



Saltash Town Council

Konsel An Dre Essa

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

30th June 2017

Dear Councillor,

I write to summon you to a meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 6th July 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	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.
8. Report by Community Enterprises PL12.
9. CNA report for noting or matters arising.
10. Questions:
A 15 minute period when members of the public may ask questions of Members of the Council.
11. To approve the Minutes of the Meetings held on 1st June 2017, 7th June 2017 and 20th June 2017.
12. To consider matters arising from the Minutes.
13. Finance:
 - a. To advise the following receipts in:

i. May 2017

	Details	Net	VAT	Gross	S106
Allotment Income		£80.00	£0.00	£80.00	
Barclays	Loyalty Reward	£7.28	£0.00	£7.28	
Churchtown Cemetery Income		£309.00	£0.00	£309.00	
Guildhall Bookings Income		£924.70	£0.00	£924.70	
HMRC	VAT Refund	£0.00	£15,233.56	£15,233.56	
Photocopying Fees		£0.88	£0.18	£1.06	
Public Sector Deposit Fund	Interest	£37.55	£0.00	£37.55	

b. To advise the following payments in:

i. May 2017

Supplier	Details	Net	VAT	Gross	S106
24hr Express	Guildhall Repairs - Break In	£125.00	£25.00	£150.00	
24hr Express	Guildhall Repairs - Break In	£145.00	£29.00	£174.00	
Amazon	Stationary	£223.98	£44.80	£268.77	
Barclays	Bank Charges	£29.09	£0.00	£29.09	
Brandon Hire Ltd	Hire of Heaters - Guildhall	£94.00	£18.80	£112.80	
British Gas	Guildhall - Gas	£1,181.60	£236.32	£1,417.92	
CALC	Staff Training	£260.00	£52.00	£312.00	
CALC	Good Employer Booklets	£45.00	£0.00	£45.00	
CF Corporate	Photocopier Lease Fees	£500.00	£100.00	£600.00	
Chubb Fire Ltd	Fire Extinguishers - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Cleaning Materials - Guildhall	£137.32	£27.46	£164.78	
Coop	Saltash Parking Refund Scheme	£240.00	£0.00	£240.00	S106 Waitrose
Cormac Solutions Ltd	Repairs - Waterside Toilets	£131.00	£26.20	£157.20	
Cormac Solutions Ltd	Repairs - Waterside Toilets	£142.69	£28.54	£171.23	
Cornwall Council	Rates - Guildhall	£739.00	£0.00	£739.00	
Cornwall Council	Rates - Maurice Huggins Room	£56.00	£0.00	£56.00	
Cornwall Council	Rates - Waterside Toilets	£70.00	£0.00	£70.00	
Cornwall Pension Fund	Pension Payment - May 2017	£3,395.60	£0.00	£3,395.60	
CRC DDC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Devon & Cornwall Maintenance	Relocation of items – Heritage Centre	£112.00	£22.40	£134.40	
Devon & Cornwall Maintenance	Replace Fencing - Lower Fore Street	£2,040.00	£408.00	£2,448.00	
EE	Grounds & Premises Mobile Phones	£45.00	£9.00	£54.00	

Efficient Comms Ltd	Telephone Charges - Guildhall	£115.19	£23.04	£138.23	
Eon	Guildhall - Electricity Charges	£289.73	£57.95	£347.68	
Eon	Churchtown - Electricity Charges	£12.21	£0.61	£12.82	
Geoff Peggs	Professional Fees	£110.00	£22.00	£132.00	
Geoff Peggs	Professional Fees	£1,002.36	£200.47	£1,202.83	
Geoff Peggs	Professional Fees	£928.89	£185.78	£1,114.67	
Geoff Peggs	Professional Fees	£440.00	£88.00	£528.00	
Geoff Peggs	Professional Fees	£1,535.00	£307.00	£1,842.00	
Geoff Peggs	Professional Fees	£432.97	£86.59	£519.56	
Geoff Peggs	Professional Fees	£220.00	£44.00	£264.00	
Geoff Peggs	Professional Fees	£466.92	£93.38	£560.30	
Geoff Peggs	Professional Fees	£110.00	£22.00	£132.00	
Glendale Grounds Management	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Management	Tree Works - Elwell Woods	£220.00	£44.00	£264.00	
Glendale Grounds Management	Tree Works - St. Stephens	£220.00	£44.00	£264.00	
HMRC	PAYE - May 2017	£3,136.32	£0.00	£3,136.32	
ICCM	Subscription	£90.00	£0.00	£90.00	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	
IRQ Systems Ltd	Computer Equipment	£675.00	£135.00	£810.00	
Livewire	Youth Work	£5,000.00	£0.00	£5,000.00	
Livewire	Street Lighting	£65.00	£0.00	£65.00	
Nicholls & Sainsbury	Purchase of Station Building	£168,472.90	£0.00	£168,472.90	
P&O Removals	Heritage Centre Expenditure	£420.00	£0.00	£420.00	
Petty Cash		£175.45	£0.00	£175.45	
Plan Support	Neighbourhood Plan	£700.00	£0.00	£700.00	
Powerline	Fire & Security Alarm Maintenance	£592.78	£118.56	£711.34	
Richer Sounds	Computer Equipment	£120.50	£24.10	£144.60	
Royal Mail	Neighbourhood Plan	£95.00	£19.00	£114.00	

