



# Saltash Town Council

Konsel An Dre Essa



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

25<sup>th</sup> May 2017

Dear Councillor,

I write to summon you to a meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 1<sup>st</sup> June 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](http://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:

<b>Saltash North</b>	<b>Saltash South</b>	<b>Saltash East</b>	<b>Saltash West</b>
J Brady	M Coot	R Bickford	G Challen
C Cook	A Pinckney	M Parker	J Dent
B Phillips	S Thorn	J Rance	S Miller
G Taylor	C Warrington	VACANCY	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
6. Chairman's Report
7. Monthly Crime Figures
  - a. February 2017
  - b. March 2017
8. Report by Community Enterprises PL12
9. Cornwall Council Report
10. CNA report for noting or matters arising – no report.  
(Next meeting Wednesday 7<sup>th</sup> June 2017 at 6.30pm.)
11. Questions:  
A 15 minute period when members of the public may ask questions of Members of the Council.
12. To approve the Minutes of the Meetings held on:  
  
Thursday 6<sup>th</sup> April 2017  
Thursday 13<sup>th</sup> April 2017  
Tuesday 18<sup>th</sup> April 2017  
Tuesday 16<sup>th</sup> May 2017  
Tuesday 23<sup>rd</sup> May 2017
13. To consider matters arising from the Minutes
14. Finance:
  - a. To advise the following receipts in:

i. March 2017

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Allotment Income		£33.34	£0.00	£33.34	
Barclays	Loyalty Reward	£5.12	£0.00	£5.12	
Churchtown Cemetery Income		£1,860.00	£0.00	£1,860.00	
Cormac Solutions Ltd	Footpath Grant	£624.00	£0.00	£624.00	
Cornwall Council	S106 Income	£2,875.00	£0.00	£2,875.00	<b>S106 Waitrose</b>
Guildhall Booking Income		£623.90	£0.00	£623.90	
Photocopying Fees		£5.58	£1.12	£6.70	
Public Sector Deposit Fund	Interest	£40.33	£0.00	£40.33	
St. Stephens	Burial Fees - Feb 2017	£1,200.00	£0.00	£1,200.00	

ii. April 2017

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Allotment Income		£50.00	£0.00	£50.00	
Barclays	Loyalty Reward	£5.23	£0.00	£5.23	
Churchtown Cemetery Income		£100.00	£0.00	£100.00	
Cornwall Council	S106 - Love Saltash Festival	£3,000.00	£0.00	£3,000.00	<b>S106 Waitrose</b>
Cornwall Council	Precept 17-18	£304,336.50	£0.00	£304,336.50	
Cornwall Council	Precept 17-18 - CTS Grant	£14,295.21	£0.00	£14,295.21	
Cornwall Council	Refund on Legal Fees	£312.89	£62.58	£375.47	
Guildhall Bookings Income		£889.30	£0.00	£889.30	
Photocopying Fees		£2.17	£0.43	£2.60	
Public Sector Deposit Fund	Interest	£42.84	£0.00	£42.84	
Saltash Heritage	Peppercorn Rent	£1.00	£0.00	£1.00	
St. Stephens	Burial Fees - March 2017	£1,830.00	£0.00	£1,830.00	

b. To advise the following payments in:

i. March 2017

<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
AG Products	Mace Bearer Uniform Repair	£27.45	£5.49	£32.94	
Amazon	Stationery	£69.71	£13.94	£83.65	
ASG Security	Alarm Installation - Churchtown Cemetery	£87.75	£17.55	£105.30	
ASG Security	Alarm Installation - Churchtown Cemetery	£842.04	£168.41	£1,010.45	
Bakers Coffee Shop	Saltash Parking Refund	£120.00	£0.00	£120.00	<b>S106 Waitrose</b>
Barclays	Bank Charges	£20.47	£0.00	£20.47	
Bob & Bob Jobbins	Mural Workshop - Longstone	£510.00	£0.00	£510.00	
CALC	Good Councillor Guides	£50.00	£0.00	£50.00	
Cecil Arms	Community Toilet Scheme	£100.00	£0.00	£100.00	
Chris Wells	Ann Glanville Repairs	£30.00	£0.00	£30.00	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Cleaning - Guildhall	£96.14	£19.23	£115.37	
Coop Saltash	Saltash Parking Refund	£240.00	£0.00	£240.00	<b>S106 Waitrose</b>
Cormac Solutions Ltd	Belle Vue - Repairs	£209.57	£41.91	£251.48	
Cormac Solutions Ltd	Longstone Park - Repairs	£49.00	£9.80	£58.80	
Cormac Solutions Ltd	Waterside - Repairs	£28.00	£5.60	£33.60	
Cormac Solutions Ltd	Longstone Park - Repairs	£332.18	£66.44	£398.62	
Cormac Solutions Ltd	Waterside - Cleaning	£390.40	£78.08	£468.48	
Cormac Solutions Ltd	Longstone Park - Cleaning	£449.77	£89.95	£539.72	
Cormac Solutions Ltd	Belle Vue - Cleaning	£271.65	£54.33	£325.98	

