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6	Chairman's Report	12	
7	Monthly Crime Figures	13	
9	Report from PL12 Community Enterprises	14	
10	Cornwall Council Report	19	
11	Community Network Area Report	20	
12	Questions	None	
13	Minutes for approval:		
13	FTC 05.01.2017	29	DRAFT
13	TC (Planning) 17.01.2017	64	DRAFT
	Minutes for approval:		
16	Services Committee 11.01.2017	71	DRAFT
16	Staffing Committee 17.01.2017	89	DRAFT
16	Policy and Resources Committee 24.01.2017	95	DRAFT
19c	Planning PA17/00155 8 Mote Park PL12 4JX	99	
21	Heritage Building	100	Tenders
22a	Saltash Festivals	101	Correspondence
22b	Saltash Short Story Competition	103	Correspondence
22c	Three Rivers Race	104	Correspondence



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

27th January 2017

Dear Councillor,

I write to summon you to a meeting **of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd February 2017 at 7.00pm.**

Planning applications can be viewed by Members of the Council immediately prior to the meeting or by arrangement with the Town Clerk. Please note that the applications may also be seen on the Cornwall Council's website www.cornwall.gov.uk.

Members of the public may view planning applications during normal working hours of 9.30 am – 4.30 pm daily at the Guildhall or at Saltash Library on Saturday mornings. Any member of the public wishing to speak during the meeting must complete a slip and hand to the Town Clerk prior to the meeting.

Yours sincerely,

R Lane

Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
J Brady	M Coot	R Bickford	R Austin
J Ellison	Mrs H Frank	Mrs J Rance	Mrs G Challen
W Phillips	Mrs S Hooper MBE	D Holley	Mrs J Dent
VACANCY	A Killea	J Shepherd	D Yates

Agenda

1. Health and safety announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Prayers
4. Apologies
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
 - c. To consider dispensations required
 - d. To Note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.
 - e. To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

6. Chairman's Report with guest – 1st Saltash Senior Section, Girlguiding Saltash
7. Monthly Crime Figures
8. Rear Admiral M Wood CBE DL JP – The Honours System
9. Report by Saltash Gateway Community Interest Company (CIC)
 - a. To receive report and consider any actions arising
10. Cornwall Council Report
11. CNA report for noting or matters arising
12. Questions:

A 15 minute period when members of the public may ask questions of Members of the Council.
13. To approve the Minutes of the Meetings held on 5th January 2017 and 17th January 2017
14. To consider matters arising from the Minutes
15. Finance:
 - a. To advise the following receipts in:

- i. December 2016

	Details	Net	VAT	Gross	S106
Allotment Income		£1,350.00	£0.00	£1,350.00	
Barclays	Loyalty Reward	£5.44	£0.00	£5.44	
Blackwell Bate	Christmas Event Income	£50.00	£0.00	£50.00	
China Fleet Club	Christmas Event Income	£50.00	£0.00	£50.00	
Earl of Plymouth	Cemetery Fees	£930.00	£0.00	£930.00	
Guildhall Income		£589.38	£0.00	£589.38	

Pengellys	Cemetery Fees	£1,860.00	£0.00	£1,860.00	
Photocopying Fees		£4.00	£0.80	£4.80	
Public Sector Deposit Fund	Interest	£46.43	£0.00	£46.43	
Quickstore	Christmas Event Income	£50.00	£0.00	£50.00	
St. Stephens	Burial Fees - November 2016	£2,160.00	£0.00	£2,160.00	

b. To advise the following payments in:

i. December 2016

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationery	£203.74	£40.75	£244.49	
Backbone Media	Christmas Event Expenses	£450.00	£0.00	£450.00	
Backbone Media	Town Messenger]	£300.00	£0.00	£300.00	
Barclays	Bank Charges	£21.73	£0.00	£21.73	
CALC	Consultation	£950.00	£190.00	£1,140.00	
Cecil Arms	Community Toilet Scheme	£300.00	£0.00	£300.00	
Celebration Pyrotechnics	Christmas Event Expenses	£600.00	£120.00	£720.00	
Chubb	Fire Extinguishers - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Stationery	£119.00	£0.00	£119.00	
Cormac Solutions Ltd	Longstone Toilets - Cleaning Charges	£700.47	£140.09	£840.56	
Cormac Solutions Ltd	Belle Vue Toilets - Cleaning Charges	£423.07	£84.61	£507.68	

Cormac Solutions Ltd	Waterside Toilets - Cleaning Charges	£608.00	£121.60	£729.60	
Cormac Solutions Ltd	Longstone Toilets - Repairs	£162.57	£32.51	£195.08	
Cornish T Shirt Company	Flags	£48.32	£9.66	£57.98	
Cornwall Council	Pension - November 2016	£2,886.78	£0.00	£2,886.78	
Cornwall Council	Guildhall - Rates	£690.00	£0.00	£690.00	
Cornwall Council	Waterside Toilets - Rates	£85.00	£0.00	£85.00	
Cornwall Council	Maurice Huggins - Rates	£79.00	£0.00	£79.00	
Cornwall Council	S106 – highway repayment	£8,600.00	£0.00	£8,600.00	S106 Lidl
Cornwall Farmers	Replace Equipment - Churchtown Cemetery	£47.10	£9.42	£56.52	
Cornwall Farmers	Replace Equipment - Churchtown Cemetery	£49.14	£9.83	£58.97	
Cube Services Ltd	Air Conditioning Service	£60.00	£12.00	£72.00	
EDF - Christmas Lights - Point 1	Electricity - Festive Lights	£18.88	£3.78	£22.65	
EDF - Christmas Lights - Point 2	Electricity - Festive Lights	£18.33	£3.67	£22.00	
EDF - Christmas Lights - Point 3	Electricity - Festive Lights	£17.01	£3.40	£20.41	
EDF - Christmas Lights - Point 4	Electricity - Festive Lights	£17.26	£3.45	£20.71	
EDF - Christmas Lights - Point 5	Electricity - Festive Lights	£17.50	£3.50	£21.00	

EDF - Christmas Lights - Point 6	Electricity - Festive Lights	£18.13	£3.63	£21.76	
Encore	Christmas Event Expenses	£75.00	£0.00	£75.00	
Ftas Group	Christmas Event Expenses	£511.88	£102.38	£614.25	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Hine Brothers	MPG Expenses	£600.00	£0.00	£600.00	
HMRC	PAYE Payment - November 2016	£2,798.18	£0.00	£2,798.18	
ICOM	Telephone Charges - Guildhall	£59.78	£11.96	£71.73	
IRQ Systems Ltd	IT Monthly Maintenance	£240.25	£48.05	£288.30	
Mayors Allowance		£320.00	£0.00	£320.00	
Parish Online	Neighbourhood Plan Expenses	£476.00	£95.20	£571.20	
Petty Cash		£271.22	£0.00	£271.22	
Richer Sounds	Remote control for TV	£69.95	£13.99	£83.94	
Saltash Cards	Saltash Parking Refund	£29.00	£0.00	£29.00	S106 Waitrose
Saltash DIY	Misc Guildhall Repairs	£60.14	£12.03	£72.17	
Saltash DIY	Christmas Event Expenses	£300.00	£60.00	£360.00	
Saltash Town Band	Christmas Event Expenses	£200.00	£0.00	£200.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	

Screwfix	Guildhall Repairs - Fire Doors	£210.08	£42.02	£252.10	
Simeon Dignam-Crotty	Christmas Event Expenses	£300.00	£0.00	£300.00	
South West Water	Belle Vue Toilets - Water	£179.61	£0.00	£179.61	
South West Water	Waterside Toilets - Water	£339.07	£0.00	£339.07	
Staff Salaries		£10,713.42	£0.00	£10,713.42	
Tamar Medical Services	Christmas Event Expenses	£180.00	£0.00	£180.00	
TAVATA	Subscription	£50.00	£0.00	£50.00	
The Bookshelf	Saltash Parking Refund	£40.00	£0.00	£40.00	S106 Waitrose
The Bookshelf	Saltash Parking Refund	£32.00	£0.00	£32.00	S106 Waitrose
The Christmas Decorators	Christmas Decorations	£2,400.00	£480.00	£2,880.00	
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
The Flowery	Remembrance Sunday Expenses	£40.00	£0.00	£40.00	
UK Fuels Ltd	Purchase Payment	£39.98	£8.00	£47.97	
WPS Insurance	Insurance	£658.75	£0.00	£658.75	

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 31st December 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

16. To approve the minutes of the following committees:

Services Committee held on 11th January 2017

Staffing Committee held on 17th January 2017

Policy and Resources Committee held on 24th January 2017

17. To receive and approve committee budgets for 2017/18

18. To set and approve the precept for 2017/18

19. 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:

PA17/00155

Mr and Mrs P Bebbington – **8 Mote Park PL12 4JX**

Conversion and enlargement of the garage to provide a sitting room, utility room and WC.

Ward: West

Date received: 19.01.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OJIG5RFG1OU00>

- 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

20. Consideration of License Applications - none

21. To consider tenders and the appointment of a contractor for refurbishment works to the Heritage Building

22. Correspondence

- a. Events in Saltash– Councillor Coot
- b. Saltash Short Story Competition – Councillor Coot
- c. Three Rivers Race – Caradon Pilot Gig Club

23. Meet your Councillors:

- a. Arrangements for future meetings

24. Discussion of the Station Building Site

25. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

26. To consider any items referred from the main part of the agenda

27. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

28. To consider urgent non-financial items at the discretion of the Chairman

29. Press releases

30. Dates of next meetings: Tuesday 21st February 2017 at 6.15pm

Thursday 2nd March 2017 at 7.00pm

Tuesday 21st March 2017 at 6.15pm

Thursday 6th April 2017 at 7.00pm

Tuesday 18th April 2017 at 6.15pm

Thursday 27th April 2017 (if required – time to be confirmed)

Please note there is no meeting on Thursday May 4th 2017 as this is the date of the Town Council and Cornwall Council Elections.

31. Common Seal:

To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings

AGENDA NO: 6**MAYOR'S REPORT TO SALTASH TOWN COUNCIL 2ND FEBRUARY 2017**

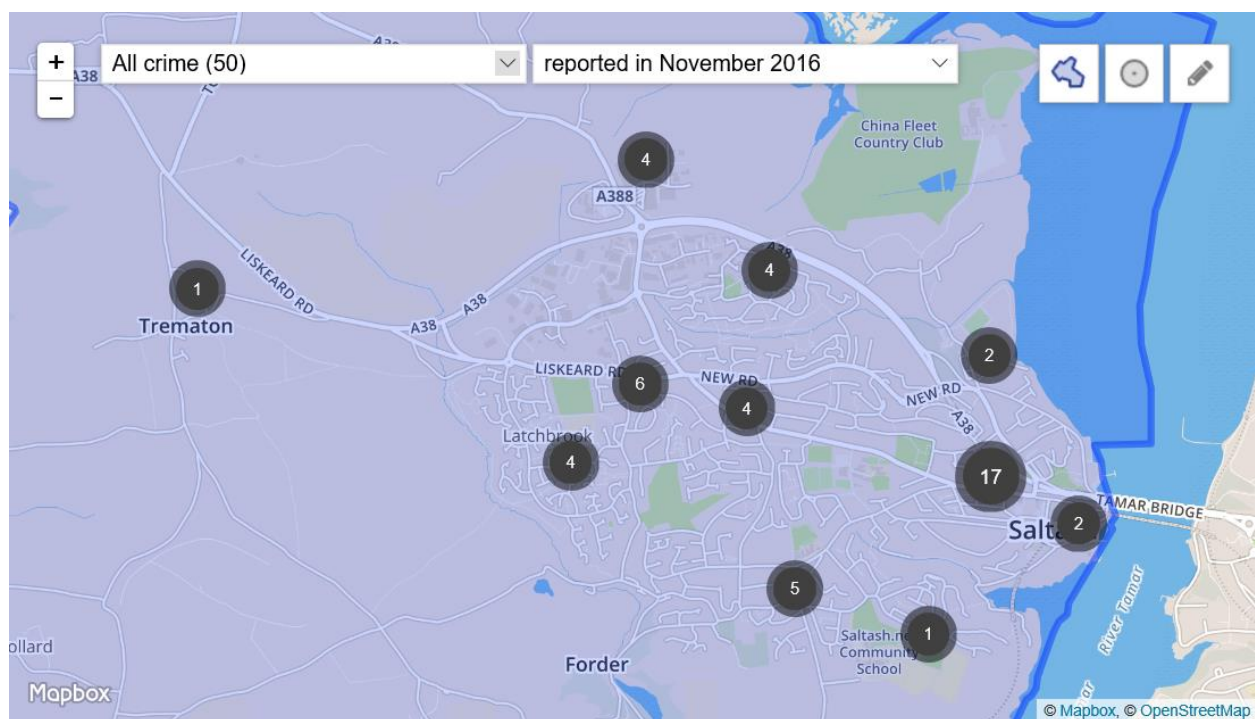
Since the last meeting, the Mayor has attended:

Friday 6 th January	Waterside Explorer Scouts Presentation Evening.
Friday 20 th January	Saltash Sailing Club Cadet Presentation Evening.
Monday 23 rd January	Saltash Music, Speech & Drama Festival Opening. Saltash Music, Speech & Drama Festival Mayor's Award.
Friday 27 th January	RNLI SOS (Share Our Soup) at Saltash Sailing Club.
Saturday 28 th January	Dementia Voice PL12 Veterans Group Launch.
Wednesday 1 st February	St. Anne's Dignity Action Day.

Jra
27.1.17

AGENDA NO: 7**Monthly Crime Figures – November 2016**

Anti-social behaviour (23)
Bicycle theft (0)
Burglary (0)
Criminal damage and arson (4)
Drugs (1)
Other crime (1)
Other theft (3)
Possession of weapons (0)
Public order (2)
Robbery (0)
Shoplifting (7)
Theft from the person (0)
Vehicle crime (1)
Violence and sexual offences (8)



AGENDA NO: 9**4 Fore Street, Saltash PL12 6JL**

www.communityenterprisespl12.co.uk email: chair@communityenterprisespl12.co.uk

Report to Saltash Town Council, February 2 2017**4 Fore Street**

The function of this building has been evolving. We treat it as our “HQ”, and as an information point for the public about our activities and more general things where people call in for advice, book Hopper trips, and to buy the SaltashCard (which is going strong - as a discount card, membership card, and travel card).