Saltash DIY	Various Repairs & Maintenance	£292.25	£58.45	£350.70	
Shaun Libby	Painting Works - Guildhall	£8,528.63	£1,705.73	£10,234.36	
South West Water	Guildhall - Water Charges	£151.97	£0.00	£151.97	
SSE Enterprise	Supporting columns - Waterfront	£2,695.81	£539.16	£3,234.97	
Staff Salaries		£11,817.82		£11,817.82	
The Bookshelf	Saltash Parking Refund Scheme	£92.80	£0.00	£92.80	S106 Waitrose
The Christmas Decorators	Extended Lighting & Bunting - Waterfront	£1,300.00	£260.00	£1,560.00	
The Christmas Decorators	Bunting – Fore Street	£1,950.00	£390.00	£2,340.00	
The Core	LDF Expenditure - Longstone Park Toilets	£90.00	£0.00	£90.00	
Tony Barry Ltd	Saltash Parking Refund Scheme	£150.40	£0.00	£150.40	S106 Waitrose
UK Fuels Ltd	Petrol - Ride on Mower	£61.13	£12.23	£73.36	
Vaughtons	Civic Regalia Valuation	£750.00	£150.00	£900.00	
WCE	Staff Uniform	£23.00	£4.60	£27.60	
Western Web Ltd	Website Maintenance	£37.50	£7.50	£45.00	

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 30th April 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

14. Correspondence

a. Local Government Boundary Commission for England - Electoral Review of Cornwall Council.

b. Cornwall Council 2017 Off-Street Consolidation Order.

15. Cornwall Council – Consultations for Planning Policy and Guidance Documents:

- a. Consultation period Monday 12th June to 5pm Monday 7th August 2017:

Cornwall Site Allocations Development Plan Document (DPD) Submission Consultation (June 2017) (Regulation 19/20 Consultation).

Cornwall Minerals Safeguarding Development Plan Document (DPD) Submission Consultation (June 2017) (Regulation 19/20 Consultation).

Community Infrastructure Levy (CIL) Draft Charging Schedule.

- b. Consultation period Monday 12th June to 5pm Monday 24th July 2017:

Terrestrial European Sites Mitigation Supplementary Planning Document.

Biodiversity Supplementary Planning Document.


16. War Memorial Research and Virtual War Memorial

- a. Saltash Town Council Standing Order schedule 12 C

We the undersigned Councillors request that item 12 STC 06/04/2017 be withdrawn as it is considered this agenda item was pursued during the 'Purdah' period and was not an item considered as 'urgent' under the guidance. We the undersigned also feel no full explanation of the proposal has been given to the New Saltash Town Council.

Cllr John Brady 

Cllr Gloria Challen 

Cllr Julie Rance 

Cllr Mike Parker 

- b. To consider the War Memorial Research and Virtual War Memorial.
(Pursuant to Services minute no. 9/17/18)

17. To receive an update on the Station Building – Councillor Bickford.

18. Carkeel roundabout.
(Pursuant to FTC minute no 105/17/18)

19. To consider:

- a. Amending Full Council and Committee meeting times and update Standing Orders. **(Pursuant to Services minute no 22/17/18).**
- b. Committee structure and terms of reference (CALC Report).
- c. Amending the agenda format regarding planning applications and Standing Orders.

20. To receive the Grounds Maintenance and Watering Footpath Maintenance 3-year tender report and to appoint a contractor on an annual renewable basis.

21. Golden Tree Cornish Christmas update - Councillor Coot.
(Pursuant to FTC minute no. 77/17/18)

22. To appoint members to the Anti-Social Behaviour Working Party.

23. To appoint members to the Station Property Working Party.

24. To appoint members to the Business Strategy and Forward Planning Working Party (Formerly Devolution Options Group).

25. To appoint a member for the commissioning of Youth Work.

26. To approve the minutes of the following committees:

Services Committee held on 14th June 2017
Staffing Committee held on 20th June 2017

27. 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: None.

- c. Tree applications/notifications:
 - i. Applications:

PA17/05787
Land to the Rear of 7 Babis Farm Way Saltash
Application for works to an Oak tree subject to a tree preservation order
Ward: East
Date received: 22.06.2017
<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ORUPR9FG0GW00>
 - ii. Notifications: None.
- d. 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.

28. Consideration of License Applications:

Premises Licence Number: LI15_008811
Saltash Social Club Limited – **Fore Street Saltash PL12 6JL**
Minor Variation Application which seeks to remove the two rooms now covered by a Club Premises Certificate.
Representation Deadline: 11.07.2017

29. Meet your Councillors:

- a. Arrangements for future meetings.

30. 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:

Churchtown Cemetery Land.
(Pursuant to FTC minute no 103/17/18)

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

32. Public Bodies (Admission to Meetings) Act 1960

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

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

34. Press releases

35. Date of next meeting: Tuesday 18th July 2017 at 6.15pm.

36. 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.