



# 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)

29<sup>th</sup> September 2017

Dear Councillor,

I write to summon you to a meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 5<sup>th</sup> October 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:

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	P Samuels	D Yates

## Agenda

1. Health and safety announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

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 Note ongoing dispensations:
    - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
    - ii. 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.
6. Chairman's Report
7. Monthly Crime Figures
8. Report by Community Enterprises PL12
9. Cornwall Gateway Community Network Area report for noting or matters arising  
No report
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:

Thursday 7<sup>th</sup> September 2017  
Monday 11<sup>th</sup> September 2017  
Tuesday 19<sup>th</sup> September 2017

12. To consider matters arising from the Minutes

13. Finance:

a. To advise the following receipts in:

i. August 2017

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Barclays	Loyalty Reward	£5.08	£0.00	£5.08	
Cornwall Council	Footpath Grant	£703.23	£0.00	£703.23	
Guildhall Income		£301.50	£0.00	£301.50	
HMRC	VAT Refund	£0.00	£13,494.55	£13,494.55	
Public Sector Deposit Fund	Interest	£32.33	£0.00	£32.33	

b. To advise the following payments in:

i. August 2017

<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Amazon	Various Stationary	£166.54	£33.31	£199.85	
Argos	Printer	£78.28	£15.66	£93.94	
Barclays	Bank Charges	£20.29	£0.00	£20.29	
Best Work Wear	Health & Safety Workwear	£89.28	£17.86	£107.14	
Brandon Hire Ltd	Hire of Fence Panels	£41.40	£8.28	£49.68	
Card Machine Charges	Credit Card Charges	£59.04	£0.00	£59.04	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Cleaning Products	£102.49	£20.50	£122.99	
Coop Saltash	Saltash Parking Refund Scheme	£320.00	£0.00	£320.00	<b>S106 Waitrose</b>
Cornerstone	Town Messenger	£300.00	£60.00	£360.00	
Cornish Times	Staff Recruitment Advertising	£237.00	£47.40	£284.40	
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 - Waterfront Toilets	£70.00	£0.00	£70.00	
Cornwall Council	Online DBS System - Set Up	£40.00	£8.00	£48.00	

Cornwall Pension Fund	Pension Payment - July 2017	£3,822.82	£0.00	£3,822.82	
Crewsafe	Waterfront Equipment	£195.42	£39.08	£234.50	
Dainton Portable Buildings	Waterfront Unit	£132.87	£26.57	£159.44	
DDC CRC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Devon & Cornwall Maintenance	Repairs to Longstone Park	£138.40	£27.68	£166.08	
Devon Contract Waste	Waste Disposal Bags	£266.46	£53.29	£319.75	
Duchy Cemeteries	Churchtown Expenses	£440.00	£0.00	£440.00	
EE	Mobile Phones & Waterfront Internet	£100.20	£20.04	£120.24	
Efficient Comms Ltd	Telephone - Guildhall	£49.93	£9.99	£59.92	
EON	Churchtown Electricity - June 2017	£16.11	£3.22	£19.33	
EON	Guildall Electricity - June 2017	£305.54	£61.11	£366.65	
EON	Guildhall Electricity - July 2017	£358.75	£71.75	£430.50	
EON	Churchtown Electricity - July 2017	£18.15	£3.63	£21.78	
Geoff Peggs	Professional Fees - Station Building	£450.00	£90.00	£540.00	
Glendale Grounds Maintenance	Alexandra Square & Elwell Woods Works	£480.00	£96.00	£576.00	
Glendale Grounds Maintenance	Pathway Pointing - MPG	£912.00	£182.40	£1,094.40	
Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Maintenance	St. Stephens Works	£990.00	£198.00	£1,188.00	
Glendale Grounds Maintenance	Pillmere - Tree Works	£450.00	£90.00	£540.00	
Guildhall Income Refund	Hire refund	£63.00	£0.00	£63.00	