We open Tuesday to Saturday. The building is less of a market than it was, but we still have regular stallholders Wednesday through Saturday and this is supplemented by the monthly Local Produce Market (first Friday of the month).

On Tuesdays, we host the Dementia Cafe, which has proved supportive for families affected by dementia, and is a coordinating point for services.

On Thursdays, we operate our Volunteering advice service, which has been recruiting well recently.

Our own Fruit & Vegetable stall operates Thursday to Saturday, and is generating a nice profit to support our activities.

None of this would be possible without consistent, and in some cases considerable, input from our Directors and other volunteers.

We are currently investing in the infrastructure of the building, e.g. phones, computers, printers as responsibilities and demands have grown. We have hired some freelance help in developing our administrative systems.

Dementia Voice PL12

This voluntary group which has been in existence for more than a year, and was supported with a grant from the Council last year, has now formally become one of our Community Enterprises. Tim Parkman remains the Chair, and one of our Directors, Rose Edwards, will be its representative on our Board. Everyone is delighted with this move, which should give practical support in the further development of the group and enable it to access more sources of funding.

See Appendix for further details. At the time of writing, we are about to start running a fortnightly group for Veterans at 4 Fore Street after the market closes on Saturday afternoons.

Health and Social Care Network

We have for some years made efforts to ensure that the public is alerted to current issues in the NHS and care services, and to gather opinions and ideas, and feed these into the relevant bodies. We have put a lot of effort into strengthening the patient voice in the two local surgeries.

We have been very pleased therefore that the Council has played such a strong role in engaging with the current *Shaping our Future* consultation being led by Kernow Commissioning Group and Cornwall Council which will lead to the production of a Sustainability and Transformation Plan for Cornwall, which is required by the government. STC's input has made it easier for patients to express views, and I think the particular needs of the PL12 area have been given a good airing.

The major pressures on the NHS and care services are well known, eg increased demands and staff recruitment. With the MIU already closed at St Barnabas Hospital, and a clear threat to the continuation of medical care there, there is an urgent need for a community input into the final stage of the Plan. Without this, local services may come to be denuded. As a Community Interest Company, we seek to work in partnership with other bodies and individuals at this important stage.

Saltash Hopper

We are now running two buses and expanding what we do. This does take its toll on our organisation and on individuals, of course. The original bus is continuing its work with local groups, and special trips.

The new bus is concentrating on the experiment to establish a Saltash-Derriford service. We have been piloting this for several weeks now, learning as we go. From the week commencing 30 January, we are hoping to take the plunge with a more regular service throughout the day shaped by the views we are receiving from local people. This will last for four weeks or so, by which time we hope that passenger numbers will have increased sufficiently to justify the effort, and the cost - particularly of paid drivers. I hope our lead Director Mike Finch will be able to come along to the meeting again to give an up-to-date briefing on progress.

Maurice Huggins Room

Although we have not been responsible for the building in the current financial year, you may be interested to know we do still get occasional requests to use the building, which we try to accommodate.

We look forward to news of the planned improvements up there.

Pop-Up Shop

We are pleased that we have been able to find a continuing use for these unoccupied premises, with a strong group of individuals setting up stall there. We monitor it carefully and our lead Director Peter Ryland deals with issues arising. We take the financial risk (eg fuel and Rates bills) but have broken even with the rents paid by the tenants.

18 Belle Vue Road

We remain very pleased with this project, and our tenants seem equally happy. Our Business Plan is working out well, and we should have resources to invest in improvements to the building in the current year. We have one small room available to let.

The challenge now is to prepare for discussions with Cornwall Council about taking ownership of the building from 2018 - hopefully via some form of asset Transfer. Assistance in this from STC would be greatly appreciated.

Peter Thistlethwaite, Chair

January 26 2017

APPENDIX:



4 Fore Street

Saltash

PL12 6JL

01752 848348

www.dementiapl12.uk

info@dementiapl12.uk

We are a group of people from all different walks of life; some living with Dementia, some carers, all of whom have been affected by this disease in one way or another

Our aim is to see the PL12 area become a place that is Dementia friendly and that promotes that living well with this disease is possible

To do this, we need to get as many people as possible involved in highlighting the needs of those affected and finding ways of helping and supporting them.

We have an established Steering Group which includes representatives from many local organisations and our main officers are as follows:

Tim Parkman - Chair

Sarah Marsh - Secretary

Rose Edwards - Administration Officer

Carol and Ken Emmett - Representatives of those directly effected by Dementia

So far we have achieved the following:-

1. Set up a drop in cafe every Tuesday morning for those affected by Dementia.
2. Set up a Veterans Group every other Saturday afternoon for ex service personnel who have been affected by Dementia.
3. Two volunteers have trained as Dementia Champions and are in the process of liaising with local businesses and organisations to provide awareness sessions to enable staff and volunteers to be Dementia Friends.
4. We were nominated for an Alzheimer's Society national award for Dementia Friendly Town and were Runners up.
5. We have developed close working relationships with the Alzheimer's Society, Kernow Carers and other similar organisations to provide the best information and services to those affected by Dementia.

Future plans include the following:-

1. Setting up a programme involving music which has been proved to be very beneficial to those living with dementia.
2. We have established links with the landlady of the Bullers Arms in Landrake and will be working with her to provide support to those affected by Dementia in the Landrake area. This will hopefully provide a model for working with other villages within the PL12 area.

AGENDA NO: 10**Cornwall Council report for Saltash Town Council 2nd February 2016****Affordable housing**

I have been hearing a few rumours about the allocation of the new houses at Fairway being allocated to people from Manchester or Birmingham, this needs to be nipped in the bud right away, so if any councillors hear this rumour this is the reply from the affordable housing team at Cornwall Council.

“As discussed please accept our assurances that neither the Council nor Westward Housing will be mass-allocating these properties to households relocating from Birmingham. I have attached the scheme s.106 agreement which sets out the local connection criteria which gives priority in the first instance to households with a local connection to Saltash then the wider county (Cornish connection) – which is our standard Town approach”.

Great Place Scheme

Saltash was one of 6 Cornish towns included in a bid put together by Cornwall Council to the Great Place Scheme, a funding programme being administered by the Heritage Lottery Fund and the Arts Council. Designed to help put arts, culture and heritage at the heart of communities the total money available is £15 million. In December, Cornwall Council was informed it had been shortlisted, and was invited to draw up a more detailed application, which was submitted in the middle of January. The results will be announced by the beginning of March.

Car Parking

The decision on new Car parking has again been deferred to which there is a full report, too large to include for this report but I have a copy from John Pollard letter 23/1/17 included, but in essence the bottom line reads :–

“We recognise that the time given to the Parking Service and Town representatives between the approval of the budget at Cabinet on 9/11/2016, and the deadline for a new order to be finalised by the end of January 2017 allowed relatively little time for a dialogue. We have therefore agreed with the Cabinet member for Transport to delay the implementation of the proposed schedule of charges associated with the order to allow local discussion to take place. The outcome of these discussions may generate alternative options for charging on a locally specific basis and therefore require a new consultation. Any shortfall in the budget can be accommodated to allow sufficient time for full discussion and consideration before a new parking order is put in place”.

In the meantime, I therefore suggest that the TC comes up with a serious alternative proposal if there is an appetite for it, that suits Saltash commerce and would be a variant to the current line of thinking within CC.

Cllr Bob Austin, 26th January 2017

AGENDA NO: 20

Notes



Meeting:	Cornwall Gateway Community Network Panel
Date:	Thursday 12 January 2017
Time:	7.30pm
Location:	Council Chamber, Saltash Town Council

Present	Title/Representing
Bob Austin	Cornwall Councillor – Saltash West (Chairman)
Joe Ellison	Cornwall Councillor – Saltash North
Hilary Frank	Cornwall Councillor – Saltash South
Brian Hobbs	Cornwall Councillor – Torpoint East
Derek Holley	Cornwall Councillor – Saltash East
Mike Pearn	Cornwall Councillor – Torpoint West
George Trubody	Cornwall Councillor – Rame Peninsula
Gary Davis	Torpoint Town Council
John Tivnan	Torpoint Town Council
Michael Henwood	Botus Fleming Parish Council
Nigel Witton	St Germans Parish Council
Jean Dent	Saltash Town Council
Bill Phillips	Saltash Town Council
David Yates	Saltash Town Council
Gloria Challen	Saltash Town Council
Gerry Stevenson	Chairman of Landulph Parish Council
Trevor Aughey	Chairman of Botus Fleming Neighbourhood Development Plan
Chris Kennedy	Chairman of Sheviocck Parish Council
Audrey Miller	Reporter, Cornish Times
Nigel May	Chair, Patient Participation Group, East Locality
S Rowe	Patient Participation Group, Portview Surgery
Gail Lee	Patient Participation Group, Portview Surgery
Peter Thistlethwaite	Patient Participation Group, Portview Surgery
Chris Phillips	Patient Participation Group, Saltash Health Centre
Rose Edwards	Patient Participation Group, Saltash Health Centre
Lynn Chenery	Saltash Health Centre
Dave Sobey	St Barnabas Hospital
Jennifer Holmes	Member of public representing sheltered accommodation (40 residents)

Birk Morris	GP Partner and resident
Bob Cartwright	Member of Public
Duncan Parker	Member of Public
Sherryl Murray	South East Cornwall MP
Bob Davidson	Office of Sherryl Murray MP
Ben Mitchell	NHS Kernow
Dr Iain Chorlton	Chair, NHS Kernow
Karen Kay	Director of Commissioning, NHS Kernow
Caroline Court	Acting Director of Public Health, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
Apologies for absence: Tony Parry – Saltash CIC	

Item	Key/Action Points	Action by:
1.	<p>Welcome and Introductions</p> <p>The Chairman, Councillor Bob Austin welcomed all present. A particular welcomed was extended to Dr Iain Chorlton (Chairman, NHS Kernow), Karen Kay (Director of Commissioning, NHS Kernow) and Caroline Court, Acting Director of Public Health, Cornwall Council.</p>	
2.	<p>Taking Control, Shaping our Future – Cornwall and Isles of Scilly Sustainability and Transformation Plan</p> <p>Dr Iain Chorlton, Chairman, NHS Kernow gave a presentation on the NHS Sustainability and Transformation Plan (STP). The plan is aimed at improving health, wellbeing, and the quality of local health and care services across Cornwall and the Isles of Scilly over the next five years.</p> <p>Please see presentation attached.</p> <p>Dr Chorlton explained the case for change; there is an increasing understanding amongst stakeholders, clinicians, practitioners, health campaigners and the wider population that the current health and care system is disjointed, overstretched, outdated, reactive, under-achieving and not cost effective.</p>	