Cormac Solutions Ltd	Longstone Park - Repairs	£128.00	£25.60	£153.60	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornish T-Shirt Company	Flags	£47.88	£0.00	£47.88	
Cornwall Council	Neighbourhood Plan	£200.00	£0.00	£200.00	
Cornwall Council	Councillor & Staff Training	£40.00	£0.00	£40.00	
Cornwall International	Community Chest	£250.00	£0.00	£250.00	
Cornwall Pension Fund	Pension - March 2017	£3,189.22	£0.00	£3,189.22	
CRC DDC LTD	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers	Printer Maintenance	£55.00	£11.00	£66.00	
Devon & Cornwall Maintenance	Refurbishment - Alexandra Square Toilets	£15,505.03	£3,101.01	£18,606.04	
Diverse Events	Christmas Festival 2016	£107.00	£0.00	£107.00	
DLJ Electrical	General Repairs - Guildhall	£75.00	£0.00	£75.00	
DLJ Electrical	General Repairs - Guildhall	£35.00	£0.00	£35.00	
EDF	Xmas Light 1 - Electricity	£16.71	£3.34	£20.05	
EDF	Xmas Light 2 - Electricity	£15.02	£3.00	£18.02	
EDF	Xmas Light 3 - Electricity	£13.23	£2.65	£15.88	
EDF	Xmas Light 4 - Electricity	£13.85	£2.77	£16.62	
EDF	Xmas Light 5 - Electricity	£22.20	£4.44	£26.64	
EDF	Xmas Light 6 - Electricity	£18.45	£3.69	£22.14	
EDF	Elwell Woods	£97.03	£19.41	£116.43	
EON	Guildhall - Electricity	£226.62	£45.32	£271.94	
EON	Churchtown - Electricity	£3.88	£0.78	£4.66	
Furniture @ Work	Office Furniture	£115.00	£23.00	£138.00	
Furniture @ Work	Office Furniture	£163.00	£32.60	£195.60	
Furniture @ Work	Office Furniture	£154.00	£30.80	£184.80	

Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Gordon Morris	Install Loop System	£1,930.00	£386.00	£2,316.00	
Hine Brothers	Christmas Tree - Waterside	£100.00	£0.00	£100.00	
HMRC	PAYE - March 2017	£3,482.94	£0.00	£3,482.94	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Local World	Staff Recruitment Advert	£600.00	£120.00	£720.00	
Low & Fletcher	Replacement Office Keys	£8.33	£1.67	£10.00	
Mayors/Councillors Allowance		£2,120.00	£0.00	£2,120.00	
OTIS	Lift Maintenance	£491.26	£98.25	£589.51	
Plymouth Precision	Repairs to Brace Collars	£65.00	£13.00	£78.00	
Quickstore	Heritage Storage	£207.80	£41.56	£249.36	
Quickstore	Heritage Storage	£207.80	£41.56	£249.36	
Saltash CIC	Derriford Hopper Bus	£5,000.00	£0.00	£5,000.00	<b>S106 Lidl</b>
Saltash Wesley Church	Remembrance Sunday Donation	£50.00	£0.00	£50.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Savills	Oyster Beds	£1.00	£0.00	£1.00	
Screwfix	Repairs - Guildhall	£14.40	£2.88	£17.28	
Staff Salaries		£11,739.24	£0.00	£11,739.24	
Staff Travelling Expenses		£37.43	£0.00	£37.43	
Tamar Trotters	Community Chest	£555.00	£0.00	£555.00	
Tartendown Nursery	Churchtown Cemetery	£113.00	£22.60	£135.60	
Tartendown Nursery	Churchtown Cemetery Maintenance	£86.60	£17.32	£103.92	
TAVATA	Subscription	£200.00	£0.00	£200.00	
The Bookshelf	Saltash Parking Refund	£105.60	£0.00	£105.60	<b>S106 Waitrose</b>
Truly Scrumptious	Christmas Festival 2016	£10.00	£0.00	£10.00	
UK Fuels Ltd	Petrol - Ride on Mower	£21.33	£4.27	£25.59	

