



Saltash Town Council

Konsel An Dre Essa



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

28th July 2017

Dear Councillor,

I write to summon you to a meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 3rd August 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	VACANCY	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.

Members of the public attending the meeting please be aware that this meeting may be filmed. If you do not wish to be filmed please leave the 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 **APPROVE** a dispensation for Councillors Challen and Miller for Full council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce. **(Pursuant to P&R 18.07.2017 Minute no 34/17/18 a (2))**
 - e. To Note an ongoing dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
6. Chairman's Report
7. Monthly Crime Figures – not updated on Devon & Cornwall Police website since last meeting
8. Report by Community Enterprises PL12
9. To note the Cornwall Gateway Community Network Panel report and any 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 6th July 2017 and 18th July 2017.
12. To consider matters arising from the Minutes

13. Civic Regalia

14. Finance:

a. To advise the following receipts in:

i. June 2017

	Details	Net	VAT	Gross	S106
Annual Mooring Fees		£2,060.32	£0.00	£2,060.32	
Aviva	Insurance Claim Income - Guildhall	£324.23	£0.00	£324.23	
Barclays	Loyalty Reward	£3.13	£0.00	£3.13	
Churchtown Cemetery Income		£958.00	£0.00	£958.00	
Guildhall Bookings Income		£550.60	£0.00	£550.60	
Public Sector Deposit Fund	Interest	£40.29	£0.00	£40.29	

b. To advise the following payments in:

i. June 2017

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationery	£446.57	£89.31	£535.88	
Argos	IT Equipment	£32.45	£6.49	£38.94	
Argos	Equipment - Waterfront Unit	£53.27	£10.65	£63.92	
Argos	Equipment - Waterfront Unit	£70.83	£14.17	£84.99	
Armada Glass	Guildhall Repairs - Break In	£82.50	£16.50	£99.00	
Barclays	Bank Charges	£12.50	£0.00	£12.50	
British Gas	Gas - Guildhall	£149.76	£29.95	£179.71	
CALC	Staff Training	£30.00	£0.00	£30.00	
CALC	Staff Training	£30.00	£0.00	£30.00	
Chris Wells	Ann Glanville	£35.00	£0.00	£35.00	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Cormac Solutions Ltd	Public Toilets - Repairs	£100.40	£20.08	£120.48	
Cormac Solutions Ltd	Public Toilets - Repairs	£100.40	£20.08	£120.48	

Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornwall Council	Rates - Guildhall	£739.00	£0.00	£739.00	
Cornwall Council	Rates - Waterfront Toilets	£70.00	£0.00	£70.00	
Cornwall Council	Rates - Maurice Huggins	£56.00	£0.00	£56.00	
Cornwall Pension Fund	Pension - June 2017	£3,515.01	£0.00	£3,515.01	
CRC DDC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Crew Safe	Staff - Health & Safety	£47.50	£9.50	£57.00	
Crown Copiers Ltd	Copier Maintenance	£275.38	£55.08	£330.46	
Cube Services Ltd	Air Conditioner Servicing	£60.00	£12.00	£72.00	
D C Ryland	Hanging Baskets	£1,000.00	£0.00	£1,000.00	S106 Lidl
Dainton Portable Buildings	Waterfront Unit Hire	£431.00	£86.20	£517.20	
EDF	Christmas Lights - Point 1	£15.00	£3.00	£18.00	
EDF	Christmas Lights - Point 1	£1.54	£0.31	£1.85	
EDF	Christmas Lights - Point 2	£15.00	£3.00	£18.00	
EDF	Christmas Lights - Point 2	£1.68	£0.34	£2.01	
EDF	Christmas Lights - Point 3	£14.17	£2.83	£17.00	
EDF	Christmas Lights - Point 3	£2.38	£0.48	£2.85	
EDF	Christmas Lights - Point 4	£14.17	£2.83	£17.00	
EDF	Christmas Lights - Point 4	£2.38	£0.48	£2.85	
EDF	Christmas Lights - Point 5	£17.50	£3.50	£21.00	
EDF	Christmas Lights - Point 6	£15.83	£3.17	£19.00	
EDF	Christmas Lights - Point 6	£0.71	£0.14	£0.85	
EDF	Electricity - Elwell Woods	£54.88	£10.98	£65.85	