	<p>At present there is a fragmented picture of health and social care, and the challenges are to improve the quality of the service, maintain clinical safety and fit within allocated funds. Currently the budget of £60m a month is being overspent by £5m per month which is not sustainable and would mean a budget deficit of 16-17% by 2021. There is a need to be more proactive and use resources more effectively.</p> <p>Local services must adapt to meet the needs of the current and future population. More focus and resources need to be put into preventing ill health, keeping people in their homes or communities and adapting services for a growing, ageing and technology enabled population.</p> <p>The 6 key themes for system change are;</p> <ul style="list-style-type: none"> • Prevention and improving population health. • Integrated care in the community. • Transforming urgent and emergency care. • Redesigning pathways of care. • Improving productivity and efficiency. • System reform to achieve better care. <p>The public consultation started on the 28th November and will close on the 20th January 2017. Full details and the consultation survey are available at; http://www.cornwall.gov.uk/shapethefuture</p> <p>Following the consultation period, detailed plans will then be developed with further consultation on any major service changes taking place from summer 2017.</p> <p>Questions and Answers</p> <p>Q. Your presentation refers to an integrated approach, how will this be co-ordinated?</p> <p>A. It is still very early days in the development of the STP but all health and care partners are on board and are working together with local residents to design a more integrated system; One Plan, One Budget. The plan has been developed</p>	<p>ALL</p>
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	<p>with engagement from all health and care partners and we want to continue to involve the local community in developing the solutions over the coming months.</p> <p>Q. In terms of patient care there needs to be a lead contact for carers, it is often difficult to get information and are often past from pillar to post. Who should this be; medical practice, care service etc? Also, there is no system in place for returning medical equipment no longer needed, this is a waste of money as the equipment can be reused?</p> <p>A. We recognise there needs to be a mechanism for recycling equipment and this issue is being raised at our multi-agency board meetings. In terms of a lead contact, this is dependent on the individual circumstances and care needs but we agree there should be a community based solution.</p> <p>Q. Do you feel that Devon, Cornwall and the Isles of Scilly gets fair funding?</p> <p>A. We do frequently lobby central government particularly in terms of its unique and disperse geography, however, we have a budget and we are tasked to work within that.</p> <p>Q. Are you working with colleagues in Devon on the STP to maximise efficiencies for residents?</p> <p>A. Yes, it has to be about two-way communication. We will share the outcomes of our consultations with Northern, Eastern and Western Devon Clinical Commissioning Group to complement their work and vice-versa. Utilising staff and resources to help each other is a key factor and will be highlighted as part of the consultation.</p> <p>Q. How long before a new joined-up, fit for purpose, IT system is in place?</p> <p>A. This is a very complex issue but we recognise that there needs to be an integrated system across the whole service which out of hours GP's etc can access. MAXIMS is an electronic record patient provider and is being used in other areas. If successful, it could be rolled out. There is a project currently underway at Derriford to renew their clinical software systems and to upload records into an integrated electronic system.</p>	
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	<p>Q. The Hearing Centre in Saltash closed without any notice. Patients should have been informed. What happened to their records?</p> <p>A. Patients should have received a letter advising them where to go for future requirements and records should have been transferred accordingly. Contact details to be provided and NHS Kernow to follow up.</p> <p>Q. St Barnabas Hospital could introduce more beds if the lift was in working order and greater use made of the ground floor area. Liskeard Hospital also has 19 beds which are not in use. What is their future?</p> <p>A. No decisions have been made at this stage on the future of any of the hospitals. We want to engage with residents first to better understand the need and future requirements.</p> <p>Q. There are instances in Cornwall where users have to travel 300 miles to access mental health services. There seems to be a lack of support available to users. How will this be addressed through STP?</p> <p>A. We recognise this is an issue and it will form part of discussions as proposals are developed. Mental health is included in our 6 key themes for system change. In Cornwall 5% of people report long term mental health problems which is higher than the national average.</p> <p>Q. STP also links to Housing, Planning, Transport etc. Is there buy-in from all these services and elected Members?</p> <p>A. We are engaging with these services and Members and will continue discussions throughout the process.</p> <p>Q. Some places seem to be doing follow-up appointments by telephone now. Is this being rolled-out?</p> <p>A. Clinicians operate differently. It should be led by what the patient wants.</p> <p>Q. You refer to more use of technology but you cannot rely on internet connections particularly in rural areas.</p>	<p>IC/KK</p>
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	<p>A. Any new systems will need to be resilient. We recognise internet connectivity is an issue and will take this into account when looking at any new system designs.</p> <p>Q. We need to ensure that any savings from public estate buildings in Cornwall is retained in Cornwall.</p> <p>A. There is a separate team looking specifically at the estate assets and we are working closely with the Estates Stream Lead. We also have the Devolution Deal for Cornwall signed by central government which gives us greater powers.</p> <p>Q. NHS Property Services as a landlord should be maintaining buildings and keeping them fit for purpose.</p> <p>A. The backlog of maintenance is currently being reviewed and discussions are ongoing.</p> <p>Q. The difficulty is how you get all individual organisations to implement STP? You also need buy-in from the hospitals.</p> <p>A. All organisations have been involved in discussions from the beginning and will continue to be throughout the process so it will be a plan developed and agreed by all parties. Hospital Senior Leadership Teams have been involved from the start.</p> <p>Q. How will the plan be monitored to ensure its effectiveness?</p> <p>A. Outcome measures have been identified but some will be developed over a number of years so interim measures also need to be in place.</p> <p>The Chairman on behalf of the network thanked Dr Chorlton, Karen Kay and Caroline Court for their attendance and information presentation.</p>	
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3.	<p>Notes of the last meeting</p> <p>The notes of the last meeting held on 27 October 2017 were agreed.</p> <p>Matters Arising</p> <p>CCTV - A briefing session for Cornwall Council Members and Town and Parish Councils in East Cornwall will be held on the 31st January at Liskeard One Stop Shop from 7pm-9pm.</p>	
4.	<p>Neighbourhood Plan Updates</p> <p>No updates were given.</p>	
5.	<p>Cornwall Gateway Network Priorities Update</p> <p>Coastal Community Teams</p> <p>Torpoint</p> <p>In the process of setting up a CIC and aim to have this in place within the next 2-3 weeks.</p>	
6.	<p>Urgent Items</p> <p>Local Devolution Fund</p> <p>CT advised that the CNP had previously agreed allocations from the Local Devolution Fund. A Director Report was submitted and approval was awaited.</p> <p>CT wished to clarify that whilst the total applied for from Saltash Town Council remained the same, there was a minor change to the project elements. Below is an overview of how the Local Devolution Fund for the Cornwall Gateway Community Network Area has been allocated:</p>	

	<table border="1" data-bbox="354 264 1352 856"> <thead> <tr> <th data-bbox="354 264 732 327">Applicant</th><th data-bbox="732 264 1144 327">Proposal</th><th data-bbox="1144 264 1352 327">Amount requested</th></tr> </thead> <tbody> <tr> <td data-bbox="354 327 732 453">Torpoint and Rame Coastal Community (partnership) Team</td><td data-bbox="732 327 1144 453">Establishment of an independent community led company as a partnership body for the economic plan.</td><td data-bbox="1144 327 1352 453">£3,000</td></tr> <tr> <td data-bbox="354 453 732 541">Torpoint and Rame Coastal Community (partnership) Team</td><td data-bbox="732 453 1144 541">Project support and grants officer</td><td data-bbox="1144 453 1352 541">£10,000</td></tr> <tr> <td data-bbox="354 541 732 604">Saltash Town Council (devolution)</td><td data-bbox="732 541 1144 604">Waterfront</td><td data-bbox="1144 541 1352 604">£2,500</td></tr> <tr> <td data-bbox="354 604 732 667">Saltash Town Council (devolution)</td><td data-bbox="732 604 1144 667">Saltash Library survey</td><td data-bbox="1144 604 1352 667">£1,500</td></tr> <tr> <td data-bbox="354 667 732 730">Saltash Town Council (devolution)</td><td data-bbox="732 667 1144 730">Maurice Huggins room</td><td data-bbox="1144 667 1352 730">£8,812</td></tr> <tr> <td data-bbox="354 730 732 793">Saltash Town Council (devolution)</td><td data-bbox="732 730 1144 793">Longstone and Belle Vue toilets</td><td data-bbox="1144 730 1352 793">£9,188</td></tr> <tr> <td data-bbox="354 793 732 856">Maker with Rame Parish Council (devolution)</td><td data-bbox="732 793 1144 856">Cawsand dingy park</td><td data-bbox="1144 793 1352 856">£2,073</td></tr> </tbody> </table> <p data-bbox="313 919 732 955">Road Investment Strategy 2</p> <p data-bbox="313 982 1435 1056">Councillor Witton requested a copy of the revisions that had been made to the Road Investment Strategy (RIS) 2.</p> <p data-bbox="313 1140 873 1176">Community Network Panel Chairman</p> <p data-bbox="313 1203 1435 1276">As it was the last meeting before the Elections, CT on behalf of the network thanked Councillor Austin for his chairmanship of the Panel.</p>	Applicant	Proposal	Amount requested	Torpoint and Rame Coastal Community (partnership) Team	Establishment of an independent community led company as a partnership body for the economic plan.	£3,000	Torpoint and Rame Coastal Community (partnership) Team	Project support and grants officer	£10,000	Saltash Town Council (devolution)	Waterfront	£2,500	Saltash Town Council (devolution)	Saltash Library survey	£1,500	Saltash Town Council (devolution)	Maurice Huggins room	£8,812	Saltash Town Council (devolution)	Longstone and Belle Vue toilets	£9,188	Maker with Rame Parish Council (devolution)	Cawsand dingy park	£2,073	CT
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7.	<p data-bbox="313 1608 719 1644">Dates of meetings for 2017</p> <ul data-bbox="362 1728 1435 1881" style="list-style-type: none"> • Wednesday 7 June – <i>Due to the elections in May, the next Panel Meeting will be held in June.</i> • Wednesday 13 September • Wednesday 6 December 	ALL																								

The meeting closed at 9.25pm.

Contact Officers:

If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
<i>Catherine Thomson</i>	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk
<i>Lisa Grigg</i>	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk

Address: Communities & Devolution Team, St Austell One Stop Shop, Penwinnick Road, St Austell, PL25 5DR

Website: <http://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/cornwall-gateway/>

AGENDA NO: 13

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 5th January 2017 at 7.00 p.m.

PRESENT: Councillors: Mrs Hilary Frank, (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, M Coot, Mrs Jean Dent, J Ellison, D Holley, Mrs S Hooper MBE, A Killea, W Phillips, Mrs J Rance, D Yates.

ALSO PRESENT: 20 Members of the public, 2 Members of the press, P Thistlethwaite - CIC, M Finch – CIC, R Lane - Town Clerk.

APOLOGIES: Councillor: J Shepherd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

378/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

Councillor Mrs G Challen informed the Chairman that she would be recording agenda item 12 Questions.

PRAYERS

Reverend Michelle Parkman led the prayers with special reference to Chris Tandy, previously Mayor's Cadet, who was seriously ill in hospital.

379/16/17 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the 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. To consider dispensations required:

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Mrs S Hooper M.B.E.	12	Non Pecuniary	My husband will ask a question regarding agenda item 21.

- 380/16/17** To approve a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to approve.

- 381/16/17** To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

The Chairman announced that in consideration of the number of members of public attending and the distance some had travelled to the meeting for agenda item 21 it would be taken as item number 10.

CHAIRMAN'S REPORT

Since the last meeting, the Mayor has attended:

Friday 2nd December

Bishop Cornish Christmas Fayre.

Friday 2nd December

Whole school production of "Billy Elliot" at Saltash.net

Saturday 3rd December

Saltash Christmas Event.

Sunday 4 th December	The Licensing of The Rev'd Catherine Sigrist at St. Stephen-by-Saltash Church.
Monday 5 th December	Girlguiding Saltash Nativity and Carol Service at Stephen's Church.
Tuesday 6 th December	Saltash Floral Art Club demonstration at Saltash.net
Wednesday 7 th December	Bishop Cornish School Christmas Production.
Wednesday 7 th December	St. Luke's Hospice "Light up a Life" Service at Saltash Wesley Church.
Thursday 8 th December	Abbeyfield Christmas Coffee morning.
Thursday 8 th December	Saltash & District Age Concern Lunch Club Christmas Luncheon at Burraton Community Centre.
Friday 9 th December	Lunch and Passing Out Parade at HMS Raleigh, Torpoint.
Saturday 10 th December	Switching on the lights at Forder Christmas Service.
Monday 12 th December	An Evening of Christmas Music at Saltash Wesley Church in aid of Dementia Voice PL12.
Tuesday 13 th December	Bishop Cornish Christingle Service at St. Stephens Church.
Wednesday 14 th December	Saltash Rotary Christmas Meal at St. Mellion Golf & Country Club.
Thursday 15 th December	Presentation of a prize from JunkYard Skatepark at St. Stephen's School.
Friday 16 th December	St. Barnabas Hospital League of Friends "Blessing of the Crib" Service.
Friday 23 rd December	Devonport Royal Dockyard Christmas Carol Service.
Friday 23 rd December	Devonport Royal Dockyard Christmas Carol Service.

Saturday 24th December Christmas visit to St. Barnabas Hospital.

The Deputy Mayor has attended:

Friday 2nd December St. Petroc's Society Carol Service at Truro.

Saturday 10th December RWindband Christmas Concert at Saltash Wesley Church.

Friday 16th December Lord Mayor of Plymouth's "Carols by Candlelight".

Thursday 20th December Duke of Edinburgh Award Presentation Evening at Saltash Guildhall.

It was **RESOLVED** to note.

MONTHLY CRIME FIGURES

Monthly Crime Figures (October 2016)

Crime types reported:

Anti-social behaviour	39
Bicycle theft	1
Burglary	5
Criminal damage and arson	5
Drugs	0
Other crime	1
Other theft	14
Possession of weapons	0
Public order	0
Robbery	0
Shoplifting	2
Theft from the person	0
Vehicle crime	1
Violence and sexual offences	18

It was **RESOLVED** to note.

REPORT BY COMMUNITY ENTERPRISES PL12

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

Mr P Thistlethwaite and Mr M Finch updated members on CIC activity to date and the new bus service to Derriford Hospital.

It was **RESOLVED** to note.

382/16/17 PHILLIP CONFUE, CHIEF EXECUTIVE OF THE CORNWALL PARTNERSHIP NHS FOUNDATION TRUST – THE FUTURE OF ST. BARNABAS HOSPITAL

Mr P Confue spoke and responded to members' questions on the NHS Sustainability and Transformation Plan to engage and consult with the public on health and social care needs.

He went on to respond to members' questions regarding the temporary closure of St Barnabas MIU stating that the closure was due to not being able to recruit trained nursing staff as there are not enough trained nurses available.

He also commented that due to the age of the property, long term investment proposals are being reviewed against the suitability of the building as an MIU, especially given its proximity to Derriford Hospital.

In closing, he stated that he will send further and updated information to members.

It was **RESOLVED** to note.

383/16/17 WAR MEMORIALS

- a. Ownership.

The Chairman presented the following report and recommendations:

War Memorial Trust guidance states that ownership of memorials must be established before any names are added. While there is evidence showing that the Great War and Second World War memorials situated by the Church of St. Nicholas and St. Faith were conveyed to the Borough of Saltash (as it was at the time) from the Church in 1925, there are no documents showing that the War Memorial in St. Stephen's was conveyed in to Borough ownership.

The Town Clerk has accordingly been in contact with the Diocese to establish ownership of the St. Stephen's War Memorial. The response received from the Diocese in December suggests that since the Memorial is on consecrated ground within the churchyard of St. Stephen's Churchyard it actually belongs to the Diocese.

We as a Town Council therefore have no legal ownership of the War Memorial in St. Stephens. Anyone wishing to have names added to that Memorial is advised to apply to the Diocese, through the PCC.

Having noted that, I would like to make a proposal from the Chair, that STC supports any decision reached by the Diocese regarding the addition of names to the St. Stephen's War Memorial, and that in the event that the Diocese decides that names should be added to the War Memorial, that Saltash Town Council bears the financial costs, to a reasonable sum, of having those names added.

b. Research

Guidance from the War Memorial Trust also states that before any additions or alterations are made to any War Memorial, research must be made in to details such as names and dates to ensure that information is accurate. A tremendous amount of research has been carried out, both by councillors and by members of the public. I would like to pay tribute to all their research, especially as it has been conducted on a voluntary basis.

Turning to the research conducted by Mr. Peter Clements: he has discovered that there are possibly as many as 51 people from Saltash who died in the service of their country but whose names are not recorded. 24 of these are actually buried within St. Stephen's Churchyard. He has discovered other anomalies too, such as inaccurate spellings.

