

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 6<sup>th</sup> April 2017 at 7.00 p.m.

**PRESENT:** Councillors: Mrs Hilary Frank, (Chairman), R Austin, R Bickford, M Coot, Mrs Jean Dent, J Ellison, D Holley, A Killeya, W Phillips, Mrs J Rance, J Shepherd, D Yates.

**ALSO PRESENT:** 2 Members of the Press, 9 Members of the Public, P Thistlethwaite - CIC, R Lane - Town Clerk, Mrs S Burrows - Administration Officer, Jeff Diamond - Waterfront and Town Warden.

**APOLOGIES:** Councillors: R Bickford – late arrival, J Brady, Mrs G Challen, Mrs S Hooper MBE.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

**1/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

### PRAYERS

Councillor Holley led the prayers.

**2/17/18** **DECLARATIONS OF INTEREST**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
Coot	PA17/01986	Non Pecuniary	Friend of applicant

**3/17/18** To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** note.

## **CHAIRMAN'S REPORT**

See attached appendix A to the minutes.

It was **RESOLVED** to note

4/17/18

### **PRESENTATION OF CIVIC PRINTS TO FLOK DE RIJKE WINTER & BRIAN WHIPP**

Flok de Rijke Winter Volunteer Tree Warden and Brian Whipp the Town Crier were presented with civic prints in recognition of their dedication and longstanding service to the town of Saltash over many years.

It was **RESOLVED** to note the council's thanks to Flok de Rijke Winter and Brian Whipp for their outstanding work and commitment and the council's best wishes for the future.

## **MONTHLY CRIME FIGURES**

See attached appendix B to the minutes.

Councillor Holley left the meeting.

Councillor Holley returned to the meeting.

It was **RESOLVED** that the Mayor writes to the Police and Crime Commissioner (copying in the Police and MP):

1. Raising concerns that understaffing within the Police service is creating a detrimental effect on the Town.
2. Expressing concern that recent criminal offences are being treated as anti-social behaviour.
3. Amplifying concerns from residents that the 101 non-emergency number is not effective.
4. Noting that the figures for anti-social behaviour is increasing and asking for regular update to be provided.
5. Asking for the Police liaison meetings that used to be held with parishes be reinstated with immediate effect.

Councillor Austin reported that the next ASBO meeting is held on Monday 10<sup>th</sup> April at 1:30pm at the Guildhall.

## **REPORT BY COMMUNITY ENTERPRISES PL12**

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

See attached appendix C to the minutes.

It was **RESOLVED** to note.

Councillor Bickford arrived at the meeting.

**5/17/18**      **CORNWALL COUNCIL REPORT**

a. To receive report from Saltash Cornwall Councillors.

See attached appendix D to the minutes.

It was **RESOLVED** to note.

**6/17/18**      **CORRESPONDENCE FROM CORNWALL COUNCIL – LIDL S106 MONEY**

See attached appendix E to the minutes.

It was **RESOLVED** to note and that this item be put to the first Full Town Council meeting of the new council.

**7/17/18**      **S106 APPLICATION - WAR MEMORIAL RESEARCH**

See attached appendix F to the minutes.

It was **RESOLVED** that Saltash Town Council adopt and support the application with delegated authority to the Town Clerk, Mayor and Chairman of Staffing to organise the management of the project.

The Mayor announced a short break.

**8/17/18**      **S106 APPLICATION - (SALTASH EVENTS TEAM)**

See attached appendix G to the minutes.

It was **RESOLVED** to defer the application to the first Full Town Council meeting of the new council as advised by Cornwall Council's Corporate Governance & Audit Office.

**9/17/18**      **QUESTIONS FROM THE PUBLIC**

A resident of the town expressed concern regarding the condition of the Brunel Statue fencing.

The Chairman reported that a contractor had been appointed to conduct repairs.

It was **RESOLVED** to note.

**10/17/18      MINUTES**

See attached appendix H to the minutes.

The minutes of the meetings of the Town Council held on Thursday 2<sup>nd</sup> March 2017 and Tuesday 21<sup>st</sup> March 2017 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**11/17/18      MATTERS ARISING FROM THE MINUTES**

None.

