

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 7th December 2017 at 7:00 p.m.

PRESENT: Councillors: J Brady, R Bickford, G Challen, C Cook, J Dent, S Lennox-Boyd, S Miller, M Parker, B Phillips, J Rance, P Samuels, G Taylor, S Thorn, C Warrington, D Yates.

ALSO PRESENT: 1 Member of the Press, 7 Members of the Public, Reverend Parkman, R Lane - Town Clerk, E Holden - Finance Officer, S Burrows – Administration Officer, H Frank – Cornwall Councillor, A Killeya – Heritage Trustee.

APOLOGIES: Councillors: M Parker – late arrival, A Pinckney.

HEALTH AND SAFETY ANNOUNCEMENTS

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

411/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer and a Member of the public declared that the meeting would be recorded.

412/17/18 **PRAYERS**

Reverend Michelle Parkman led the prayers.

413/17/18 **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
None			

414/17/18 To approve a dispensation to Committee members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was **RESOLVED** to approve.

415/17/18 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.

416/17/18 To note an on-going 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.

It was **RESOLVED** to note.

417/17/18 **CHAIRMAN'S REPORT** (Appendix A)

It was **RESOLVED** to note.

418/17/18 **MONTHLY CRIME FIGURES** (Appendix B)

It was **RESOLVED** to note.

419/17/18 **REPORT BY COMMUNITY ENTERPRISES PL12**

No Report.

420/17/18 **COMMUNITY NETWORK AREA REPORT** (Appendix C)

It was **RESOLVED** to note and that:

1. The Mayor issues a letter to Dr Lou Farbus the leading consultant for 'Shaping Our Future' requesting that Saltash health provision be maintained at St Barnabas MIU.
2. The Mayor issues a letter to Councillor Julian German to ensure the budget for the Citizen Advice Bureau remains allowing the existing service to still be provided.

421/17/18 **QUESTIONS FROM THE PUBLIC**

A resident of Saltash asked a question in relation to Cornwall Councils definitive map.

It was **RESOLVED** that this item would be considered under agenda item 14.a.

A Trustee of Saltash Heritage asked a question in relation to the lease on the Heritage Centre.

It was **RESOLVED** that this item would be considered under agenda item 15.

A resident of Saltash asked a question in relation to speeding on Culver Road and requested that STC fully support the proposed Saltash Park and Ride.

The Mayor referred the member of the public to Councillor Holley – Cornwall Councillor who is a member of the Road Safety Committee for a response to the question regarding speeding.

422/17/18 **MINUTES** (Appendix D)

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 2nd November 2017, Tuesday 21st November 2017 and Tuesday 5th December 2017 were confirmed and signed as a correct record.

423/17/18 **MATTERS ARISING FROM THE MINUTES**

None.

424/17/18 **FINANCE** (Appendix E)

a. To advise the following receipts in:

i. October 2017

It was **RESOLVED** to note.

b. To advise the following payments in:

i. October 2017

It was **RESOLVED** to note and that the Vice Chairman of P&R arranges to audit the payments.

c. 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 31st October 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

425/17/18 **CORRESPONDENCE**

- a. Cornwall Council – Modification Order 2017 – Addition of Footpath at Babis Lane and Town Quay. (Appendix F)

It was **RESOLVED** to note and that:

1. STC object to the Making of the Definitive Map Modification Order from Cornwall Council.
2. STC agree with the sections identified but request that the area between points B and C be included making the entire route a public right of way.
3. STC request a reasonable response period from Cornwall Council no later than 2020.

- b. Mrs S Scott – Saltash Chronicles. (Appendix G)

It was **RESOLVED** to note and that the future of the Saltash Chronicles Embroidery will be considered for display amongst a range of options for the Station Building.

- c. Cornwall Council – Minerals Safeguarding Development Plan – Notice of Examination Hearing. (Appendix H)

It was **RESOLVED** to refer the Development Plan to the Saltash Neighbourhood Plan for consideration.

- d. Cornwall Council – Antisocial Behaviour Orders. (Appendix I)

It was **RESOLVED** that STC require more information from Cornwall Council prior to making a decision.

- e. Sgt J Williams, Devon and Cornwall Police – Crime Figures

(Appendix J)

It was **RESOLVED** to note.

426/17/18 **APPROVAL OF THE MINUTES OF THE FOLLOWING SUBCOMMITTEE** (Appendix K)

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

The minutes of the meeting of the Business Strategy and Forward Planning Subcommittee held on Wednesday 15th November 2017 were confirmed and signed as a correct record and all recommendations resolved as listed below:

Saltash Heritage Lease - Minute no.24/17/18

It was **RESOLVED** to defer this item to a future meeting for further consideration following a meeting between STC Councillors and the Heritage Trustees.

Library - Minute no.25/17/18

It was **RESOLVED** to approve the precept budget of £10k for Library Provision.

Belle Vue Office - Minute no.26/17/18

It was **RESOLVED** to approve the feasibility and costs of utilising the Maurice Huggins Room as an additional administration office.