I am keen for an accurate position to be established as soon as possible to enable us to properly honour those who have given their lives. I would therefore like to propose that at the forthcoming meeting to set the precept for the next financial year we set aside a sum of money sufficient to employ a freelance researcher to expedite the research. The Town Clerk has had preliminary discussions with Peter Clements about this, but I'd like to ask that the Town Clerk brings an estimate of costs involved to the precept meeting to enable us to have a reasoned debate.

Further, I would like the precept meeting to discuss setting aside a sum of money to enable us to honour those sons and daughters of Saltash who have paid the ultimate sacrifice but whose names are not recorded anywhere. Accordingly, I'd like to ask the Town Clerk to bring estimates of costs, including the erection of a new memorial, to the precept meeting.

To summarise:

Recommendation 1: that STC agrees to support any decision reached by the Diocese regarding the inclusion of names on the St. Stephen's War Memorial, and that in the event the Diocese decides that names should be added, that Saltash Town Council bears the financial costs, to a reasonable sum, of having those names added.

Recommendation 2: that at its forthcoming precept meeting STC debates the expenditure for paid research, with a view to including such expenditure in the precept for the financial year 2017/18.

Recommendation 3: that at its forthcoming precept meeting STC debates the expenditure necessary to honour those from Saltash who have paid the ultimate sacrifice but whose names are not currently recorded on any war

memorial, with a view to including such expenditure in the precept for the financial year 2017/18.

Following the report the Chairman agreed to take agenda item 12 Questions from the public as the next item of business.

6 members of the public presented questions related to the agenda item regarding War Memorials.

1. Ownership

RECOMMENDATION 1.

That STC agrees to support any decision reached by the Diocese regarding the inclusion of names on the St. Stephen's War Memorial, and that in the event the Diocese decides that names should be added, that Saltash Town Council bears the financial costs, to a reasonable sum, of having those names added.

Following a debate, the results of the recorded vote were as follows:

<u>Councillor</u>	<u>Vote</u>
Austin	Against
Bickford	For
Brady	For
Challen	For
Coot	For
Dent	Against
Ellison	For
Frank	Abstained
Holley	Against
Hooper	For
Killeya	For
Phillips	For
Rance	For
Shepherd	Absent
Yates	For

10 for, 3 against, 1 abstention.

It was **RESOLVED** that Saltash Town Council applies to the Diocese to have the names of Bernard Jasper and Leslie Tibbs added to the St. Stephen's War Memorial; and that in the event the Diocese decides the names should be added, STC bears the financial costs, to a reasonable sum.

2. To consider a report and recommendations from the sub group regarding Fire Fighters killed in 1941 WW2 (Pursuant to Burial Board minute number BB40/16/17)

NOTED.

3. To consider a letter from Mr P Clements regarding the war memorials and Roll of Honour.

Letter from Mr Peter Clements dated 2nd December 2016.

Dear Saltash Town Councillors.

At the 15th November 2016 Saltash Town Council meeting the individual names on the Royal British Legion, Saltash and District Branch 'Roll of Honour' for Saltash and St. Stephens by Saltash parishes were read out aloud. These 'Rolls of Honour' are based on the individuals whose names are on the Saltash and St. Stephens by Saltash War Memorials.

At the end of reading the lists of individual names all there said 'We will remember them'.

Because they were are and were named individually and remembered as individuals, not as an autonomous group of the war dead, I must ask: Do you know who all those individuals named on the 'Roll of Honour' and War Memorials are?

If so, please could you tell me who:

The St. Nicholas & St. Faith War Memorial has 'First' name initials only.
(The Saltash Branch of the Royal British Legion 'Roll of Honour' does have some first names)

First World War.

C BUCKINGHAM	<i>(Charles?)</i>
G E FREEMAN	<i>(Gilbert E?)</i>
P G GILBERT	<i>(?)</i>
S E GOULD	<i>(Sidney E?)</i>
J C (or G) C. LAMERTON	<i>(?)</i>
R A PRESTON	<i>(Robert A?)</i>

Second World War

W BAILEY	<i>(Wilfred?)</i>
M MITCHELL	<i>(Merrick?)</i>
W PAISH	<i>(William?)</i>
E A PIECE	<i>(Evelyn A?)</i>
W C RICHARDS	<i>(William C?)</i>
E ROGERS	<i>(Eric?)</i>
G W SMITH	<i>(George W?)</i>
G WESTON	<i>(George?)</i>

The St. Stephens by Saltash War Memorial does have 'First' names.

First World War

BOND Frederick
COOMBE William
CROOK Samuel
DYER Herbert H
GORMAN Frederick
HEATH Robert M^cI

Second World War

(CUMMINGS is an incorrect spelling. It should be CUMMINS (no 'G'))

WILLIAMS George.

are?

There is one name on the Saltash 1939-1945 War Memorial that is not on the 'Roll of Honour'.

R J WIDDECOMBE

The Commonwealth War Graves Commission shows that he was Ronald James Widdecombe. Flying Officer, 124521, 199 Sqdn., Royal Air Force Volunteer Reserve who died on 24 August 1943 Age 22. The son of Alfred Stanley Horrell Widdecombe and Eva Jennie Widdecombe, of Saltash, Cornwall.

Please can his name also be included on any list read out aloud at future Civic Remembrance Services and other Saltash Town Council meetings whenever those lists are used?

There are also over 50 Saltash and St. Stephens by Saltash Great and Second World War Casualties not named on Saltash or St. Stephens War Memorials or included in the 'Roll of Honour'.

I have identified the following Names of First and Second War Casualties with a St. Stephens by Saltash or Saltash connection: whose names are not on Saltash Parish or St. Stephens by Saltash Parish or Borough of Saltash War Memorials.

Buried in St. Stephens Churchyard

WW1:

AMBROSE. T. T.

BENNY. C.

HOCKING. Walter Norman.

LOVELL. R.

MUCKLER. J.

PENNA. R. J.

RACKHAM. B. J.

READ. Harry Croad.

ROBINSON. M. H.

TAMBLYN. F. T.

TOFTS. John Richard.

WIDDICOMBE. William Henry.

WW2:

BLACKMAN. Alfred William.

DALE. William J.

EDWARDS. Alfred.

LONGHURST. William George.

MASEY. Alfred Vernon Samuel.

MILLS. Hedley Thomas.

MOORMAN. Leonard William.

STATTON. Thomas.

STONE. George.

THORN. Albert Edward.

Among the Saltash Civilian War Casualties listed by the Commonwealth War Graves Commission are two whose names, *unlike the other seven Saltash civilian war casualties who died on the same night*, are not on the War Memorial.

BROOKING. Aaron

EALES. Walter

There are Great World War and Second World War Casualties: who have no known grave or are buried elsewhere, with connections to St. Stephens by Saltash Parish or Borough of Saltash; whose names are

not on the Borough of Saltash or St. Stephens by Saltash Parish War Memorials.

WW1

BALSDON. Morley.

BENNETT. W G S.

BILLING. Frederick.

CHAPMAN. Louis.

DAWE. George Herbert.

FLETCHER. Jacob.

HARRIS. William.

HOSKING. William Alfred.

LANGMAID. William.

LUCAS. John Henry.

MARTIN. Fairlie Russel.

MUNRO. Donald.

NORMAN. William Henry.

PEARCE. Charles Guy.

TRETHEWEY. James Bassett.

WHITBURN. Herbert Claud.

WHITE. W.

WW2

BENNETT. William Arthur James.

DAVIS. Sidney C.

DEACON. William John.

FOOT. Rodney Collum.

GODFREY. William Alexander.

LOCK. Edward James.

REES. Thomas Edward Lionel

SCRIPPS. Terence Austin.

SOBEY. William Raby.

VINCENT. Clifford Edward.

This is not a definitive list of Saltash and St. Stephens by Saltash War Casualties not on 'our' War Memorials – there may be more.

Before any additions, alterations or corrections are made to Saltash or St. Stephens by Saltash War Memorials please can proper 'research' be conducted?

Researching and establishing 'ownership'; the history of the war memorial and all the names, dates, facts and details - making sure these are correct, especially the spellings.

And please can this be done before, not after, any additions, alterations or corrections are made.

Thank you

Yours sincerely.

Peter Clements.

We will remember them.

RECOMMENDATION 2

That at its forthcoming precept meeting STC debates the expenditure for paid research, with a view to including such expenditure in the precept for the financial year 2017/18.

It was **RESOLVED** that at its forthcoming precept meeting STC debates the expenditure for paid research, with a view to budgeting for such expenditure.

RECOMMENDATION 3

That at its forthcoming precept meeting STC debates the expenditure necessary to honour those from Saltash who have paid the ultimate sacrifice but whose names are not currently recorded on any war memorial, with a view to including such expenditure in the precept for the financial year 2017/18.

It was **RESOLVED** that at its forthcoming precept meeting STC debates the expenditure necessary to honour those from Saltash who have paid the ultimate sacrifice but whose names are not currently recorded on any war memorial, with a view to budgeting for such expenditure.

Councillor Brady left the meeting.

384/16/17 CORNWALL COUNCIL REPORT

- a. To receive report from Saltash Cornwall Councillors.

Cornwall Council Report to Saltash Town Council - January. 2017

COMMUNITY INFRASTRUCTURE LEVY

Cornwall Council is asking residents, businesses and developers for their views on proposals to introduce a planning charge on new developments in Cornwall which can then be used to fund infrastructure projects such as new or safer road schemes, flood defences, new schools and health facilities. The charges apply to retail development and all sizes of housing development and will be used to part replace funding collected through S106 agreements. The consultation period ends on 14th February. People can give their views via the online survey at www.cornwall.gov.uk/CIL or can visit their local library and one stop shop where paper copies of the survey will be available

RENEWABLE ENERGY

Over the past four years the Council has worked with partners to introduce a range of innovative projects designed to make the most of Cornwall's natural resources. As a result, Cornwall now produces around 32% of the electricity required to light its homes and run its businesses from renewable energies. Specific Cornwall Council-led projects include solar energy (Cornwall became the first local authority in the UK to develop its own solar farm) and electric cars (Cornwall secured Government funding to create the most comprehensive electric vehicle charging network in rural Europe, with charging points installed at 26 locations across Cornwall).

MOVE FROM 3 TO 4 DIRECTORATES

Cornwall Council is currently in a transition phase of moving from three to four Directorates. The following permanent appointments were announced in December:

Service Director for Environment - Peter Marsh.

Service Director for Commercial Services - Kieran Topping.

Service Director for Strategy and Engagement - Jessie Hamshar.

Service Director for Housing - Jon Lloyd-Owen.

RECYCLING RATES

Data released in December indicates that the combined recycling and composting rate for waste from households in the UK stood at 44.3% in 2015 – falling from the 44.9% rate recorded in 2014. You can help reverse this trend by increasing your recycling. Full recycling information on how, what and where you can recycle can be found on the Cornwall Council website. Real Christmas trees will be collected for free in the weeks starting 9th and 16th January. Put your tree out on your normal rubbish collection day on the alternate week to your recycling collection. The trees will be shredded and composted.

It was **RESOLVED** to note.

385/16/17 COMMUNITY NETWORK AREA REPORT

- a. Community Network Area Report for noting or matters arising.

It was **RESOLVED** to note the next meeting will be held in the Guildhall on the 12th January 2017 at 7.30 p.m. which will be a one item meeting to consider the NHS Sustainability and Transformation Plan Options to be preceded by a drop in session from 5.30 p.m.

386/16/17 QUESTIONS FROM THE PUBLIC

All questions were taken under agenda item 10 War Memorials.

387/16/17 MINUTES

The minutes of the meetings of the Town Council held on Thursday 1st December 2016 and Tuesday 13th December 2016 were confirmed and signed as a correct record.

It was **RESOLVED** to approve subject to the minutes of the meeting of the Town Council held on Thursday 1st December 2016 page 4082 line 11 delete “and re-mortgaged their homes”.

388/16/17 MATTERS ARISING FROM THE MINUTES

None.

389/16/17 FINANCE

a. To advise the following receipts in:

ii. November 2016

	Details	Net	VAT	Gross	S106
Barclays	Loyalty Reward	£7.82	£0.00	£7.82	
Replacement Mayors Badge Income		£24.16	£4.83	£28.99	
Guildhall Income		£638.12		£638.12	
Photocopying Fees		£7.33	£1.47	£8.80	

Public Sector Deposit Fund	Interest	£49.62	£0.00	£49.62	
St. Stephens	Burial Fees - October 2016	£600.00	£0.00	£600.00	
Zurich	Insurance Payment - Ride on Mower	£1,279.00	£0.00	£1,279.00	

b. To advise the following payments in:

ii. November 2016

Supplier	Details	Net	VAT	Gross	S106
Able Print	Civic Prints	£20.00	£0.00	£20.00	
Backbone Media	Town Messenger	£300.00	£0.00	£300.00	
Barclays	Bank Charges	£31.27	£0.00	£31.27	
Chris Wells	Churchtown - Burial Plots Plan	£495.00	£0.00	£495.00	
Chubb Fire Ltd	Fire Extinguisher Rental Fees	£31.92	£6.38	£38.30	
Coop Saltash	Saltash Parking Scheme	£280.00	£0.00	£280.00	S106 Waitrose
Cormac Solutions Ltd	Repairs to Toilets	£310.81	£62.16	£372.97	
Cormac Solutions Ltd	Longstone - Cleaning Charges - Sept 2016	£700.47	£140.09	£840.56	
Cormac Solutions Ltd	Belle Vue - Cleaning Charges - Sept 2016	£423.07	£84.61	£507.68	
Cormac Solutions Ltd	Waterside - Cleaning Charges - Sept 2016	£608.00	£121.60	£729.60	