Guildhall Income Refund	Overpayment	£49.08	£0.00	£49.08	
HMRC	PAYE - July 2017	£2,546.61	£0.00	£2,546.61	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	
Mayors Allowance		£368.00	£0.00	£368.00	
Mr Sticker	Pontoon Signs	£768.00	£153.60	£921.60	
Mr Sticker	Waterfront Unit Sign	£85.00	£17.00	£102.00	
Petty Cash	Petty Cash	£217.34	£0.00	£217.34	
RBS Software	Burial Software	£180.00	£36.00	£216.00	
SAGE Pay	Card Payment - Monthly Fee	£28.00	£5.60	£33.60	
Saltash CIC	Belle Vue Office Rent	£400.00	£0.00	£400.00	
Saltash Mayfair	Refund of Overpayment	£24.00	£0.00	£24.00	
Shaun Libby	Guildhall Painting Works	£3,703.37	£740.67	£4,444.04	
Sir Fix a Lock Ltd	Spare Guildhall Keys	£60.00	£12.00	£72.00	
SLCC	Membership Fees	£274.00	£0.00	£274.00	
South West Water	Guildhall - Water Charges	£156.49	£0.00	£156.49	
SRUG	Train Leaflets	£646.09	£0.00	£646.09	
Staff Salaries		£14,346.00	£0.00	£14,346.00	
The Bookshelf	Saltash Parking Refund Scheme	£40.00	£0.00	£40.00	<b>S106 Waitrose</b>
UK Fuels Ltd	Ride on Mower - Petrol	£57.97	£11.59	£69.56	

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 31<sup>st</sup> August 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

14.s106

a. Lidl

b. Waitrose

To note the fund stands at circa £48K and the key date for this budget is commitment by 07.06.2019.

15. To consider the Tenancy at Will from Cornwall Council for Alexandra Square Public Conveniences
16. To consider the Heads of Terms lease from Cornwall Council for Longstone Park Garage and Store
17. Correspondence
  - a. Office of Police and Crime Commissioner – Councillor Advocate Scheme
  - b. Local Government Boundary Commission for England – Consultation on new division boundaries for Cornwall
18. To approve the minutes of the following committees:

Services Committee held on 13<sup>th</sup> September 2017  
Staffing Committee held on 19<sup>th</sup> September 2017
19. To approve the minutes of the following sub-committee:

Business Strategy and Forward Planning Sub-Committee held on 11<sup>th</sup> September 2017  
  
Station Property Sub-Committee held on 27<sup>th</sup> September 2017
20. To receive the notes and recommendations of the following working party:
  - a. Civic Regalia Review Working Party held on 20<sup>th</sup> September 2017
21. To consider a request from Diverse Events to use the Town Council Premises Licence for May Fair and Saltash Regatta
22. To consider making November 11<sup>th</sup> an annual Civic Event organised by the Saltash Royal British Legion
23. To consider a request to make May Fair 2018 a Civic Event
24. To note the resignation of Councillor Thorn as representative on Saltash Regatta Committee and appoint a new representative
25. Pillmere Development – proposed transfer of two parcels of land
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:

**PA17/08030**

Mr Murphy - **Crannog House, Barkers Hill, St Stephens PL12 4QB**  
Construction of 2 x 3 bedroom dwellings with double garages and new access drive.

**Ward: West**

Date received: 06.09.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OV1NDQFGKZM00>

**Pursuant to FTC 19.09.2017 Minute no. 292/17/18**

It was resolved to **DEFER** pending a site visit by all appropriate Planning Officers and Statutory Consultees with ward councillors due to a conflict of information received regarding paragraph 103 of the Local Plan.

**PA17/08642**

Longmeadow Properties Ltd – **Land north east of Tamar View Nurseries, Carkeel PL12 6PH**

Residential development for 4 dwellings.

**Ward: North**

Date received: 20.09.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OW4CE3FG1OU00>

a. Tree applications/notifications:

- i. Applications –none
- ii. Notifications

**PA17/08747**

M Knipe – **Dartana, Forder PL12 4QR**

Works to trees in a Conservation Area, namely remedial works to groups of trees G1, G2, and G3.

**Ward: West**

Date received: 20.09.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OW9MRPFG1OU00>

- b. 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. Consideration of License Applications – none

28. Meet your Councillors:

a. Arrangements for future meetings

29. 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.

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

31. Saltash Library

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 17<sup>th</sup> October 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