

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 3rd August 2017 at 7:00pm

PRESENT: Councillors: J Brady, G Challen, C Cook, J Dent, S Miller, M Parker, B Phillips, A Pinckney, J Rance, G Taylor, S Thorn, C Warrington, D Yates.

ALSO PRESENT: 2 Members of the Press, 15 Members of the Public, P Thistlethwaite - CIC, P Ryland CIC & COC, Sheila Lennox-Boyd, Sam Tamlin & Hilary Frank – Cornwall Councillors, R Lane - Town Clerk, S Burrows – Administration Officer.

APOLOGIES: Councillors: R Bickford.

HEALTH AND SAFETY ANNOUNCEMENTS

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

193/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

194/17/18 **PRAYERS**

Councillor Yates led the prayers.

195/17/18 **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. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
Brady	26.b – PA17/06211	Non-Pecuniary	A neighbour & close friend of applicant

d. It was **RESOLVED** 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.

196/17/18 To note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note.

197/17/18 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note. (Appendix A)

198/17/18 **MONTHLY CRIME FIGURES**

It was **NOTED** that the Crime Figures had not been updated on Devon & Cornwall Police Website.

199/17/18 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note. (Appendix B)

200/17/18 **CNA REPORT FOR NOTING MATTERS ARISING**

It was **RESOLVED** to note. (Appendix C)

201/17/18 **QUESTIONS FROM THE PUBLIC**

A resident of the town asked if there is any report or other publicity the public can have regarding Saltash Town Council's ongoing War Memorial Project.

It was **RESOLVED** that this item is to be considered at the next Services Committee.

A resident of the town asked the Council to oppose the closure of the NHS Blood Bank currently held at Saltash Baptist Church.

It was **RESOLVED** that the Council opposes the closure and that the Chairman investigates this further.

A resident of the town asked the Council if a Civic Regalia Working Party had been formed.

It was **RESOLVED** that this item would be considered under agenda item 13.

202/17/18 **MINUTES**

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meetings of the Town Council held on Thursday 6th July 2017 and Tuesday 18th July 2017 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

203/17/18 **MATTERS ARISING FROM THE MINUTES**

None.

204/17/18 **CIVIC REGALIA**

It was **RESOLVED** that the Chairman of the P&R Committee takes on the formation of the Civic Regalia Working Party.

It was **RESOLVED** that:

1. STC Councillors and members of the public wishing to be part of the Working Party are to contact Councillor Phillips direct.
2. The Working Party be equal STC Councillors and members of the public.
3. A Chairman will be appointed at the Working Party.
4. The Working Party be held at the Guildhall and that Councillor Phillips will organise further arrangements and details.

205/17/18 **FINANCE**

- a. To advise receipts and payments in June 2017.

It was **RESOLVED** to note.

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

None.

- c. To note that bank reconciliations up to 30th June 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

206/17/18 **CONSIDERATION OF LICENCE APPLICATIONS**

None.

207/17/18 **CORRESPONDENCE**

- a. C Smith, Saltash Town Youth Council – Youth Panel Proposal

It was **RESOLVED** that STC supports the Saltash Town Youth Council's proposal of £500 from the current grant funding. (Appendix D)

- b. Saltash Chamber of Commerce – CCTV in Saltash

It was **RESOLVED** to appoint Councillors Challen, Cook, Taylor and Yates to work in principal with the Chamber of Commerce in progressing a feasibility report reporting back to Full Council for consideration at the 2018/19 precept. (Appendix E)

208/17/18 **TO NOTE THE RESIGNATION OF M COOT AN ELECTION**

It was **RESOLVED** to note and that an election will be called in due course.

209/17/18 **TO CONSIDER APPOINTING REPRESENTATIVES TO:**

- a. May Fair

It was **RESOLVED** to appoint Councillor Miller as the May Fair representative and that there will be no reserve.

- b. Saltash Gateway CIC

It was **RESOLVED** to appoint Councillor Cook as Saltash Gateway CIC representative and Councillor Brady as the reserve.

- c. S106 current representatives (Mayor and Deputy Mayor).
To consider appointment of two additional representatives.

It was **RESOLVED** to appoint Councillors Cook and Brady as S106 representatives in addition to the Mayor and Deputy Mayor.

- d. Services Committee – To appoint a Councillor to the vacant position.

It was **RESOLVED** to appoint Councillor Challen to the Services Committee.

210/17/18 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meetings of the Burial Authority held on Wednesday 12th July 2017, Burial Board held on Wednesday 12th July 2017 and P&R Committee held on Tuesday 18th July 2017 were confirmed and signed as a correct record and all recommendations resolved as listed below:

Burial Authority Committee – Wednesday 12th July 2017

No recommendations.

Burial Board Committee – Wednesday 12th July 2017

Minute no. BB/19/17/18

To receive the current committee budget statement.

It was **RESOLVED** to approve the transfer of £4,000 from EMF Grave Restoration to General Reserves.

Minute no. BB/22/17/18

It was **RESOLVED** to approve that:

1. The existing damaged asbestos sheet roof be removed from the shed located at St Stephens Churchyard and replace with a new profiled metal roof.
2. The asbestos be disposed of in the correct manner.
3. Funding be accepted up to a maximum value of £4,090.00.
4. Funds be allocated from General Reserves.

Policy and Resources Committee – Tuesday 18th July 2017

Minute no. 31/17/18

a. To consider Community Chest Application.