Cormac Solutions Ltd	Longstone - Cleaning Charges - Oct 2016	£700.47	£140.09	£840.56	
Cormac Solutions Ltd	Waterside - Cleaning Charges - Oct 2016	£608.00	£121.60	£729.60	
Cormac Solutions Ltd	Belle Vue - Cleaning Charges - Oct 2016	£423.07	£84.61	£507.68	
Cormac Solutions Ltd	Repairs to Toilets	£40.00	£8.00	£48.00	
Cornwall Council	Pensions - October 2016	£2,929.94	£0.00	£2,929.94	
Cornwall Council	Rates - Maurice Huggins	£77.60	£0.00	£77.60	
Cornwall Council	Rates - Guildhall	£690.00	£0.00	£690.00	
Cornwall Council	Rates - Waterside	£85.00	£0.00	£85.00	
Cornwall Farmers	Strimmer Repairs	£71.43	£14.29	£85.72	
Cotton Taxis	Staff Travelling Expenses	£18.00	£0.00	£18.00	
Cotton Taxis	Staff Travelling Expenses	£18.00	£0.00	£18.00	
Councillor Travelling Expenses		£30.60	£0.00	£30.60	
Crown Copiers	Printer Maintenance	£237.21	£47.44	£284.65	
D C Ryland	Summer Hanging Baskets	£1,510.00	£0.00	£1,510.00	S106 Lidl
Ellis Whittam Ltd	Legal Expenses Insurance	£163.50	£0.00	£163.50	
Ellis Whittam Ltd	Fees	£2,250.00	£450.00	£2,700.00	

EON	Electricity - Guildhall	£289.46	£57.89	£347.35	
EON	Electricity - Churchtown	£12.43	£0.62	£13.05	
EON	Electricity - Churchtown	£5.64	£0.28	£5.92	
EON	Electricity - Guildhall	£144.52	£28.90	£173.42	
Ftas Group Ltd	Road Closure Deposit - Christmas Event	£170.63	£34.13	£204.75	
Glendale Grounds Maintenance	Grounds Maintenance – November 2016	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Maintenance	Tree Works - Pillmere	£450.00	£90.00	£540.00	
Hine Brothers	Memorial Peace Garden	£720.00	£0.00	£720.00	
Hine Brothers	Memorial Peace Garden	£120.00	£0.00	£120.00	
Hine Brothers	Elwell Woods - Tree	£50.00	£0.00	£50.00	
Hine Brothers	Memorial Peace Garden	£200.00	£0.00	£200.00	
HMRC	PAYE Payment - October 2016	£2,840.19	£0.00	£2,840.19	
Hudson Accounting	Internal Audit	£325.00	£0.00	£325.00	
ICOM	Telephone Charges	£56.79	£11.36	£68.15	
IRQ Systems Ltd	IT Upgrade	£210.00	£42.00	£252.00	
IRQ Systems Ltd	IT Maintenance	£240.25	£48.05	£288.30	
Junkyard	Youth Work	£3,500.00	£0.00	£3,500.00	

Kalan Gwav 2016	Festival Fund	£1,000.00	£0.00	£1,000.00	
Livewire	Youth Work	£5,000.00	£0.00	£5,000.00	
Mayors Allowance		£320.00	£0.00	£320.00	
Michael Spiers	Repairs to Civic Regalia	£300.00	£60.00	£360.00	
MP Landscaping	Cemetery Wall Repairs	£3,850.00	£0.00	£3,850.00	
OTIS	Lift Maintenance	£491.26	£98.25	£589.51	
Outlook South West	Refund of Overpayment on Room Bookings	£150.75	£0.00	£150.75	
P & O Removals	Heritage Centre	£420.00	£0.00	£420.00	
Peter	Summer Arts Festival	£50.00	£0.00	£50.00	S106 Waitrose
Petty Cash		£47.24	£0.00	£47.24	
Plymouth City College	Staff Training	£150.00	£0.00	£150.00	
Quickstore	Heritage Centre - Storage	£50.88	£10.18	£61.05	
Quickstore	Heritage Centre - Storage	£87.68	£17.54	£105.22	
Royal British Legion	Wreath	£100.00	£0.00	£100.00	
Royal British Legion	Wreath	£25.00	£0.00	£25.00	
SafeLincs	Cemetery Storage	£259.99	£52.00	£311.99	
Saltash DIY	Various Equipment for Guildhall Misc Maintenance	£145.72	£29.14	£174.86	
Saltash Town Band	Remembrance Sunday	£200.00	£0.00	£200.00	

Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saltash Youth Council	Grant	£3,000.00	£0.00	£3,000.00	
Screwfix	Fire Door Repairs	£99.99	£20.00	£119.99	
South West Water	Water - Guildhall	£115.76	£0.00	£115.76	
Staff Salaries		£60.00	£0.00	£10,650.09	
Staff Travelling Expenses		£107.45	£0.00	£107.45	
Tartendown Nurseries	Summer Hanging Baskets	£864.00	£172.80	£1,036.80	S106 Lidl
The Bookshelf	Saltash Parking Scheme	£100.80	£0.00	£100.80	S106 Waitrose
ToiletTwinning.org	Toilet Twinning Fee	£60.00	£0.00	£64.00	
TV License - Guildhall		£145.50	£0.00	£145.50	
UK Fuels	Petrol - Cemetery Equipment	£78.27	£15.65	£93.92	
W C Rowe	Saltash Parking Scheme	£56.00	£0.00	£56.00	S106 Waitrose
Westcare	Stationery	£68.37	£13.67	£82.04	
Westcare	Stationery	£25.98	£5.20	£31.18	
Western Web	Website Maintenance	£60.00	£12.00	£72.00	
WPS Insurance	Insurance	£180.21	£0.00	£180.21	

- 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 30th November 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

390/16/17 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:

PA16/11063

W Benn - 12 Essa Road, PL12 4ED.

Variation of condition 2 (in accordance with approved plans) of application PA16/04702 dated 30.03.16. (Material Amendment to convert existing Annexe into two new dwellings in place of demolition).

Ward: East

Date received: 15.12.2016.

It was resolved to **RECOMMEND REFUSAL:**

Object due to design that is out of keeping with the street scene particularly with respect to the roof.

Note: We have no objection in principle to the increase in height or the proposal to convert rather than demolish.

PA16/11486Diocese of Plymouth – **67 Hillside Road, PL12 6EZ.**

Alterations to the single attached garage.

Ward: East

Date received: 16.12.2016.

It was resolved to **RECOMMEND APPROVAL.**

d. Tree applications/notifications:

iii. Applications – None.

iv. Notifications:

1 Elmside, Marina Villas, Saltash.

To note a Variation Order to the Tree Preservation Order 2015.

Following a review of the 1 Elmside Marina Villas Saltash Tree Preservation Order 2015 the Cornwall Council has decided to vary it in order to rectify some minor errors, including changing the Schedule to correctly reflect the number of Beech trees in G1 as 3 rather than 5, and a new map to show the minor revision to the position of T1.

It was **RESOLVED** to note.

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.

391/16/17 CONSIDERATION OF LICENSE APPLICATIONS

Premises name and address: Co-op, 51-59 Fore Street, Saltash, PL12 6AL.

Applicant: Co-operative Group Food Limited.

Application Accepted: 9th December 2016.

Application Type: Minor Variation – restructure of the shelving units inside the premises.

Licensable Activities: Amendment to plan.
Ref: 00107PL14P
Case Officer: Claire Green, Bodmin – (01579) 341239

It was **RESOLVED** note.

392/16/17 CORRESPONDENCE

None.

393/16/17 TO REPORT THE RESIGNATION OF A WARD COUNCILLOR AND CONSIDER OPTIONS FOR FILLING THE VACANCY

It was **RESOLVED** that as there is limited time to fill the vacancy due to elections taking place in May to appoint a new council the vacant seat will not be filled.

The Chairman recorded the thanks of the council for all the hard work and time Mr Russell had dedicated during his time as a councillor.

394/16/17 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

The minutes of the meetings of the Burial Authority held on Wednesday 7th December 2016, the Burial Board held on Wednesday 7th December 2016 and the Policy and Resources Committee held on Tuesday 13th December 2016 were confirmed and signed as a correct record.

Burial Authority Wednesday 7th December 2016 Information to Full Council

Minute 23/16/17

To consider a request for the purchase of cemetery land.

It was **NOTED** that the Burial Authority Committee will investigate the sale of land at Churchtown Cemetery.

Minute 24/16/17

To receive the current committee budget statement.

It was **RESOLVED** that an Apprentice be considered for Churchtown Cemetery at the next Staffing Committee.

Policy and Resources Committee Recommendations 13th December 2016

Councillors Mrs S Hooper MBE, Mrs J Rance and Coot declared interests in the next agenda items and left the meeting.

Minute 90/16/17

To consider Festival Fund applications.

1. Saltash Music, Speech and Drama Festival requesting £1000 for a competitive festival for young people and adults, schools and clubs, in the Arts of Speech, Drama, Singing and Instrumental.

It was **RESOLVED** to refuse the application at this stage due to current surplus funds however STC will consider any future applications including within the current financial year.

2. Saltash May Fair requesting £3,000 to support the May Fair event plans to introduce a professional stage and increase the amount of popular entertainment acts.

It was **RESOLVED** that:

- a. STC supports the festival fund application.
- b. STC approve funding of items not covered by S106 funding.
- c. STC fund up to a maximum value of £2,000.
- d. Quotes are received for review by the Chairman of The Policy & Resources Committee, The Mayor and Town Clerk prior to disbursement of funds.

Councillors Mrs S Hooper MBE, Mrs J Rance and Coot were invited and re-joined the meeting.

Minute 97/16/17

To receive a report on Guildhall Loop System and Quotation Including Conference Microphone System.

It was **RESOLVED** that Funds of £1,000 be allocated from General Reserves to EMF Guildhall Maintenance to cover the cost of the hearing loop.

Minute 99/16/17

Finance

It was **RESOLVED** that funds of £5,000 be allocated from General Reserves to EMF Robes and Civic Regalia to cover the cost of the Civic Robes.

395/16/17 COUNCIL TAX REFERENDUM PRINCIPLES 2015-17 (PREVIOUSLY CIRCULATED) UPDATE

The Chairman reported that the Secretary of State for Communities and Local Government had announced the publication of the provisional 2017/18 Local Government Finance Settlement.

Within this announcement he had said that the proposed introduction of Council Tax referendum limits to Larger Town and Parish Councils will be deferred in 2017/18.

He did however state that the Government will continue to monitor the situation and that he would expect Town and Parish Councils to clearly demonstrate restraint and that the Government would look to make excessive increases more transparent.

It was **RESOLVED** to note.

396/16/17 PUBLIC CONSULTATION – NON EMERGENCY PATIENT TRANSPORT

NHS Kernow would like draw your attention to a public consultation regarding the future of non-emergency patient transport.

The public consultation will run for 12 weeks from 12 December 2016 until 6 March 2017. More details of the engagement, including a link to the full engagement document and how you can have your say, can be found on the NHS Kernow website at:

<https://www.kernowccg.nhs.uk/get-involved/consultation/non-emergency-patient-transport/>

The above web page also contains a link to a survey that we would like as many people as possible to complete.

Will you please cascade this information to people in your network, and anyone else that you think might be interested?

Yours sincerely

Neal Chambers

Neal Chambers
Patient and Public Involvement Manager
NHS Kernow Clinical Commissioning Group
Sedgemoor Centre, St Austell.

It was **RESOLVED** to note.

397/16/17 CCTV – BRIEFING EVENING 31.01.2017. AT THE LISKEARD ONE STOP SHOP

CCTV Briefing Evening: 31 January 2017, Liskeard, 7-9pm (Initial Invitation)

You/your Council are invited to attend a briefing session about CCTV, to be held on 31 January 2017, from 7-9pm at the Liskeard One Stop Shop, Luxstowe House, Liskeard, PL14 3DZ.

A further, identical session will be arranged in February, elsewhere in East Cornwall, for those of you who cannot make the January date or travel to Liskeard.

Further details will be provided in the New Year, but the evening will include:

- A presentation from Cornwall Fire, Rescue & Community Safety Service on the successful Town Centre CCTV service they provide to several towns in Cornwall.
- An introduction to the potential opportunities for local communities, large and small, to benefit from this service in the future, should they wish to do so.

- A briefing from the Office of the Police & Crime Commissioner about the potential support available to help such communities provide new and/or improve existing CCTV provision.

Coffee and tea will be available on arrival, together with pasties and light refreshments.

Please could you let your Community Link Officer know by **16 January** whether you will be able to attend (or would like to attend the 2nd session) and how many representatives you will be sending.

Kind regards,

Steve Foster

Communities Area Manager, East Cornwall

Community Link Officer, Caradon CNA

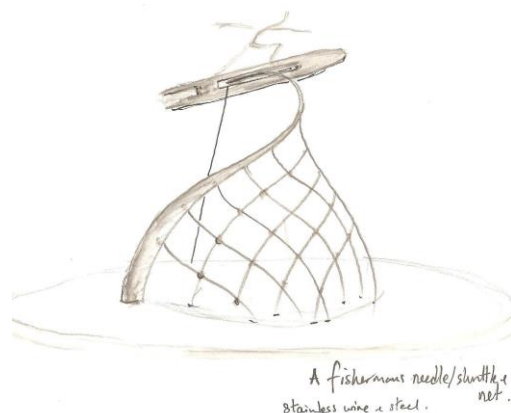
It was **RESOLVED** to note.

398/16/17 TO CONSIDER THE REPLACEMENT OF THE GUILDHALL BOILER – COUNCILLOR PHILLIPS (Pursuant to FTC 03.11.16. minute number 310/16/17)

It was **RESOLVED** to defer to the next Policy and Resources Committee Meeting for further consideration of new information.

399/16/17 CARKEEL ROUNDABOUT CENTRE DISPLAY – UPDATE FROM COUNCILLOR AUSTIN

Councillor Austin updated members on proposals for a roundabout display on the Carkeel Roundabout.



Set out below is a series of sketches we came up with and above is the favourite so far so I will go into the details we are thinking of.

1. Materials - stainless steel with stainless wire for the net.
2. Placed on a circular platform 2 mtrs high by 10 mtrs diameter (to overcome the chevron signs) with a concave diameter wall (to suite safety requirements).
3. We would need a 240v supply at the base of the net which would need transforming down to about 12v to suite the LED display.
4. Display – the net will be wired LED coloured lights driven by a microprocessor and SD card. Displaying various designs eg. Cornish flag, mine engine house, sailing boat, walkers, map of Cornwall, happy Christmas/new year.

