79	£316.76	
Pertemps	Temp Admin Staff	£201.12	£40.22	£241.34	
Petty Cash		£118.48	£0.00	£118.48	
Petty Cash		£165.87	£0.00	£165.87	
RDC Plumbing	Repairs to Hot Water Heater	£326.00	£0.00	£326.00	
Ruth Ball	Summer Arts Festival Expenses	£100.00	£0.00	£100.00	S106 Waitrose
Saltash CIC	Festival Fund	£600.00	£0.00	£600.00	
Saltash Lions	Refund of Boat Donation	£75.00	£0.00	£75.00	
Saltash Pharmacy	Saltash Parking Refund Scheme	£2.10	£0.00	£2.10	S106 Waitrose
Saltash Regatta	Festival Fund	£1,512.00	£0.00	£1,512.00	

Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	S106 Waitrose
Siemens	Photocopier Rental Fees	£379.75	£75.95	£455.70	
SLCC	Town Clerk Membership	£260.00	£0.00	£260.00	
South West Water	Guildhall - Water Charges	£15.86	£0.00	£15.86	
Staff Salaries		£11,294.24	£0.00	£11,294.24	
Staff Travelling Expenses		£83.48	£0.00	£83.48	
Stage Gear	Hearing Loop Improvements - Guildhall	£95.26	£19.05	£114.31	
Steelways	MPG Steel Bench	£1,702.40	£340.48	£2,042.88	
Tanners	Cancelled by STC Room Booking - Refund	£30.00	£0.00	£30.00	
Tartendown Nurseries	Planting at Churchtown Cemetery	£768.50	£153.70	£922.20	
Thomas Fattorini	Outgoing Mayoral Badges	£250.80	£50.16	£300.96	
UK Fuels Ltd	Petrol - Ride on Mower	£76.47	£15.29	£91.76	
Vickery Holman	Legal Fees - Station Building	£528.80	£105.76	£634.56	
Westcare	Cleaning and Stationery	£84.26	£16.85	£101.11	
Westcare	Stationery	£15.56	£3.11	£18.67	
Westcare	Stationery	£48.86	£9.77	£58.63	
Westcare	Stationery	£14.99	£3.00	£17.99	

- c. 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 31st July 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

227/16/17 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:

Councillor Brady returned to the meeting.

PA16/07031

Mr and Mrs I Wadhams – **20 Meadway, St Stephens.**

Front porch and single storey rear extension.

Ward: South

Date received: 12.08.2016.

It was resolved to **RECOMMEND APPROVAL**

PA16/07108

Mr and Mrs Parlby – **Land rear of 30 Callington Road.**

Proposed new dwelling in the lower rear garden of the existing house, demolition of garage to form clearer access for both properties.

Ward: East

Date received: 12.08.2016.

It was resolved to **RECOMMEND deferral until Saltash Town Council are provided with sufficient and robust evidence that there will not be a deleterious impact, including on the trees in Longstone Park, from:**

1. The dispersal field of the biomass plant and the proximity of its elements to the trees.
2. The percolation rate of the soil at the site of the drainage field which tests indicate may be too low.
3. The surface water runoff.

Further, before any approval is granted the Council requests a condition to safeguard the Long Stone itself which lies within the site, with the details of this condition to be provided to the Town Council before approval.

PA16/07113

Mr and Mrs Libby – **Byway, Bennets Lane, North Road.**

Proposed ground floor and first floor extension to side of dwelling.

Ward: East

Date received: 12.08.2016.

It was resolved to **RECOMMEND** approval subject to a visit from the **Planning Officer to neighbouring properties (111 and 117) to confirm that there will not be a deleterious impact on their light.**

PA16/07196

Mr N Davies – **2 Riverside House, Old Ferry Road PL12 6AZ.**

Conversion of utility room over single garage to bedroom and ensuite annex accommodation for Riverside House.

Ward: East

Date received: 18.08.2016.

It was resolved to **RECOMMEND** refusal due to overlooking onto the property of 3 Riverbank Cottages.

PA16/07469

Mr R Winhill – **Cloud Break Surf Ltd, Callington Road PL12 6LX.**

Advertisement consent to display a roof advertisement.

Ward: North

Date received: 18.08.2016.

