

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 4th July 2019 at 7.00 p.m.

PRESENT: R Bickford, G Challen – Chairman, J Dent, S Lennox Boyd, S Martin, M Parker, A Pinckney, B Samuels, P Samuels – Vice Chairman, D Yates.

ALSO, PRESENT: 1 Member of the Press, Reverend B Anderson, Grahame Mace - Cyber Protect Officer at Devon & Cornwall Police, R Lane - Town Clerk, A J Thomas – Senior Policy & Data Compliance Monitoring Officer.

APOLOGIES: Councillors: M Fox, S Gillies, S Miller, J Peggs, W Phillips, J Rance.

PRAYERS

Reverend B Anderson led prayers.

HEALTH AND SAFETY ANNOUNCEMENTS

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

87/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy and Data Compliance Monitoring Officer notified the Chairman that she would be recording the meeting for the purpose of minute taking.

The Town Clerk advised Members of recent Freedom of Information requests to access recordings of meetings.

It was **RESOLVED** that any recording of a meetings for the purpose of minute taking be destroyed after the draft minutes have been approved by the Chairman and Vice Chairman of committees.

88/19/20 **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:

Councillor	Agenda item	Pecuniary/ Non-pecuniary	Reason
None			

- c. To consider dispensations required.

None.

89/19/20 **RISK MANAGEMENT REPORTS**

None.

90/19/20 **CYBERCRIME PRESENTATION**

Grahame Mace, Cyber Protect Officer at Devon & Cornwall Police gave Members a presentation on Cybercrime. He asked for any questions to be sent to him by email and he will forward more information with links after the meeting.

The Chairman thanked Mr Mace for attending.

Councillor Bickford left the meeting.

91/19/20 **CHAIRMAN'S REPORT**

- a. Saltash Ladies Choir - Letter of thanks.
- b. Saltash and District Camera Club – Letter of thanks.

It was **RESOLVED** to note.

92/19/20 **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

Councillor Bickford returned to the meeting.

93/19/20 **REPORT BY COMMUNITY ENTERPRISES PL12**

Councillor Dent queried how the lease for the former Belle Vue toilets (West) had been obtained so quickly from Cornwall Council. STC are still waiting for some long outstanding leases on devolved properties.

The Chairman will raise this with Cornwall Council.

It was **RESOLVED** to note.

94/19/20 **CNA REPORT FOR NOTING OR MATTERS ARISING**

- a. No report.
- b. To consider a response to Cornwall Council on Climate Change and whether STC will declare a climate emergency.

It was **RESOLVED** that STC will not declare a climate emergency and will send CC its response together with a report from Councillor Peggs on climate change initiatives being conducted in Saltash.

95/19/20 **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

96/19/20 **MINUTES**

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

The minutes of the Full Town Council meeting held on Thursday 6th June 2019 were confirmed and signed as a correct record.

97/19/20 **FINANCE**

- a. To advise receipts in May 2019.

It was **RESOLVED** to note.

- b. To advise payments in May 2019.

It was **RESOLVED** to note.

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

None.

- d. To note that the bank reconciliations up to 31st May 2019 were reviewed as correct by the Chairman of Policy and Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments by the Chairman of Policy and Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

98/19/20 **CORRESPONDENCE**

- a. Cornwall Councillor Sam Tamlin – Cornwall Council Monthly report

It was **RESOLVED** to note.

99/19/20 **TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

- a. Extraordinary Personnel Committee held on Tuesday 11th June 2019.

The minutes of the Extraordinary Personnel Committee held on Tuesday 11th June 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

- b. Personnel Committee held on Thursday 27th June 2019.

RECOMMENDATIONS:

- i. Minute No 23/19/20 POLICIES

- a. Time off for dependants.

It was **RESOLVED** that subject to adjustments delegated to be made by the Chairman and approved by Personnel Committee members that the policy be **RECOMMENDED** to the Policy and Finance Committee for adoption.

- ii. Minute No 25/19/20 STAFFING:

It was **RESOLVED** that:

A post of Committee Support Officer and Minute Taker be established on 35 hours per month within existing budgets to be recruited at the earliest opportunity.

It was **RESOLVED** to confirm and sign the minutes of the Personnel Committee held on Thursday 27th June 2019 as a correct record and approve the recommendations therein.

b. Joint Burial Board held on Tuesday 2nd July 2019.

It was **RESOLVED** to note that these minutes will be deferred to future meeting.

100/19/20 **THE POLLING DISTRICT AND POLLING PLACES REVIEW**

The Chairman reported that Cornwall Councillor Holley had expressed concerns about provision of a polling station for Pillmere.

It was **RESOLVED** to recommend to CC that a polling station be established for Pillmere and suggest using the STC trailer in an appropriate location with welfare facilities or the Appleby Westward or Quickstore meeting rooms as possible locations for a polling station at Pillmere.

101/19/20 **THE COMMUNITY NETWORK HIGHWAYS SCHEME**

It was **RESOLVED** to note.

102/19/20 **COUNCILLOR TRAINING**

a. Code of Conduct

The Chairman asked how many members had undertaken Code of Conduct training and reminded members of the Personnel and Licensing Committees that they should attend training within 6 months subject to training availability.

It was **NOTED** that all Members in attendance at the meeting had undertaken Code of Conduct training and that Personnel training had recently been provided by ACAS.

b. Planning

Councillor Dent reported that training has been arranged for Members in the Guildhall on 25th July at 6pm.

It was **RESOLVED** to note.

103/19/20 **PLANNING**

a. Applications for consideration: None.

b. Tree applications/notifications: None.

104/19/20 **CONSIDERATION OF LICENSE APPLICATIONS**

None.

105/19/20 **MEET YOUR COUNCILLORS**

a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Dent, B Samuels and P Samuels will attend the next meeting in Fore Street on Saturday, 6th July 2019.

Councillor Yates asked for the public to be directed to the Neighbourhood Plan exhibition being held in the Guildhall on that day and encouraged Members to attend.

106/19/20 **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.

107/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

108/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

109/19/20 **TO CONSIDER URGENT NON-FINANCIAL ITEMS**

The Chairman informed Members that she had received a Code of Conduct complaint against herself, but it had been dismissed.

110/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

The Neighbourhood Plan Exhibition being held in the Guildhall on 6th July 2019 to be promoted on the Town Council Website and social media.

111/19/20 **DATE OF NEXT MEETING**

Thursday 1st August 2019 at 7p.m.

112/19/20 **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.21 p.m.

Signed: _____
Chairman

Dated: _____

DRAFT