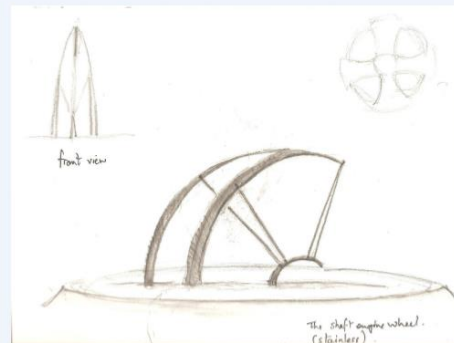
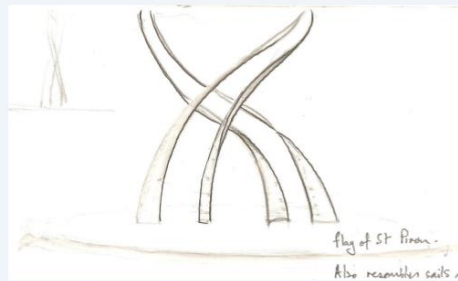
Bob Austin

Town & Cornwall Councillor

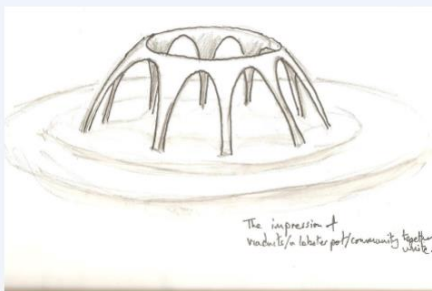
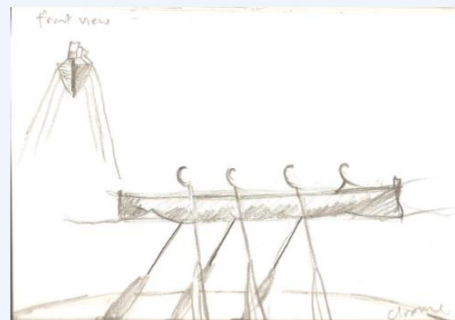
Saltash West

Carkeel Roundabout Top design

1



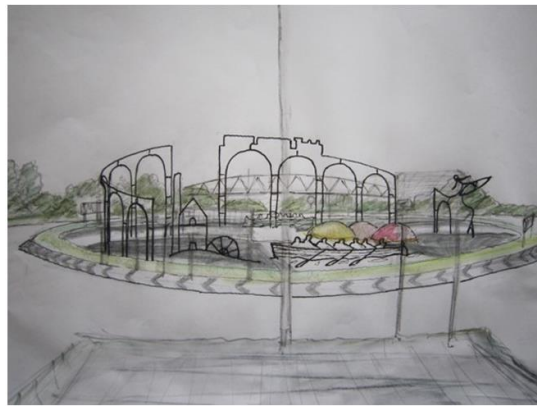
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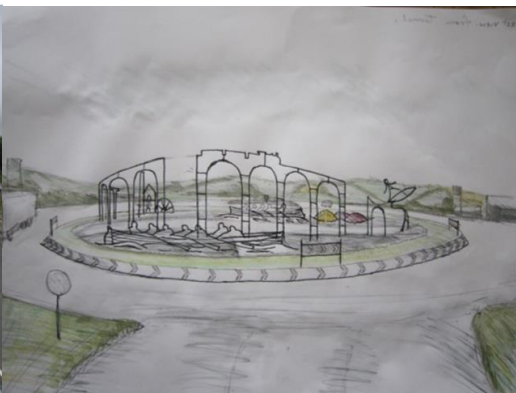
Aerial View



View from west (Services area)



View from East (From Tunnel)



View from North (Waitrose)**View from South from Saltash**

It was **RESOLVED** to note.

400/16/17 MEET YOUR COUNCILLORS:

- a. Arrangements for future meetings.

It was **RESOLVED** Councillors Phillips, Dent and Yates will attend the next meeting in Fore Street to be held on Saturday 7th January.

401/16/17 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.

402/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

Saltash Station

Councillor Bickford Chairman of the Saltash Station Working Group updated members on progress to date.

It was **RESOLVED** to note.

403/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

404/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

405/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

1. Co-op Closure from 2 p.m. on 19th January to 3rd February 2017 to allow refurbishment works to take place.
2. Decision not to fill the vacant north ward seat due to the lack of time leading up to the council elections in May.
3. War Memorial resolutions as passed at this meeting.

406/16/17 DATE OF NEXT MEETING

Tuesday 17th January 2017 at 6.15 p.m.
Thursday 2nd February 2017 at 7.00 p.m.

407/16/17 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 10.30 p.m.

Signed: _____

Chairman

Dated: _____

AGENDA NO: 13

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 17th January 2017 at 6.15 p.m.

PRESENT: Councillors: Mrs H Frank (Chairman), R Bickford, J Brady, Mrs J Dent, J Ellison, D Holley, A Killeya, W Phillips, J Shepherd, D Yates.

ALSO PRESENT: 1 Member of the Public, R Lane - Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: Councillors: R Austin, M Coot, Mrs G Challen, Mrs S Hooper MBE, Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

408/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

409/16/17 DECLARATIONS OF INTEREST

- e. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- f. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

g. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Ellison	6C - PA16/11347	Non Pecuniary	Neighbour
Bickford	6C – PA16/12044	Non Pecuniary	Governor

410/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

411/16/17 To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to note.

412/16/17 QUESTIONS FROM THE PUBLIC

None.

413/16/17 PLANNING

- a. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.
- b. It was noted that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.

c. Applications for consideration:

Councillor Ellison declared an interest in the next agenda item and left the meeting.

PA16/11347

D Bennetts – **The Sheds, Elwell Road, PL12 6AP.**

Variation of condition 2 (plans approved) in respect of decision PA16/02493 to allow minor material amendments to the design of plots 1 and 2.

Ward: East

Date received: 10.01.2017.

It was resolved to **RECOMMEND APPROVAL** subject to the west elevation side window on the first floor being obscure glass.

Councillor Ellison was invited and returned to the meeting.

PA16/11562

D Bennetts – **Polmear, Homer Park, PL12 6HJ.**

Erection of two contemporary detached dwellings.

Ward: North

Date received: 05.01.2017.

It was resolved to **RECOMMEND APPROVAL** subject to a minor amendment to increase the number of parking spaces.

PA16/11673

D Honey, Westcountry Skip Hire – **Specialist Skip Hire Ltd., Kingsmill Road, Carkeel, PL12 6LD.**

Construction of boundary barrier.

Ward: North

Date received: 09.01.2017.

It was resolved to **RECOMMEND APPROVAL**

PA16/11951

Mr & Mrs A Conway - **31 Trelawney Road, PL12 4DB.**

Erection of first floor side extension over existing lean-to.

Ward: East

Date received: 06.01.2017.

It was resolved to **RECOMMEND APPROVAL**

Councillor Bickford declared an interest in the next agenda item and left the meeting.

PA16/12044

Cornwall Council – **St Stephens Infant & Junior School, Long Park Road, St Stephens, PL12 4AQ.**

New single storey classroom block and associated accommodation, extension to existing school hall, refurbishment of existing reception washroom facilities and overall associated external works.

Ward: South

Date received: 10.01.2017.

It was resolved to **RECOMMEND APPROVAL**

Councillor Bickford was invited and returned to the meeting.

PA16/12169

Mr & Mrs Martin & P Rodea – **39 Clear View, PL12 6HD.**

Demolition of an existing garage and the formation of side and front extensions.

Ward: East

Date received 05.01.2017.

It was resolved to **RECOMMEND APPROVAL**

PA17/00039

Mr and Mrs JH McKinley - **90 Liskeard Road, PL12 4RH.**

Increase the height of the existing front porch for the eaves to align with the house eaves.

Ward: North

Date received: 05.01.2017.

It was resolved to **RECOMMEND APPROVAL**

d. Tree applications/notifications:

v. Applications – None.

vi. Notifications – None.

vii.

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.

414/16/17 LICENSING:

Premises Name and Address: Jennifer's, 61 Fore Street,
Saltash, PL12 6JW.

Applicant: Jennifer Foster.

Application accepted: 10.01.2017.

Application type: New.

Licensable Activities: Alcohol.

Ref: LI17_000152

Representations Deadline: 07.02.2017.

Case Officer: Michelle Honey, Bodmin.

It was **RESOLVED** to note.

415/16/17 CORNWALL COMMUNITY INFRASTRUCTURE LEVY PRELIMINARY DRAFT CHARGING SCHEDULE CONSULTATION

The Chairman encouraged members to respond to Cornwall Council's consultation on the Community Infrastructure Levy Preliminary Draft Charging Schedule.

It was **RESOLVED** to note.

416/16/17 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.

417/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

It was **NOTED** that this item had to be taken in confidential session due to commercial confidentiality.

Station Building

The Station Working Group updated members on the Station Site and Building proposal. It was emphasised that there was still some way to go before any proposal could be completed, and further that any plans for the site would be subject to public consultation.

It was unanimously **RESOLVED** that in principle Saltash Town Council:

1. Agrees to support the emerging proposal, subject to further negotiations and the acceptable resolution of additional details including terms of agreement and to obtaining appropriate professional advice; the final proposal to come back to full council for confirmation before binding agreement.
2. Approves expenditure of up to £5,000 for appropriate professional advice during the negotiation of the emerging proposal.
3. Delegates the spending of these sums to the Town Clerk in consultation with the Mayor and the Chair of the Station Working Group (SWG).
4. Reaffirms the authority of the SWG to negotiate all relevant matters, without final commitment, on its behalf, and further to develop proposals for the station building.

418/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

419/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Chris Tandy

The Chairman updated members about Chris Tandy's funeral to be held at St Stephen's Church, Saltash on Friday 20th January at 1:30pm.

Mayors Valentine Ball

The Chairman updated members about the Mayors Valentine Ball to be held at the China Fleet Country Club, on Saturday 18th February at 6:30pm.

420/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

None.

421/16/17 DATE OF NEXT MEETING

Thursday 2nd February 2017 at 7.00 p.m.

422/16/17 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: 19:30.

Signed: _____

Chairman

Dated: _____

AGENDA NO: 16

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11th January 2017 at 7.00 p.m.

PRESENT: Councillors: R Austin, M Coot, Mrs J Dent, (Deputy Mayor, ex-officio), Mrs H Frank, (Mayor, ex-officio), Mrs S Hooper MBE, D Yates (Chairman).

ALSO PRESENT: 1 Member of the Public, Councillor Bickford, R Lane - Town Clerk, Mrs S Burrows - Administration Officer, Mr J Virgo - Grounds & Premises Warden.

APOLOGIES: Councillor J Ellison.

The Chairman opened the meeting by paying tribute to Chris Tandy who had been instrumental in many council civic events and activities, who sadly passed away early this year, are thoughts are with the family and friends at this very sad time.

HEALTH AND SAFETY ANNOUNCEMENTS

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

95/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

96/16/17 DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

97/16/17 QUESTIONS FROM THE PUBLIC

A member of the public raised concern about the standard of maintenance of Saltash footpaths.

This item was discussed under agenda item 9 a and b.

The Chairman announced that agenda item 9 a and b would be received as the next item of business.

Councillor Austin joined the meeting.

98/16/17 FOOTPATHS

- a. Report on any issues.

A member of the public informed Members that the Town Council website requires updating as it currently states that "Saltash Town Council maintains all footpaths" and that there are 49 footpaths in Saltash some of which are bridleways and that the majority are not maintained to a satisfactory standard.

The Chairman replied that the footpaths and bridleways are maintained to the level stipulated by the Local Management Partnership Saltash Town Council is contracted to by Cornwall Council.

It was **RESOLVED** that:

1. A nominal budget line for footpaths and bridleways be introduced.
2. Footpaths and bridleways be put out to tender separately from that of the Grounds and Maintenance tender when issued in 2017.
3. The precept meeting consider increasing the budget for footpath and bridleway maintenance to uplift the level of maintenance from that required and paid for by Cornwall Council under the LMP.
4. Councillor Austin contact Cornwall Council to establish a list of existing footpath signs to identify the location of those requiring refurbishment.
5. STC website be amended to accurately detail the numbers of and level of maintenance to footpaths and bridleways conducted under the LMP Saltash Town Council is conducted to by Cornwall Council.

b. Cornwall Council LMP.

Dear Parish Clerk,

I am writing to you today in reference to the Local Maintenance Partnership (LMP) and specifically in relation to the addition or removal of any Footpaths or Structures for next year's Parish Schedules – 2017/18. We anticipate beginning collating your parishes LMP Packs for 2017 around early December.

To allow for this to be completed in a timely manner we are now writing to all LMP Parish Clerks with the aim of determining the following; ***if there are any Public Rights of Way footpaths or Structures (such as Gates or***

Stiles) which you would like to add or remove to/ from your Parishes LMP schedule in time for 2017, please communicate this to us by email at the address below, no later than Monday 14th November 2016

mmontano1@cormacltd.co.uk

I am very aware that many if not all of you will be required to consult with your Parish Members regarding this, and that this is a process that may take considerable time as I am further aware that many Parishes meet only once per month to discuss issues such as this. To this end, I am hopeful that the November 14th deadline will allow and permit sufficient time for consideration by the wider parish members of any PROW Footpath removals or additions.

Please do contact me on the telephone number or email address above if you have any questions relating to this matter – I will be happy to answer any queries you may have regarding the LMP Scheme and the addition or removal of any PROW Footpaths or Structures as part of your Parishes Schedule.

Sincerely,

Matt Montano

Mr Matt Montano

Countryside Information Officer (East)

Environment

CORMAC Solutions Ltd.

Tel: 0300 1234 202

countryside@cormacltd.co.uk

CORMAC, Higher Trenant Road, Wadebridge, Cornwall, PL27 6TW

www.cormac.ltd.co.uk

It was **RESOLVED** that the Chairman will review the LMP schedule but at this stage it is considered there is no reason to make changes.