It was resolved to **RECOMMEND** refusal on the grounds that it will, **by distracting drivers where two lanes merge into one, have a deleterious impact on highway safety.**

d. Tree applications/notifications:

i. Applications

PA16/07560

Mrs M Beale – **The Boat House, Castle Hill Forder**

Works to trees within a conservation area, namely; - Hazel – coppice to bring back into bounds. Cherries #1 and #2 – cut down dying trees.

Ward: West

Date received: 18.08.2016

It was resolved to **RECOMMEND APPROVAL**

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

PA16/05439

Mr and Mrs Wood – **Hunters Moon, Castle Hill, Forder PL12 4QW.**

Construction of two storey extension at rear and new entrance porch.
Construction of detached double garage.

Ward: West

Date received: 22.06.2016.

At the Town Council Meeting on 7th July 2016, it was resolved to RECOMMEND approval subject to the provision of a 1.8 metre obscure screen on the West end of the balcony.

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	4 votes

Therefore the council has voted to accept the Officer's position and approve the application, but without the need for the provision of a 1.8 metre obscure screen on the West end of the balcony.

It was **RESOLVED** to note.

228/16/17 CONSIDERATION OF LICENSE APPLICATIONS

None.

229/16/17 CORRESPONDENCE

None.

**230/16/17 TO CONSIDER A RESPONSE TO CORNWALL COUNCIL
ELECTORAL REVIEW PANEL**

Dear Town and Parish Council colleagues

The electoral review could bring about significant changes to local government in Cornwall which will affect local councils as well as Cornwall Council. We think it's important that you're given the opportunity to participate.

At this stage of the review, the Council's Electoral Review Panel wants the input of as many parish councils and parish meetings as possible on the question below, relating to how many Councillors Cornwall Council should have from 2021. The responses will help inform this Council's submission.

The Council has set up web pages on the Electoral Review of Cornwall Council and the related 2016 Governance Review which provide lots of useful information. There's also some background information on the two reviews at the end of this Bulletin.

We need to know what local councils think as we recognise how important it is that we reflect the views of those who represent our communities at the most local level. With this in mind, can you please provide your response to the following question and can you also please provide the reasons behind your response.

Thinking about the area your Cornwall Councillor(s) cover(s) and the work they are required to undertake, do you think that the number of Cornwall Councillor(s)

- should be more;
- is about right; or
- should be fewer?

Apart from relying on your first-hand knowledge of interacting with your Cornwall Councillor, their availability and similar matters, you might also want to review Articles 2.3 (page 5) in the Council's Constitution which sets out the Roles and Functions of all Cornwall Councillors.

Please provide your written responses by **16 September 2016** to Matt Stokes, the Lead Officer for the Electoral Review. We appreciate that this might not fit comfortably with a number of local councils' meetings and so we are happy to continue receiving responses through to the end of October to help shape our later submissions in the Electoral Review process.

Please remember to include the reasons behind your response.

It was **RESOLVED** that Councillor Ellison reviews the Communities and Devolution Electoral Review circulating to members for comment and responding formally to Cornwall Council by 16th September 2016.

231/16/17 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

The minutes of the meeting of the Policy & Resources Committee held on 11th August 2016 were confirmed and signed as a correct record and all recommendations resolved as listed:

It was **RESOLVED** to approve.

232/16/17 TO APPROVE THE RISK MANAGEMENT PLAN 2016-17

Members received and noted the Risk Management Plan 2016-17 had been reviewed and brought up to date.

It was **RESOLVED** to approve.

233/16/17 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2016-17

Members received and noted the Annual Governance Statement 2016-17 had been reviewed and brought up to date.

Saltash Town Council

Annual Governance Statement 2016/17

Scope of Responsibility

Saltash Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

Purpose of the Governance Framework

The governance framework in force during the year comprises the systems and processes, cultures and values by which the council is directed and controlled. It enables the council to define the roles of Members and Officers so that each has clearly defined functions and roles uphold high standards of conduct for Members, Officers and Staff. provide procedures to ensure effective scrutiny provide a medium for communication with the public meet all legal requirements including those as an employer provide a System of Internal Control.