W C Rowe	Saltash Parking Refund	£25.60	£0.00	£25.60	
WCE	Staff Uniform	£37.00	£7.40	£44.40	
WPS Insurance	Ride on Mower Insurance	£151.23	£0.00	£151.23	

ii. April 2017

Supplier	Details	Net	VAT	Gross	S106
Air Cadets	Christmas Festival 2016	£100.00	£0.00	£100.00	
Already Property Services	Refuse Collection	£100.00	£0.00	£100.00	
Amazon	Stationery	£199.24	£0.00	£199.24	
Barclays	Bank Charges	£20.91	£0.00	£20.91	
Biffa	Refuse Collection	£60.00	£12.00	£72.00	
British Gas	Belle Vue - Electricity	£52.18	£10.44	£62.62	
Caffe Corradi	Saltash Parking Refund Scheme	£40.00	£0.00	£40.00	<b>S106 Waitrose</b>
CALC	Councillor Training	£200.00	£40.00	£240.00	
CALC	Subscription	£2,078.48	£415.70	£2,494.18	
Chris Wells	Carkeel Roundabout Design	£250.00	£0.00	£250.00	
Chubb Fire Ltd	Fire Extinguishers - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Stamps	£121.00	£0.00	£121.00	
Cormac Solutions Ltd	Weed Spraying	£3,337.56	£667.51	£4,005.07	
Cormac Solutions Ltd	Belle Vue - Cleaning	£271.65	£54.33	£325.98	
Cormac Solutions Ltd	Longstone - Cleaning	£449.77	£89.95	£539.72	
Cormac Solutions Ltd	Waterside - Cleaning	£390.40	£78.08	£468.48	
Cormac Solutions Ltd	Waterside - Repairs	£259.90	£51.98	£311.88	
Cormac Solutions Ltd	Repairs to Trailer	£346.30	£69.26	£415.56	
Cormac Solutions Ltd	Trailer Service	£125.00	£25.00	£150.00	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	

Cornwall Council	Rates - Guildhall	£735.69	£0.00	£735.69	
Cornwall Council	Rates - Waterside	£69.00	£0.00	£69.00	
Cornwall Council	Rates - Maurice Huggins Room	£56.94	£0.00	£56.94	
Cornwall Council	Allotment License	£120.00	£0.00	£120.00	
Cornwall Council	Parking Space	£284.17	£56.83	£341.00	
Cornwall Council	Staff Training	£116.67	£23.33	£140.00	
Cornwall Pension Fund	Pension - April 2017	£3,404.02	£0.00	£3,404.02	
Cotton Taxis	Staff Travelling Expenses	£36.00	£0.00	£36.00	
Councillor Travelling Expenses		£9.00	£0.00	£9.00	
Crown Copiers	Photocopier Maintenance	£443.49	£88.70	£532.19	
DDC CRC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Devon & Cornwall Maintenance Solutions	Heritage Centre - Internal Works	£954.26	£190.85	£1,145.11	
Devon & Cornwall Maintenance Solutions	Alexandra Toilets - Refurbishment	£1,201.88	£240.38	£1,442.26	
Devon & Cornwall Maintenance Solutions	Heritage Centre - Internal Works	£14,527.19	£2,905.44	£17,432.63	
DLJ Electrical	Repairs - Guildhall	£25.00	£0.00	£25.00	
EE	Mobile Phone Charges	£46.59	£9.32	£55.91	
EON	Electric - Guildhall	£233.96	£46.79	£280.75	
EON	Electric - Churchtown	£7.28	£1.46	£8.74	
Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Gov.know	Staff Training	£275.00	£55.00	£330.00	
Hine Brothers	Apple Tree - Elwell Woods	£200.00	£0.00	£200.00	
Hine Brothers	Grass Cut - MPG	£40.00	£0.00	£40.00	
HMRC	PAYE - April 2017	£3,098.99	£0.00	£3,098.99	
IRQ Systems Ltd	New Office Equipment	£770.00	£154.00	£924.00	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	