99/16/17 FINANCE

- a. Current Committee budget statement.

It was **RESOLVED** to note.

- b. Current Committee budget statement proposals for spending changes.

It was **RESOLVED** that:

1. Budget nominal code 5511 be re titled "Civic Christmas Event".
2. Budget nominal code 5520 to be retitled "Grounds Maintenance and Watering"
3. A budget nominal code be introduced titled "Footpath and Bridleway Maintenance".
4. Budget nominal code 5537 to be retitled "Highways Training and Equipment".
5. Footpath and Bridleway, Pillmere Estate (Capital Works) EMF and Waterfront (Capital Works) EMF budgets be reconsidered at the precept meeting.

100/16/17 ALLOTMENTS

- a. Report on any issues on existing allotments.

No report.

101/16/17 BUS SHELTERS

- a. Update on shelter on Liskeard Road.

Councillor Austin informed members that there were no objections following the 21 day residents' consultation and that on completion of Councillor Austin's final visit to the neighbouring area a shelter will be installed.

It was **RESOLVED** to note.

102/16/17 GRIT BINS

- a. To consider any requests for additional grit bins.

The Chairman informed members of the requirement for an additional grit bin to be located at the Waterfront.

It was **RESOLVED** to note.

103/16/17 GROUNDS MAINTENANCE

- a. To consider quotations for landscaping the area at rear of Co-op car park.

It was **RESOLVED** to:

1. Approve the quote from Hine Brothers for £1,990.00 from the Environment budget.
- b. To consider quotations for replacement fencing behind the Brunel Statue.

It was **RESOLVED** to:

1. Approve the quote from Devon & Cornwall Maintenance Solution for £2,040.00 from the Public Art and Maintenance EMF budget.
2. Approve additional funding under the Chairman's delegated budget authority to allow for the fixing of banners to the fence.

104/16/17 PILLMERE

- a. To report on the progress of the survey on proposals for allotments at Dartmoor View.

The Chairman informed members that there has been no feedback on the survey.

It was **RESOLVED** to note.

105/16/17 PUBLIC TOILETS

- a. Operational toilets:
 - i. Alexandra Square

No report.
 - ii. Belle Vue

No report.
 - iii. Longstone Park

No report.
 - iv. Waterside

The Town Clerk informed members that water management systems are being investigated as higher water bills than that of other toilets are being received despite a pressure test revealing no leaks.

It was **RESOLVED** that:

1. The Town Clerk contact Network Rail to seek an agreement for Saltash Town Council to redesign the toilet block.
2. The precept meeting consider budget costs for the redesign of the toilet block.
3. The Grounds and Premises Warden to liaise with Cormac regarding opening and closing times.

b. Disused Toilets:

i. Belle Vue (upper)

No report.

ii. Callington Road

It was **RESOLVED** to note awaiting progress by Cornwall Council Legal department for the devolution transfer.

iii. St Stephens

It was **RESOLVED** to note awaiting progress by Cornwall Council Legal department for the devolution transfer and that they are currently being used by St Stephen's Church for storage.

106/16/17 REPORTS FROM WORKING GROUPS

a. Saltash Town Centre Improvement Group - (Councillor Austin).

No report.

b. Festive Representatives of Saltash Town (FROST). Report on December 2016 event – (Councillor Mrs H Frank).

FROST REPORT TO SERVICES COMMITTEE

Christmas Festival and Lantern Parade

Saturday 3rd December 2016

This report will start with a tribute to Chris Tandy, who passed away suddenly in the first week of January 2017 at the age of 23. It was actually Chris who came up with the name of FROST (**F**estive **R**epresentatives of **S**altash **T**own) at its very first meeting, in the summer of 2012. Chris volunteered his time and energies every year since then, passionate about ensuring that the Festival was delivered safely. It is no exaggeration to say that there would have been no Christmas Festival in 2016 without him. Always calm, he was wise beyond his years, and brought great energy and vision to FROST and the Christmas Festival.

We will struggle to get over his loss, but his memory will be treasured by many in this town, and he will not be forgotten.

More than 4,000 people came along to the Festival on 3rd December, and the Festival's FB page was inundated with complimentary comments. There were no incidents regarding traffic management or crowd control (thank you, Chris). The survey (attached to this report) indicates that the most popular elements were the Lantern Parade, Fireworks and snow cannons.

Co-ordination between FROST and the team that organised the Santas on Bikes meant that over 100 Santas parked their motorbikes on Fore Street between 1:45 and 2:15, taking a break on their way to the Children's Hospice just outside St. Austell. This added a new element of fun to the Festival and led to some fabulous photos.

As I am standing down from the Council at the end of this term, I would like to use this opportunity to thank all the groups, organisations and individuals who have helped out over the years in building up the Festival to the treasured community event that it has become. I would particularly like to thank the Air Cadets, who have been exemplary and faithful in their support. Grateful thanks, too, to Rotary for ensuring that Father Christmas always attends. And a special mention for the 4 Saltash primary schools for

embracing the lantern workshops at a very busy time in their school calendar.

Here are the individuals who, at one time or another over the last 5 years have attended FROST meetings and played a pivotal role in the Festival or Lantern Parade:

Bob Austin	Marianne Beale	Neil Bailey	Chloë Birnie
Steph Carter	Jean Dent	Mark Fox	Danielle Frith
Marilyn Grose	Stu Hannaford	Alison Hill	Natalie Hodges
Vicki Hooper	Jill Hudson	Debbie Keast	Jacqueline Kevern
Jenny Lightley	Lee Maher	Sue Malcolm	Jill Male
Aaron Monk	Mike Nottage	Liz Payne	Adam Riglar
Daniel Rogers	Peter Ryland	Lee Russell	Matt Coot
David & Sally Sené	Doreen Taylor	Sue & Geoff (Petit Pain)	Chris Tandy
David Wilde			

A huge thanks to you all. (And apologies if I have inadvertently left anyone out!)

As the preliminary budget figures (also attached) show, the Festival and Lantern Parade were delivered £1,000 under budget. This is thanks to careful management of money and also increased income from the Market.

*** I would like to ask Service Committee members what they think should be done with this 'surplus'.**

Options include (in no particular order):

- * Return to General Reserves of the Town Council
- * Donate to Mayor's Charities
- * Set up an EMF to be used by the organisers of the 2017 Christmas Festival

* Purchase something like a Christmas illumination that can be a permanent reminder of Chris Tandy.

Councillor Mrs Hilary Frank

January 2017

It was **RESOLVED** that the surplus funds be put in an EMF to be established and titled "Christmas Festival Support Fund" and made available to the organisers of the 2017 event.

107/16/17 **STREET FURNITURE**

a. To receive quotations for the replacement of street furniture.

BENCH QUOTE FOR SALTASH TOWN COUNCIL

Fore Street - Option 1

Ten benches required - Not including installation costs

Bench	Cost (excl.VAT)	Fixing	
Stanford	921.73	28.53	Below ground anchor
Cosmopolitan Classico	922.92	28.53	Below ground anchor
Phoenix Jubilee	744.80	28.53	Below ground anchor

Fore Street - Option 2

Cormac refurbish all benches in situ – includes replacement of all slats with recycled materials (maintenance free), repainting of frame work to any colour required - Cost: £450 – 600 per bench.

Cormac are currently working on a similar project with Newquay Town Council.

It was **RESOLVED** to:

1. Approve option 2 and that the Grounds and Premises Warden liaises with Cormac to complete the works.
2. Approve that the bench crests are refurbished.
3. Allocate funds from EMF Street Furniture (new and replace).

Huntley Gardens – Options 1

Replacement of bench, picnic bench, litter bin

Type	Make	Cost	Fixing
Bench	Eco 1.3	199.99	62.50
Picnic Table	Glasdon	505.10	57.46
Picnic Table	Garden Furniture Centre	399.99	Tbc
Litter bin	ESE Direct	64.24	Tbc

Huntley Gardens – Options 2

Saltash Town Council Ground Staff and CPS carry out repairs using materials held at Churchtown Cemetery - Time to carry out estimated at 4 – 6 hours.

It was **RESOLVED** that the Grounds and Premises Warden progress the replacement and repair of benches and litter bin as required and within Chairman's delegated budget authority.

108/16/17 OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:

The following items will be taken upon notification by members to the Chairman prior to the meeting with a short written report summary.

- a. Industrial estate issues.

No report.

- b. Play areas/play grounds (including Pillmere and Saltmill).

Councillor Mrs H Frank informed members of possible redevelopment options at Saltmill.

It was **RESOLVED** that Councillor Mrs H Frank obtains the quotes to present at the next Services meeting.

- c. Elwell Woods/Cornish Cross.

It was **RESOLVED** to note that the footpath maintenance in the woods is now included in the Grounds Maintenance contract.

- d. Festive Lights.

FESTIVE LIGHTS – REPORT FOR SERVICES COMMITTEE

Merry Christmas Sign

The report to the July 2016 meeting of the Services committee read as follows:

The Merry Christmas sign that is positioned on top of 4 Fore Street looking down the slip road has been an excellent welcome to the town over many years. It is, however, looking a little weary these days.

We asked for a quote on the price of commissioning a new, bespoke sign, and have been told that the maximum would be £1,000. The cost for installation, removal and storage would be a maximum of £300.

- The EMF for Festive Lights Replace has £22,563.
- The EMF for Festive Lights Hire has £9,250.
- Quotes will be sought from 3 companies if funding is approved.

The Services Committee resolved to agree to a spend of £1,000. Subsequent design suggestions showed that £1000 was enough only for a basic sign, and that there was not enough time to get a bespoke sign manufactured in time for December 2016.

Hire of Festive Lights 2017

The report to the July 2016 meeting of the Services committee read as follows:

Last year, the Town Council paid £2750 for the following:

The installation and removal of lit garlands on the Museum, Elliotts and the Guildhall.

The installation, removal and storage of the town's cross-road Christmas lights.

The installation, decoration and removal of a fresh tree (minimum 20ft) in Victoria Gardens together with a safety fence.

Maintenance of the strings of bulbs that hang across Fore Street.

We have been given an indicative quote of the same price (£2750) for the above. The proposal is that this year we supplement the above with the following:

Illuminated lights on the railings of Victoria Gardens (design to be determined) LED lights in the trees in front of Coral.



This would cost an extra £1750 (including installation, takedown and subsequent storage) making a total of £4,500.

The Services Committee resolved to agree to the same package as the previous year, and not have the lights extended to the Victoria Garden railings or trees in front of Coral. At the September meeting of the Services Committee, it was resolved to fund a Christmas tree at the Waterside in addition to the package agreed to in July, bringing the spend up to a maximum £3150 (final figure dependent on the cost of the extra tree at the Waterside).

We need to be aware that years of wear and tear have caused damage to a number of the bulb sockets on the Fore Street bulb strings. Excerpt from the report to Services Committee in Sept 2017:

Collapse of catenary wire

At Services Committee in July, it was agreed that if we were to enter in to a 3-year contract (regarding the hire of lights) there should be some discount. In August, however, a section of the catenary wire holding the cross-street lights on Fore Street came down. The Christmas Decorators have inspected the wire and have told us that there are sections that will need repair and replacement. They are therefore unable to offer a fixed price 3-year agreement.

As a guide, a replacement of all catenary wires and lighting with the same

product as at the Waterside would be in the region of £10,000. The Christmas Decorators do not think this is necessary for this season, but it will become necessary over the next few years.

Would the Services Committee like to have quotes brought to the next Services Committee meeting for:

a) a new 'Merry Christmas' sign

b) the hire of lights for Christmas 2017, including options for additions to the basic package

c) replacement of catenary wires and bulbs on Fore Street

Lights along the Waterside

The lights that were installed along the lamp posts in front of the statue of Brunel at the Waterside have been extremely well received by the general public. As a result, a report was brought to the Services committee meeting in July 2016 proposing that the lights be extended across the front of Livewire (Phase 2). Indicative figures based on the amount spent on Phase 1 suggested that £2,000 would be sufficient, and the Committee resolved to agree a spend of up to £2,000. Subsequent negotiations with Cornwall Council, however, have shown that the lamp posts in front of Livewire need to be more sturdy and buried deeper in the ground to take the weight of the catenary wires. We are in the process of getting estimates for the work, and hope to get these figures in time for the January meeting of the Services Committee.

Councillor Mrs Hilary Frank

January 2017

It was **RESOLVED** to:

1. Arrange quotes for all options to include health and safety, maintenance checks and the annual highway license renewal to comply with Cornwall Council's regulations to hang seasonal lighting over the highway.

2. Consider an increase in the EMF Festive Lights (hire/repair/replace) budget at the precept meeting.

109/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

110/16/17 AS REQUIRED OR IF NECESSARY

111/16/17 PUBLIC BODIES (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

112/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None

113/16/17 PRESS RELEASES OR ARTICLES REQUIRED

It was **RESOLVED** to issue the following press release:

1. Saltash footpath maintenance standards and signage.

114/16/17 DATE OF NEXT MEETING

Wednesday 8th March 2017 at 7.00 p.m.

Rising at: 21:05

Signed: _____

Chairman

Dated: _____

AGENDA NO: 16

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 17th January 2017 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Chairman), J Brady, Mrs H Frank, (Mayor, ex-officio), A Killeya, W Phillips.

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

58/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

59/16/17 DECLARATIONS OF INTEREST

- h. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- i. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- j. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

60/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

61/16/17 To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to note.

62/16/17 **QUESTIONS FROM THE PUBLIC**

None.

63/16/17 **HEALTH AND SAFETY**

The Town Clerk informed members that the annual inspection had been carried out by the council's appointed consultant and insurance provider and that all matters arising had been satisfied.

It was **RESOLVED** to note.

64/16/17 **TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

a. Training report.

Members received the report of training undertaken to date by staff.

Members considered highway training for staff members for civic occasion road closures particularly relating to the closure of the slip road off the bridge.