EE	Grounds & Premises Staff - Mobile Phones	£45.00	£9.00	£54.00	
Efficient Comms Ltd	Telephone - Guildhall	£49.04	£9.81	£58.85	
EON	Guildhall - Electricity	£219.30	£43.86	£263.16	
EON	Churchtown - Electricity	£8.77	£1.75	£10.52	
Glendale Grounds Management	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Management	Works at Pillmere	£3,839.46	£767.89	£4,607.35	
Glendale Grounds Management	Tree Maintenance	£490.00	£98.00	£588.00	
Hine Bros	Landscaping (Behind Coop)	£1,990.00	£0.00	£1,990.00	
Hine Bros	Memorial Peace Garden	£720.00	£0.00	£720.00	
HMRC	PAYE - June 2017	£3,300.67	£0.00	£3,300.67	
ICSO	Data Protection Fee	£35.00	£0.00	£35.00	
IRQ Systems Ltd	Signature Software	£250.00	£50.00	£300.00	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	
Local World	Staff Recruitment Advertising	£147.50	£29.50	£177.00	
Mayors Allowance		£368.00	£0.00	£368.00	
Mr Sticker	Signage	£170.00	£34.00	£204.00	
OTIS	Lift Maintenance	£513.37	£102.67	£616.04	
Project Design Consultancy	Refund - Guildhall Bookings	£84.80	£0.00	£84.80	
Rapid Secure	Guildhall Repairs - Break In	£190.00	£38.00	£228.00	
SAGE	Card Machine Charges	£15.00	£3.00	£18.00	
Sage Pay	Card Machine Charges	£4.80	£0.00	£4.80	
Saltash Football Club	Community Chest	£1,000.00	£0.00	£1,000.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Screwfix	Health & Safety Equipment	£151.43	£30.29	£181.72	
Shaun Libby	Painting - Guildhall	£6,137.00	£1,227.40	£7,364.40	
South West Hygiene	Waste Disposal	£55.18	£11.04	£66.22	

SSE Enterprise	Lighting at the Waterfront	£506.45	£101.29	£607.74	
Staff Salaries		£12,471.31	£0.00	£12,471.31	
Staff Travelling Expenses		£84.15	£0.00	£84.15	
Survey Monkey	Neighbourhood Plan Expenses	£249.17	£49.83	£299.00	
The Cornish Times	Staff Recruitment Advertising	£237.00	£47.40	£284.40	
UK Fuels Ltd	Petrol - Ride on Mower	£60.13	£12.03	£72.15	
Whites Dry Cleaners	Mayor Choosing Expenses	£31.67	£6.33	£38.00	

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

15. Consideration of License Applications

16. Correspondence

- a. C Smith, Saltash Town Youth Council – Youth Panel Proposal
- b. Saltash Chamber of Commerce – CCTV in Saltash

17. To note the resignation of M Coot and that an election will be called in due course

18. To consider appointing representatives to:

- a. May Fair
- b. Saltash Gateway CIC (Reserve)
- c. S106 Current representatives (Mayor and Deputy Mayor)
To consider appointment of two additional representatives
- d. Services Committee
To appoint a Councillor to the vacant position

19. To approve the minutes of the following committees:

Burial Authority held on 12th July 2017
Burial Board held on 12th July 2017
Policy and Resources Committee held on 18th July 2017

20. Reports from Working Parties:

- a. Station Property Working Party
Notes from meeting held on 19th July 2017
- b. Business Strategy and Forward Planning Working Party
Notes from meeting held on 2nd August 2017

21. To approve the purchase of a van for Council business and use

22. To approve a Safeguarding Policy

23. Staffing:

- a. Waterfront and Town Wardens
- b. To approve the appointment of two part time Toilet Cleaners

24. Accident at Landrake

25. S106 application – Saltash Chamber of Commerce – Christmas Festival

26. 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:

PA17/05415

M Ash – **17 Lower Port View PL12 4BY**

Construct a garage.

Ward: East

Date received: 12.07.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OR8FX6FG0H800>

PA17/05569

Mr Darren Bennets – **Former Toc H Community Hall Warraton Close PL12 4JA**

Demolition of existing Toc H building and erection of two residential dwellings with off street parking

Ward: North

Date Received: 28.06.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ORJ3OXFGJLN00>

At Town Council 15.07.2017 it was RESOLVED that North Ward members arrange a site visit prior to any decision.

PA17/06211

M White – Tavy View Road from The Bungalow to Thornbank, Carkeel PL12 6NR

Garage redevelopment to form additional living accommodation.

Ward: North

Date received: 19.07.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OSIIR6FGJSA00>

- c. Tree applications/notifications:
 - i. Applications - none
 - 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

27. Meet your Councillors:

- a. Arrangements for future meetings

28. 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.

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

30. Public Bodies (Admission to Meetings) Act 1960

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

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

32. Press releases

33. Date of next meeting: Tuesday 15th August 2017 at 6.15pm

34. 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