**12/17/18      FINANCE**

a. To advise the following receipts in:

i. February 2017

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Allotment Fees		£445.00	£0.00	£445.00	
Ashtorre Rock	Waterfront Lights Donation	£565.56	£0.00	£565.56	
Barclays	Loyalty Reward	£18.57	£0.00	£18.57	
Cornwall Council	LDF Grant - Saltash Library	£1,500.00	£0.00	£1,500.00	
Cornwall Council	LDF Grant - Belle Vue & Longstone Toilets	£9,188.00	£0.00	£9,188.00	
Cornwall Council	Public Footpath Grant	£414.25	£0.00	£414.25	
Guildhall Income		£696.46	£0.00	£696.46	
HMRC	VAT Refund	£0.00	£6,742.99	£6,742.99	
Misc Income	Replacement Mayors Badge	£23.33	£4.67	£28.00	
Public Sector Deposit Fund	Interest	£46.08	£0.00	£46.08	
Rotary Club of Saltash	Flower Boat Sponsorship	£75.00	£0.00	£75.00	
Saltash Chamber of Commerce	Christmas Event Donation	£250.00	£0.00	£250.00	

b. To advise the following payments in:

i. February 2017

<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Amazon	Stationery	£104.93	£20.99	£125.91	
Amazon	Computer Monitor	£84.20	£16.84	£101.04	
April Bryant	Minute Taker	£33.33	£0.00	£33.33	
Barclays	Bank Charges	£74.25	£0.00	£74.25	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Cormac	Longstone Toilets - Cleaning	£449.77	£89.95	£539.72	
Cormac	Belle Vue Toilets - Cleaning	£271.65	£54.33	£325.98	
Cormac	Waterside Toilets - Cleaning	£390.40	£78.08	£468.48	
Cornwall Farmers	Strimmer Maintenance Costs	£20.00	£4.00	£24.00	
Cornish Kilts	Town Piper Kilt	£422.00	£0.00	£422.00	
Cornish Times	Staff Recruitment Advert	£197.50	£39.50	£237.00	
Cornwall Council	Pension Payment - February 2017	£2,875.56	£0.00	£2,875.56	
Cornwall Council	Rates - Maurice Huggins Room	£79.00	£0.00	£79.00	
Cornwall Council	Legal Fees	£312.89	£62.58	£375.47	
CRC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers	Copier Maintenance	£306.55	£61.31	£367.86	
DCK Beavers Ltd	VAT annual assessment	£780.00	£156.00	£936.00	
DLJ Electrical	Repairs - Guildhall	£50.00	£0.00	£50.00	
EON	Electricity - Guildhall	£293.54	£58.71	£352.25	
EON	Electricity - Cemetery	£16.23	£0.81	£17.04	
Furniture @ Work	Office Chair	£169.00	£33.80	£202.80	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Hine Brothers	Replica Railway Bridge installation	£1,145.00	£0.00	£1,145.00	
HMRC	PAYE Payment - February 2017	£2,834.19	£0.00	£2,834.19	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Living TR	Christmas Event Expenses	£71.00	£0.00	£71.00	

Mayor's Allowance		£320.00	£0.00	£320.00	
NDF	Hire of Equipment	£50.00	£0.00	£50.00	
Petty Cash		£44.95	£0.00	£44.95	
Saltash CIC	Summer Arts Festival Expenses	£150.00	£0.00	£150.00	<b>S106 Waitrose</b>
SLCC	Training	£125.00	£25.00	£150.00	
South West Water	Water Rates - Guildhall	£133.98	£0.00	£133.98	
South West Water	Water Rates - Fairmead Road	£61.88	£0.00	£61.88	
Staff Salaries		£10,667.22	£0.00	£10,667.22	
The Core	Christmas Event Expenses	£200.00	£0.00	£200.00	
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
UK Fuels Ltd	Petrol - Ride on Mower	£61.13	£12.23	£73.36	
WCE	Uniform	£37.00	£7.40	£44.40	
WCE	Uniform	£18.50	£3.70	£22.20	
Westcare	Cleaning - Guildhall	£65.98	£13.20	£79.17	

- 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 28<sup>th</sup> February 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

## 13/17/18 **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 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.

c. Applications for consideration:

**PA17/01986**

K Stevens – 19 Moorland View, PL12 6BZ.