It was **RESOLVED** to give consideration to the training of existing members of staff and the Waterside and Town Wardens when appointed.

b. Fixed penalty notice training.

It was **RESOLVED** to give consideration to the training of existing members of staff and the Waterside and Town Wardens when appointed.

65/16/17 STAFFING

a. Emerging Staff Structure Options.

It was **RESOLVED** to progress job evaluations for all posts in the emerging staff structure with an option to be agreed subject to cost by committee members for conducting the work in house or contracting out.

Councillor Mrs H Frank left the meeting.

b. Waterfront and Town Warden Posts.

It was **RESOLVED** to appoint a Waterfront and Town Warden on a 1 year fixed term appointment with immediate effect.

c. Senior Administration Officer.

Members received an update report from the Town Clerk.

It was **RESOLVED** that:

1. No further update reports are required.
2. An agenda item "Staff Welfare" be included on all future agendas.

d. Staff Appraisals.

It was **RESOLVED** that the Chairman and Town Clerk conduct the annual staff appraisals for staff.

e. Finance Officer Hours.

It was **RESOLVED** that the Finance Officer's hours be increased from 20 per week to 25 per week to include 5 flexible hours per week to be worked as required throughout the year as of 1st February 2017.

f. Apprenticeship. (Pursuant to FTC 05.01.2017 Minute Number 393/16/17.

Members considered a request from the Burial Board Committee for the appointment of an apprentice Cemetery Warden to work in both cemeteries.

It was noted that the work conducted at the cemeteries did not provide the practical skills and experience required to fulfil the requirements of an apprenticeship syllabus.

It was **RESOLVED** that in order for the Staffing Committee to fully consider the request for an apprentice that the item be referred back to the Burial Board Committee for a full report and job description.

66/16/17 FINANCE

- a. Cornwall Pension Fund – Funding Strategy Statement 2017 Consultation.

It was **RESOLVED** to note and submit no comment.

- b. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- c. To set the Staffing budget for 2017/18.

It was **RESOLVED** to submit the Staffing Budget 2017/18 (as attached) to the Policy and Resources Precept meeting.

67/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

68/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that that the public and press be re-admitted to the meeting.

69/16/17 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

No report.

70/16/17 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

Councillor Killeya referred members to the vacant post of Town Crier.

It was **RESOLVED** to defer consideration for an appointment to the new Staffing Committee at its first meeting in 2017/18.

71/16/17 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None.

72/16/17 DATE OF NEXT MEETING

Tuesday 21st March 2017 at 7.00 p.m.

Rising at 9.10 p.m.

Signed: _____

Chairman

Dated: _____

AGENDA NO: 16**SALTASH TOWN COUNCIL****Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 24th January 2017 at 6.00pm.**

PRESENT: Councillors: Mrs H Frank (Mayor, ex-officio), Mrs J Dent (Deputy Mayor, ex-officio), R Bickford, J Ellison, W Phillips, J Shepherd, D Yates.

ALSO PRESENT: Councillor R Austin – part of meeting, Mrs A Browne – Finance Officer, Ray Lane – Town Clerk.

APOLOGIES: Councillors: Mrs S Hooper MBE, A Killeya, Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

106/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

107/16/17 DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

- 108/16/17** To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

- 109/16/17** To note a dispensation to all Committees and Full Council to allow setting of budgets and the precept without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to note.

- 110/16/17** **QUESTIONS FROM THE PUBLIC**

None.

Councillor Ellison joined the meeting.

- 111/16/17** **TO APPROVE THE INDEX TO BE USED FOR THE RATE OF INFLATION**

Members considered the merits of using the Retail Price Index or the Consumer Price Index for budgeting.

It was **RESOLVED** to continue to use the Retail Price Index for 12 months and review its use in line with Cornwall Council at the next budget setting and precept meeting for 2018/19.

- 112/16/17** **TO FINALISE AND RECOMMEND TO FULL COUNCIL THE COUNCIL BUDGET AND FEES AND CHARGES FOR 2017/18**

It was **RESOLVED** unanimously that the fees, charges and budget for 2017/18 as attached be approved by Full Council.

Councillor Austin left the meeting.

113/16/17 TO FINALISE AND RECOMMEND TO FULL COUNCIL THE PRECEPT FOR 2017/18

It was **RESOLVED** unanimously that the Council precept for 2017/18 as attached be approved by Full Council.

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

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

115/16/17 AS REQUIRED OR IF NECESSARY

116/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be re-admitted to the meeting.

117/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None

118/16/17 TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED

None

119/16/17 DATE OF NEXT MEETING

Tuesday 21st February 2017 at 7.00 p.m.

Rising at 7.55 p.m.

Signed: _____

Chairman

Dated: _____

AGENDA NO: 19c

Mr Ray Lane
Clerk To Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: PA17/00155
Date: 19 January 2017

Dear Mr Lane

Application	PA17/00155
Proposal	Conversion and enlargement of the garage to provide a sitting room, utility room and WC.
Location	8 Mote Park Saltash Cornwall PL12 4JX
Applicant	Mr And Mrs P Bebbington
Grid Ref	241195 / 59324

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to planninghouseholder@cornwall.gov.uk quoting reference number PA17/00155 by 9 February 2017.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

Josep Sandercock
Development Technical Officer
Planning and Sustainable Development Service
Email: planninghouseholder@cornwall.gov.uk

Planning and Sustainable Development Service
Cornwall Council
Chy Trevaill Beacon Technology Park Bodmin Cornwall PL31 2FR
planninghouseholder@cornwall.gov.uk
Tel: 0300 1234 151 www.cornwall.gov.uk

AGENDA NO: 21

Saltash Heritage Building – tenders and the appointment of contractors

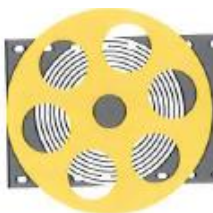
Tenders received from:

- a. Devon and Cornwall Building & Maintenance
- b. FD Builders
- c. Harrisons Builders Ltd

Tender amount:

- 1. £27077.00
- 2. £22121.00
- 3. No tender returned

Tenders opened 16.01.2017 in the presence of Councillors Mrs J Dent and W Phillips

AGENDA NO: 22a**Rallidae Productions**

Rallidae Productions

Mayor H Frank,
The Guildhall,
Lower Fore Street,
Saltash. PL12 6JQ.

13th January 2017

Dear Madam Mayor,

I would like to notify you, and the council, of my intentions regarding events in the town of Saltash.

Saltash has some amazing events, each that hold potential in growing and improving each year. The events are not-for-profit and run by volunteers. These volunteers give up their own time to make sure these festivals are run the best that they can be for the wider community. These volunteers do fantastic work and should be applauded for their hard work.

Before continuing, I would like to take this opportunity to thank you for all your hard work with the various events and festivals that have promoted the sense of community within the town of Saltash. Without you, there would not be a Christmas festival or Kalan Gwav, and we wouldn't have had any event to celebrate the Olympics in 2012. You have also been instrumental in working with the committees to organise the Regatta and the May Fair events in recent years. Thank you, Madam Mayor, for all of your hard work at making sure the town has events that it can be proud of. Thank you for being an inspirational role model to encourage others to take voluntary action to do good for the town.

Unfortunately, one of the festivals, that you were instrumental in setting up and running, is now without an organising committee. The Christmas Festival is a much loved event in the town's calendar and it is currently at risk of not continuing. This is a problem that I intend to solve.

There are also common difficulties that each committee organising an event in this town must overcome, each year, to ensure that they can go ahead: funding, licensing, equipment hire, etc. Again, these are problems that I intend to solve.

FROST - Planning Christmas:

It is my intention to form a new FROST committee. As you, and the council, are aware, FROST stands for Festive Representatives of Saltash Town. The acronym was created by a good friend to the town, and a good friend to me, Chris Tandy. The recent loss of Chris will severely affect the events of this town as he was truly instrumental in ensuring they always went ahead without a hitch. Chris did this because he loved this town. He wanted to give back to the town. I'm inspired by Chris, and I would like the acronym FROST to continue in his honour.

The first meeting for this new FROST committee will be on **Friday 24th February 2017 at 6pm in the Council Chamber of the Guildhall**. Everyone who wants to volunteer to make the Christmas Festival a success is invited to come along to the meeting. Even if you don't want to be on the committee, you are welcome to come along to share ideas and formulate a strategy.

The new FROST committee will form with six core roles: chairman, vice-chairman, treasurer, secretary, entertainment co-ordinator, and media co-ordinator. We will also be needing general committee members. It will also be requested that the new committee have a representative from Saltash Town Council and the Chamber of Commerce. Once the committee is officially formed, we will contact the council again to request that this is considered.

The committee will use the previous Christmas events as a template and will learn from what went well and what didn't go well to make sure it is a success. Using the information from previous Christmas events, I have already established a provisional budget for the event, which will be proposed to the new committee. Along with this, I have managed to work out how the committee can become sustainable after the first year. It will be proposed that the committee request approx. £2,500 from S106. Within this application, it will be proposed to the committee that, two snow machines be purchased rather than hired. This will lower ongoing costs. It will also be proposed that the fireworks must be a sponsored-only activity. This will mean that if the fireworks do not gain the appropriate funding through sponsorship, then the fireworks will not go ahead. This is to lower costs but also encourage engagement with sponsorship. The new FROST committee will only organise the festival. It will not organise the lights.

Other plans:

It is my intention to submit an application to the Arts Council requesting funding for professional staging equipment and sound equipment. Each events committee will be consulted for their input with what they require in respects of a stage and sound equipment. This will then be reflected in the Arts Council application. An estimate of the funding request will be approx. £6,000. This will then be able to be hired by community organisations for a lower cost than what is available through commercial means.

It is also my intention to submit a S106 application for the creation of a budget for storage costs for the next five years so that each event committee can store their equipment. This will have many benefits:

- The event committees will be able to store equipment without concerns regarding the costs of storage,
- The event committees will easily be able to share equipment as it will all be in one location,
- Lowering overall costs for community organisations that plan town events will, in turn, allow for more money to be spent on the events themselves and, in turn, this will benefit the town centre.

The estimated cost of storage for one year would be £1,400. Therefore, the estimated cost for five years would be £7,000.

A further intention is to set up a bi-monthly meeting of representatives from each event committee to network and discuss common problems. It is my hope that this will encourage greater co-operation and synchronisation between the events committees. It would also negate the reason for the proposed 'town centre manager', as this would instead make use of the existing groups coming together to plan events.

I hope that this letter has given you sufficient information regarding my intentions in easing difficulties that event committees continuously face. If anyone has any questions, I request that they contact me through the contact information found on this letter.

I look forward to seeing anyone interested in joining FROST on Friday 24th February at 6pm.

Yours sincerely,



Matt Coot

AGENDA NO: 22b

4 Castle View,
St. Stephens,
Saltash,
Cornwall,
PL12 4RD.

Tel: 01752 847542

E-mail: matt@rallidaeproductions.co.uk

The Mayor,
Saltash Town Council,
Saltash Guildhall,
Lower Fore Street,
Saltash,
Cornwall.
PL12 4RD.

Dear Madam Mayor,

I have some exciting news for you and for the town! As representatives of the town, I thought it would be appropriate to write this letter to you so that you are aware of, and can disseminate the news to residents, the brand new national writing competition that has been created in this town: The Saltash Short Story Competition.

You will find a press release along with this letter. It will hopefully give you sufficient information about the competition. I will also send some flyers and a poster.

It is rather exciting that this has the attention of the bestselling magazine, The Writing Magazine, and has also been taking social media by storm. We are expecting many entries from throughout the UK.

I have been liaising with many authors and other professionals in the literary world to see if they would like to be judges. We can, at this stage, confirm that we have agreement from three published writers: Annalisa Crawford, Jessica Mann and Simon Hall. You, and the other councillors on Saltash Town Council, are the first to know the names of the judges! I will release this news, on social media, following your meeting on 2nd February 2017. I have included short profiles on each of these judges. I am hoping to have agreements from more potential judges soon.

As you can see from the press release, I have been working closely with the Saltash May Fair Committee on this competition. I have been doing this as a private citizen, and under the name of Rallidae Productions, which is the independent film production company that I will soon be launching. The competition is self-funded and will not, at all, request funding from Saltash Town Council. I have not been doing this as a councillor. This letter is merely correspondence to offer some great news and to spread the word of this fantastic opportunity for the town.

If you have any questions or queries regarding the competition, please do contact me (details above) or find the competition 'event' on Facebook ("The Saltash Short Story Competition"), which can be found through the Saltash May Fair 'page'.

Yours sincerely,

Matt Coot

**Caradon Pilot
Gig Club**

18th January 2017

Liam Bradley
SWRA Chairman



20 JAN 2017

Dear Liam

On behalf of Caradon Gig Club, I write to give you notice of our forthcoming 'Three Rivers Race' which will take place on **Saturday 4th March 2017**. We anticipate approximately 40 - 50 gigs attending this event, which is always popular, it being the first event on the racing calendar.

A few gig clubs may bring their gigs to Saltash the night before the event and these will be parked in the Jubilee Green car park overnight, but the majority will arrive on the Saturday morning from approximately 7.00 a.m. We appreciate that whilst the launching of gigs is taking place, this may cause some delays along Old Ferry Road but will endeavour to keep this to a minimum. We will be using both the slipways to launch the gigs, which should be completed by 9.00 a.m. Trailers will be stored on Jubilee Green whilst the racing is in progress. The event should be finished by early afternoon with all gigs being back on their trailers by then.

We will be doing a 'mail drop' to all residents along Old Ferry Road, giving them notice of the event and through a copy of this letter, will also be notifying Saltash Town Council, Ashtorre, Just Be and Saltash Police Station.

Thank you for your co-operation and support of this event.

If you have any queries or concerns please do not hesitate to contact us.

Kind regards.

Yours sincerely

Natasha Ingleby
Chairperson
Caradon Pilot Gig Club

cc Joe Ellison, Vice Chair, SWRA
Ashtorre
Just Be
Saltash Town Council
Saltash Police Station
Saltash Sailing Club

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