212	Saltash Sailing Club	£964.85
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It was **RESOLVED** to award £964.85

- b. To consider Festival Fund Applications.

It was **RESOLVED** to approve that Community Chest and Festival Fund applications be approved and resolved by the P&R Committee as the delegated financial body of the council rather than by recommendation to Full Council.

Minute no. 34/17/18

It was **RESOLVED** to approve a dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of STC on the Chamber of Commerce.

211/17/18 REPORTS FROM WORKING PARTIES

The notes of the Working Party meetings of the Station Property held on Wednesday 19th July 2017 and Business Strategy and Forward Planning held on Wednesday 2nd August were confirmed as a correct record and all recommendations resolved as listed below:

Station Property Working Party – Wednesday 19th July 2017

Note no. 03/17/18

Finance Update.

It was **RESOLVED** to approve that the Station Property Working Party has delegated authority for expenditure up to the value of £5,000 on any separate occasion within the budget reporting back to Full Council.

Note no. 06/17/18

Appointment of Consultant to produce viability/Business Plan and Complete Funding Bids

It was **RESOLVED** to approve that the Station Property Working Party have delegated authority up to the value of £5,000 on any separate occasion within the budget reporting back to Full Council.

**Business Strategy and Forward Planning Working Party –
Wednesday 2nd August 2017**

Note no. 03/17/18

Maurice Huggins Room and Victoria Gardens

It was **RESOLVED** to approve

1. As a priority that Catherine Thomson and Cornwall Council's Legal Team progress the transfer of the Maurice Huggins Room together with Victoria Gardens as a package to STC.
2. The schedule of works for the MH Room to be DDA complaint subject to finer details considered by the Chairman and Vice Chairman of the Working Party.
3. The LDF funding of £8,812 be released.

Note no. 05/17/18

Waterfront Devolution

It was **RESOLVED** to approve that the Waterfront Management Working Party completes a Financial Business Plan and 10-year Site Maintenance Survey of the Waterfront reporting back to the Business Strategy and Forward Planning Working Party.

Note no. 09/17/18

Equipment Requirements

It was **RECOMMENDED**:

1. Purchase a second-hand vehicle including a full service, years MOT, trailer, vehicle tracking device and sign written van up to the maximum value of £10,000.
2. Allocate funds from General Reserves.

Note no. 13/17/18

Any Other Business

It was **RESOLVED** to reconsider at a future Full Council meeting the lease renewal of 30 years of the Heritage Centre.
(pursuant to minute no. 310/16/17 – FTC 03.11.16)

212/17/18 TO APPROVE THE PURCHASE OF A VAN FOR COUNCIL BUSINESS AND USE

It was **RESOLVED** to approve:

1. Purchase a second-hand vehicle including a full service, years MOT, trailer, vehicle tracking device and sign written van up to the maximum value of £10,000.
2. Allocated funds from General Reserves.

213/17/18 TO APPROVE A SAFEGUARDING POLICY

It was **RESOLVED** to note and that the Station Building and Land be included in the Town Council Assets and that the policy be amended as required. (Appendix F)

214/17/18 STAFFING:

- a. Waterfront and Town Wardens

The Chairman of Staffing informed members of the resignation of the appointed Waterfront and Town Warden.

It was **RESOLVED** to note the appointment of the next highest candidate interviewed in line with the Council's Recruitment Policy. (Appendix G)

- b. To approve the appointment of two-part time Toilet Cleaners

It was **RESOLVED** to defer this item to an Extraordinary Staffing Committee for consideration. (Appendix H)

215/17/18 ACCIDENT AT LANDRAKE

It was **RESOLVED** that the Mayor writes a letter to Cornwall Council, Highways England, the Transport Minister and Sheryll Murray MP to consider a by-pass at Landrake due to the increase of road traffic and safety of all and that the support of Cornwall Councillors be welcomed. (Appendix I)

216/17/18 S106 APPLICATION – SALTASH CHAMBER OF COMMERCE – CHRISTMAS FESTIVAL

It was **RESOLVED** that Saltash Town Council support the S106 application. (Appendix J)

217/17/18 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

It was resolved to **RECOMMEND APPROVAL**

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

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

It was resolved to **RECOMMEND APPROVAL AND THAT STC NOTE THE REDUCTION OF LIGHT**

Councillor Brady declared an interest in the next planning application and left the meeting.

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

It was resolved to **RECOMMEND APPROVAL**

Councillor Brady was invited and returned to the meeting.

- 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.

218/17/18 MEET YOUR COUNCILLORS

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Cook, Dent, Phillips and Yates will attend the next meeting in Fore Street to be held on Saturday 5th August 2017.

219/17/18 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.

220/17/18 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

221/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

222/17/18 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Project Griffin Awareness Sessions

The Chairman informed members of the invitation to attend the Project Griffin Awareness Sessions presented by Devon and Cornwall Police held at:

- New County Hall in Truro Tuesday 15th August 2-4pm and 6-8pm
- St Johns Hall in Penzance Wednesday 23rd August 2-4pm and 6-8pm. (Appendix K)

Saltash Heritage Museum

All members are welcome to join Saltash Heritage Museum tour on Saturday 5th August between 10:30am and 1:30pm.

Saltash Waterfront

The Chairman informed members of the public's response regarding the positive work being carried out at the Waterfront.