Toilet Leases - Minute no.27/17/18

- a. Longstone
- b. Belle Vue

It was **RESOLVED** to approve that the leases be signed for the toilet blocks subject to the asbestos register and legionella checking schedules being in place.

Longstone Park Garage and Workshop Lease – Minute no.28/17/18

It was **RESOLVED** to approve and undertake the works to the value of £15k if Cornwall Council agree to the first 3 years being at a rent of £1.00pa.

427/17/18 **APPROVAL OF THE NOTES OF THE CIVIC REGALIA REVIEW WORKING PARTY** (Appendix L)

It was **RESOLVED** to note.

428/17/18 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

(Appendix M)

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 Services Committee held on Wednesday 8th November 2017, Staffing Committee held on Tuesday 21st November 2017, Burial Board and Burial Authority held on Thursday 23rd November 2017, Policy & Resources Committee held on Tuesday 28th November 2017 were confirmed and signed as a correct record and all recommendations resolved as listed below:

Services Committee – Wednesday 8th November 2017

Finance - Minute no.50/17/18

c. Budget B proposal for 2018/19

It was **RESOLVED** to approve budget B should the Town and Waterfront Wardens be engaged by the Staffing Committee.

It was **RESOLVED** to defer the fees and charges to the next Services Committee.

Staffing Committee – Tuesday 21st November 2017

Staffing – Minute no.58/17/18

It was **RESOLVED** to defer the following items to a future Staffing Committee:

1. An Assistant Town Clerk be appointed as soon as possible on a pay scale to be agreed by the Staffing Committee funded from General Reserves to 31st March 2018.
2. A Devolution Administrator scale 15-17 be precepted for in the 2018/19 budget.
3. Upon the expiry of their current contracts the Town and Waterfront Leader and 3 Town and Waterfront Wardens hours be uplifted from 25 to 37 hours per week on a 3-year fixed term contract funded from General Reserves to 31st March 2018.
4. The Town and Waterfront Leader pay scale be uplifted from scale 15-17 to 18-20 upon the implementation of the new contract.

5. Three cleaners be appointed as soon as possible to cover a 7-day operation for cleaning toilets and council buildings. Hours to be determined upon operational requirements. Funded from the outsourced contract budget.
6. A Cemetery Grounds worker be appointed 37 hours per week on scale 15-16.

Budget Statements – Minute no.60/17/18

It was **RESOLVED** to defer to a future Staffing Committee.

Burial Board Committee – Thursday 23rd November 2017

To receive the current committee budget statement – Minute no.BB50/17/18

- a. To set the budget for 2018/19

It was **RESOLVED** to approve the budget for 2018/19.

- b. To set the fees and charges for 2018/19

It was **RESOLVED** to approve the set fees and charges for 2018/19.

Burial Authority Committee – Thursday 23rd November 2017

To receive the current committee budget statement – Minute no.BA/48/17/18

- a. To set the budget for 2018/19

It was **RESOLVED** to approve the budget for 2018/19.

- b. To set the fees and charges for 2018/19

It was **RESOLVED** to approve the set fees and charges for 2018/19.

Policy and Resources Committee – Tuesday 28th November 2017

Finance – Minute no.78/17/18

- c. To set the budget for 2018/19

It was **RESOLVED** to approve the budget for 2018/19.

- d. To set the fees and charges for 2018/19

It was **RESOLVED** to approve the fees and charges for 2018/19.

To finalise the Council budget and fees and charges for 2018/19 – Minute no.79/17/18

It was **RESOLVED** to defer the fees and charges for 2018/19.

To finalise the Precept for 2018/19 – Minute no.80/17/18

It was **RESOLVED** to defer the precept for 2018/19.

429/17/18 **TO APPROVE THE BUDGET AND FEES AND CHARGES FOR 2018/19** (Appendix N)

Please see a copy of the budget and fees and charges on STC website or request to see a copy at the Guildhall.

It was **RESOLVED** to approve the 2018/19 budgets for the following Committees: Services, P&R, Burial Board and Burial Authority.

It was **RESOLVED** to defer the 2018/19 Staffing Committee budget.

It was **RESOLVED** to defer the 2018/19 Services fees and charges to the next Services Committee Meeting.

Councillor Parker joined the meeting.

430/17/18 **TO APPROVE THE PRECEPT FOR 2018/19** (Appendix O)

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

It was **RESOLVED** to defer the Council precept for 2018/19.

431/17/18 **TO APPROVE LEASES – LONGSTONE & BELLE VUE TOILETS** (Appendix P)

It was **RESOLVED** to approve the Longstone and Belle Vue toilet leases.

432/17/18 **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: None.
- d. Tree applications/notifications:
 - i. Applications – None.
 - ii. Notifications – None.
- 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.

433/17/18 CONSIDERATION OF LICENSE APPLICATIONS

None.

434/17/18 MEET YOUR COUNCILLORS:

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Dent, Taylor and Yates will attend on Saturday 9th December 2017.

435/17/18 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.

436/17/18 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

437/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

438/17/18 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

439/17/18 PRESS RELEASES

None.