Purpose of the System of Internal Control

The system of internal financial control can provide reasonable and not absolute assurance that assets are safeguarded, sales and purchases are properly recorded, that all transactions are authorised and correctly recorded and that any material errors or irregularities are either prevented or would be detected within a timely period.

The system of financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management, supervision and a policy of delegation and accountability. The system is reviewed regularly.

The Governance Framework

Review, development and maintenance of the internal control system are undertaken by staff and members within the Council and by the

external auditors in the annual audit letter and other reports. In particular, the system includes:

comprehensive budgeting and costing systems
circulation of regular financial reports which indicate actual expenditure against budget forecasts
clearly defined capital and revenue

The Town Council has adopted a policy of submitting to the Policy and Resources committee and Full Council a detailed report of the work of the internal auditor during the year.

Anti Fraud & Corruption Strategy

An Anti Fraud and Corruption Strategy has been approved by Council, including in it the relevant provisions of the Public Interest Disclosure Act 1998.

Member and Employee Protocol

This defines the responsibilities of the parties.

Protocol for Delegation of Financial Responsibility

The Town Council regularly reviews and amends its approved Protocol for Delegation of Financial Responsibility detailing levels of financial responsibility.

Thresholds for Tenders and Quotations

The Town Council has an agreed threshold for Quotations and Tenders within its Financial Standing Orders.

Risk Assessments

An annual internal audit business risk assessment is conducted by The Chairman of the Policy and Resources Committee.

Processes/ICQs

Written processes for all aspects of the Town Council's finance operations is in place.

Review of Effectiveness

The Town Council has responsibility for conducting, at least annually, a review of the Governance Framework and the system of internal control. This review is carried out by the Chairman of Policy and Resources and the Clerk.

Significant Governance Issues

No significant Governance or internal control issues have been identified.

Appropriate action would be taken to ensure that any such matters were addressed, weaknesses eradicated and any systems revised.

It was **RESOLVED** that the Annual Governance Statement was reviewed at the meeting of the Council and signed by the Chairman.

234/16/17 TO CONSIDER A REPORT ON GRASSMERE WAY

Councillor Ellison informed members about an issue regarding land registry boundaries relating to land at Grassmere Way.

It was **RESOLVED** that:

1. That the matter is the responsibility of the resident and solicitors and should be referred back to them to seek a solution.
2. The Council recorded that should any proposals or options be put to it in order to resolve the matter it will act in good faith, consider them expediting any responses as quickly as possible.
3. Further recording that Saltash Council will accept no liability or incur any costs relating to this matter.
4. The Mayor will write to notify the residents of the council's decision.

235/16/17 STATION BUILDING

Councillor Mrs H Frank updated members on the Station Building.

It was unanimously **RESOLVED** that:

1. The Council pursues enforcement and a compulsory purchase order for the station building and land
2. A budget of up to £5,000 from general reserves be delegated to the Town Clerk in conjunction with the Working Party for legal fees to advance the process of a compulsory purchase order
3. The Council will not approve a higher offer for the purchase however it will resume negotiations if the owner is willing.
4. The Working Group drafts a press release.

236/16/17 MEET YOUR COUNCILLORS:

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Ellison, Mrs J Dent, Phillips and Yates attend the next meeting to be held in Fore Street on Saturday 3rd September 2016.

237/16/17 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.

238/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

239/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

240/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Cornwall Council Principal Litter Authority

Councillor Mrs H Frank informed members of Cornwall Councils' consultation on the review of controls on free distribution of printed matter in Newquay and other areas of Cornwall.

It was **RESOLVED** that Councillor Bickford responds to Cornwall Council.

Merchant Navy Association Plymouth

Councillor Mrs H Frank informed members of the Merchant Navy Day Service to be held on Saturday 3rd September 2016 near the Mayflower Steps Plymouth at 11:00am.

It was **RESOLVED** to note.

241/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

It was **RESOLVED** to issue a press release providing statistics and to express the council's thanks to the volunteers of the Saltash Foodbank for their outstanding commitment and hard work to the community.

It was **RESOLVED** that the Station Working Group issue a press release providing detail of the current Station Building.

242/16/17 DATE OF NEXT MEETING

Tuesday 20th September 2016 at 6.15 p.m.

243/16/17 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 22:30

Signed: _____
Chairman

Dated: _____