Formation of single storey rear extension.

**Ward: East**

Date received: 14.03.2017

(Deferred from TC 21.03.2017)

It was resolved to **RECOMMEND APPROVAL**

d. Tree applications/notifications:

i. Applications – None.

ii. Notifications

**To note that Cornwall Council sent the following application in error and it should be disregarded.**

**PA17/01986**

K Stevens – 19 Moorland View PL12 6BZ

Notification for works to trees in a Conservation Area.

Ward: East

Date received: 14.03.2017

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.

f. To consider a non-material amendment:

**PA17/02683**

Ben Winchester, Kier Living – Land Off Briansway, Churchtown Vale, St Stephen, PL12 4BA.

Non-material amendment (1) for removal of Oak tree to the east of the main access road to residential development of PA16/03993.

**Ward: West**

Date Received: 29.03.17.

It was resolved to **RECOMMEND APPROVAL SUBJECT TO THE PLANTING OF TWO REPLACEMENT OAK TREES.**

14/17/18

**CONSIDERATION OF LICENSE APPLICATIONS**

None.

**15/17/18**      **TO RECEIVE A REPORT ON THE SALTASH NEIGHBOURHOOD PLAN AND APPROVE SERVICES FOR TECHNICAL WRITING**

See attached appendix I of the minutes.

It was **RESOLVED** to:

1. Approve the policy writing process.
2. Authorise expenditure as detailed in the report for the ongoing Neighbourhood Plan work within the existing budget.
3. Provide a progress report at the first Full Town Council meeting of the new council.

**16/17/18**      **CORRESPONDENCE**

- a. Cornwall Council – Request for views on draft Customer Promise.

See attached appendix J of the minutes.

It was **RESOLVED** to note.

- b. Phil Confue, Chief Executive of Cornwall Partnership NHS Foundation Trust – St Barnabas Hospital.

See attached appendix K of the minutes.

It was **RESOLVED** that the Mayor responds to Phil Confue of Cornwall Partnership NHS Foundation Trust (copying in the press and MP) requesting a guarantee that St Barnabas Hospital will be reopened.

**17/17/18**      **APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

See attached appendix L of the minutes.

The minutes of the meetings of the Services Committee held on Wednesday 8<sup>th</sup> March 2017 and the Staffing Committee held on Tuesday 21<sup>st</sup> March 2017 were confirmed and signed as a correct record.

**SERVICES COMMITTEE**

All recommendations were actioned at the Full Town Council (Planning) meeting held on 21<sup>st</sup> March 2017.

**STAFFING COMMITTEE**

No recommendations.



**18/17/18**      **MAY FAIR – CIVIC PARADE (COUNCILLOR COOT)**

See attached appendix M of the minutes.

It was **RESOLVED** to note.

**19/17/18**      **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.

**20/17/18**      **STATION BUILDING**

It was **RESOLVED** to make an offer to purchase the Station Site and Building and to apply for funding.

**21/17/18**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**22/17/18**      **MEET YOUR COUNCILLORS:**

a. Arrangements for future meetings.

It was **RESOLVED** that there will be no Meet Your Councillors on the 8<sup>th</sup> April, 29<sup>th</sup> April or throughout May due to purdah.

The next Meet Your Councillors will be held on 3<sup>rd</sup> June.

**23/17/18**      **CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**24/17/18**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Freedom of the Town

It was unanimously **RESOLVED** that Mrs Sue Hooper MBE be awarded Freedom of the Town. It was agreed to hold the ceremony at 5:30p.m. on 18<sup>th</sup> April.

It was **RESOLVED** that an Extraordinary meeting is held on Thursday 13<sup>th</sup> April at the Guildhall at 6pm to consider expenditure for the Award Ceremony.

**25/17/18**      **PRESS RELEASES**

None.

**26/17/18**      **DATE OF NEXT MEETING**

Thursday 13th April 2017 at 6.00 p.m.

Tuesday 18<sup>th</sup> April 2017 at 6.15 p.m.

**27/17/18**      **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 22:40

Signed: \_\_\_\_\_  
   Chairman

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