Jackman Peckover	New Boiler Installation - Guildhall	£292.00	£58.40	£350.40	
Jackman Peckover	New Boiler Installation - Guildhall	£8,183.00	£1,636.60	£9,819.60	
Living Wage Foundation	Subscription	£120.00	£24.00	£144.00	
Michaels Civic Robes	New Jackets	£1,600.00	£320.00	£1,920.00	
Mike Pitches	Freedom of the Town Photography	£50.00	£0.00	£50.00	
Mr Sticker	Toilet Signage	£175.00	£35.00	£210.00	
PAT Testing South West	Trailer Repairs	£37.50	£7.50	£45.00	
Petty Cash		£238.37	£0.00	£238.37	
Royal Mail	Neighbourhood Plan	£0.71	£0.00	£0.71	
SAGE	Sage Pension Module Renewal	£119.88	£23.98	£143.86	
SAGE	Sage 50 Accounts Renewal	£1,147.00	£229.40	£1,376.40	
SAGE	Sage Payroll Renewal	£1,049.00	£209.80	£1,258.80	
Saltash Baptist Church	Civic Service Donation	£50.00	£0.00	£50.00	
Saltash Maritime	Community Chest	£1,000.00	£0.00	£1,000.00	
Saltash Rotary	Community Chest	£750.00	£0.00	£750.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saphira Jewellers	Saltash Parking Refund Scheme	£180.00	£0.00	£180.00	<b>S106 Waitrose</b>
Sarah's Tasty Treats	Freedom of the Town Expenses	£150.00	£0.00	£150.00	
Screwfix	Repairs - Guildhall	£6.99	£1.40	£8.39	
Siemens	Copier Maintenance	£379.75	£75.95	£455.70	
SLCC	Staff Training	£285.00	£57.00	£342.00	
SLCC	Staff Training	£165.00	£33.00	£198.00	
South West Water	Belle Vue - Water Rates	£610.75	£0.00	£610.75	
South West Water	Waterside - Water Rates	£551.04	£0.00	£551.04	
SSG	Staff Training	£190.00	£38.00	£228.00	

Staff Salaries		£11,946.34	£0.00	£11,946.34	
Staff Travelling Expenses		£28.20	£0.00	£28.20	
The Flowery	Remembrance Sunday Expenses	£75.00	£0.00	£75.00	
UK Fuels Ltd	Petrol - Ride on Mower	£41.13	£8.23	£49.36	
Western Web	Website Maintenance	£67.00	£13.40	£80.40	

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

d. To note that bank reconciliations up to 30<sup>th</sup> April 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

15. To approve and sign Section 1 (Annual Governance Statement 2016/17) of the Annual Return for the financial year ended 31<sup>st</sup> March 2017.

16. To approve and sign Section 2 (Accounting Statements 2016/17) of the Annual Return for the financial year ended 31<sup>st</sup> March 2017.

17. Churchtown Cemetery Land.  
(Pursuant to FTC (Planning) Minute no 74/17/18)

18. To receive an update report on Saltash Waterfront and Warden's accommodation

19. Carkeel Roundabout – update

20. Saltash Neighbourhood Plan – briefing  
(Pursuant to FTC Minute no 15/17/18(3))

21. Correspondence

a. Office of the Police and Crime Commissioner – CCTV – to note offer of assistance

b. Devon and Cornwall Police – Neighbourhood Policing in Saltash

22. Mayoress's Chain – To receive a request from Councillor Challen to suspend use until the review of policy by the Policy and Resources Committee

23. To approve the minutes of the following committees:

Burial Authority held on Wednesday 12<sup>th</sup> April 2017

Burial Board held on Wednesday 12<sup>th</sup> April 2017

Policy and Resources Committee held on Tuesday 18<sup>th</sup> April 2017

24. To consider a Festival Fund application

76 Saltash Regatta Committee £1742

25. Planning:

- a. 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 officer's 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.
- b. Applications for consideration:

**PA17/04171**

Mr and Mrs A Andrews – **Katandra, Castle Hill, Forder PL12 4QW**  
Extension to existing dwelling.

**Ward: West**

Date received: 16.05.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OPDS E8FGH8900>

**PA17/04348**

Ms L Clark – **Lynher House, Antony Passage, St Stephens PL12 4QT**  
Proposed alterations to existing internal walls, doors and windows; proposed addition of new doors, windows and balconies; proposed new bridge to garden and new porch.

**Ward: West**

Date received: 17.05.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OPN4 I8FGFKN00>

**PA17/04814**

Mr and Mrs R Heys – **35 Longview Road PL12 6EE**

Construction of a single storey rear extension and dormer window to the north east slope.

**Ward: North**

Date received: 23.05.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OQ7F DWFG1OU00>

