

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 7<sup>th</sup> November 2019 at 7.00 p.m.**

**PRESENT:** Councillors: R Bickford, J Dent, S Gillies, S Lennox-Boyd, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels – Vice Chairman, J Rance, D Yates.

**ALSO PRESENT:** 2 Members of the Public, 1 Member of the Press, P Thistlethwaite – Chair CIC, J Baskott – Vice Chair CIC, D Holley – Cornwall Councillor, S Tamlin – Cornwall Councillor, R Lane - Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillors: G Challen - Chairman, M Fox, S Martin, M Parker, W Phillips.

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Vice Chairman in the Chair.

#### **PRAYERS**

Councillor Yates led prayers.

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**211/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**212/19/20** **TO VOTE A VICE CHAIR**

Following a vote, it was **RESOLVED** to elect Councillor Yates as Vice Chairman of the Committee due to the absence of the Mayor.

**213/19/20 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:

None.

c. To consider dispensations required:

None.

**214/19/20 CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**215/19/20 MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**216/19/20 REPORT BY COMMUNITY ENTERPRISES PL12**

Peter Thistlethwaite – Chair CIC introduced Jo Baskott – Vice-Chair who has been appointed at the CIC AGM in November and continued to inform members of the proposed consultation of Health Care in Saltash with NHS Kernow. The Chair of CIC requested Members to attend an informal meeting, which is to be arranged with the CIC, to discuss the services and areas in Health Care Services that need improvement.

It was **RESOLVED** to:

1. Note the report
2. Chair of CIC to arrange a date for an informal meeting with interested members to discuss Health Care Services needing improvement and to feedback to the future Consultation with NHS Kernow.

**217/19/20 FULL MEETING NOTES OF THE CNP MEETING FOR NOTING**

It was **RESOLVED** to note.

**218/19/20 OVERVIEW OF CNP MEETING NOTES FOR MATTERS ARISING.**

The Members were informed of the action points relating to the Cornwall Gateway CNP meeting held on 26<sup>th</sup> September 2019:

1. South East Cornwall Regeneration Programme Update

Rob Andrew, Regeneration Manager, Cornwall Council updated that a number of projects across East Cornwall are collectively being considered in order to maximise funding opportunities. Rob advised that he would be happy to provide a briefing on Place Shaping at a future CNP meeting if the panel so wished.

Action – can clerks advise if this is an offer their town/parish council would wish to take up?

It was **RESOLVED** to defer this to the Town Centre Vision Sub Committee.

2. South East Cornwall Economic Development working group

Cllr Davis reported that the working group represents the 3 network areas of Cornwall Gateway, Caradon and Liskeard and Looe and is carrying out a fact finding mission to establish priorities and ambitions from the Town and Parish Councils in the 3 network areas. The focus areas are;

- i. Road Improvements - A390, A38 and A374
- ii. Internet access and 5G
- iii. Tourism and Town Centres
- iv. Agriculture

Action – an email has been sent to the town and parish councils/NDP groups who have yet to respond. The next meeting of the group will be held on 28th October and feedback by then would be welcomed.

It was **RESOLVED** to:

1. Note Councillor Yates had responded in summary with information collected from the Neighbourhood Plan.
2. Refer the item to the Town Centre Vision Sub Committee for further consideration.

3. Climate Change and Plastic Free Cornwall Gateway Community Network Area

Climate Change and Plastic Free Cornwall Gateway Community Network Area – this will be a standing item on the agenda and a schedule outlining updates from across the network was shared and will be updated in advance of each CNP meeting.

It was **RESOLVED** to note.

4. Community Networks Highways Scheme update

An update was circulated to the panel and the panel was pleased to note that 18 schemes (utilising 3 years of funding) have been approved, of which 4 schemes are now complete and that the 8 TRO's scheduled for year 1 are at an advanced stage.

Work is progressing to develop a network wide Mobile Speed Activation Scheme which will be considered further at the next panel meeting.

D Holley – Cornwall Councillor addressed members and advised them to consider any area in which they believe would be a suitable location for the proposed schemes and to inform Catherine Thomson – Cornwall Council Local Liaison Officer by the 5<sup>th</sup> December 2019.

The proposed areas at this current time are:

- i. Liskeard Road
- ii. St Stephens Road
- iii. New Road
- iv. Callington Road

It was **RESOLVED** to support this scheme and members to notify Cornwall Council Liaison Officer of any additional areas they wish to be considered in Saltash.

**219/19/20**    **QUESTIONS FROM THE PUBLIC**

A resident of Saltash - To consider a request to assist in funding a War Memorial at the Memorial Peace Garden.

The correspondent addressed members regarding the question put forward for the consideration of initiating and funding, wholly or partially, a project to erect a new war memorial to remember and honour all names of the fallen from WW1 and WW2 which have not been included in any existing War Memorial in Saltash. It is estimated there are 44 deserving names from WW1 and a further 40 names from WW2.

It was advised that Torpoint Council had recently installed a new memorial, which was unveiled in September, and included the names of those fallen but not originally recorded on previous memorials.

Councillor Dent expressed her support for such projects of recording the fallen but not forgotten men in action, however advised members that to her knowledge the research into all the names of those who lost their lives had not yet completed. Members expressed support for the project but felt it was essential that the research into all the names needing to be included must be completed prior to committing public money to the memorial requested.

It was **RESOLVED** not to commit public money until the project is complete and all the names of the fallen but not forgotten have been established.

**220/19/20**    **TO RECEIVE APPROVE AND RESOLVE ANY RECOMMENDATIONS OF THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 3<sup>RD</sup> OCTOBER 2019 AND MINUTES OF THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON THURSDAY 24<sup>TH</sup> OCTOBER 2019.**

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

Councillor Yates requested an amendment to remove his name from Minute No 201/19/20 Past Mayors Group Photos in which his name is included as a Mayor who did not have his photo taken and displayed however he had indeed had his picture taken and it is currently displayed at the Guildhall.

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 3<sup>rd</sup> October 2019 were confirmed and signed as a correct record.

It was **RESOLVED** that the minutes of the Extraordinary Full Town Council meeting held on Thursday 24<sup>th</sup> October 2019 were confirmed and signed as a correct record.

**221/19/20**    **FINANCE**

- a. To advise receipts in September 2019.

It was **RESOLVED** to note.

- b. To advise payments in September 2019.

It was **RESOLVED** to note.

- 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 the bank reconciliations up to 30<sup>th</sup> September 2019 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**222/19/20**    **CORRESPONDENCE**

- a. Saltash Baptist Church – To receive a request of a support letter for the Baptist Church refurbishment works.

It was **RESOLVED** to send a letter of support from the Council to Saltash Baptist Church for the proposed refurbishment works.

- b. Cormac – Cornwall Gateway Community Network Traffic Regulation Orders: Saltash restrictions on waiting, various sites (Sn02 – SN08).

It was **RESOLVED** to note.

- c. St Petrocs – Thank you letter.

It was **RESOLVED** to

1. Note the letter
2. Consider the use of the Guildhall for St Petrocs at the next Policy and Finance meeting to be held 19<sup>th</sup> November 2019.

**223/19/20** **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Planning and Licensing held on Tuesday 20<sup>th</sup> August 2019.

It was **RESOLVED** that the minutes of the Planning & Licensing held on Tuesday 20<sup>th</sup> August 2019 were confirmed and signed as a correct record.

b. Planning & Licensing held on Tuesday 17<sup>th</sup> September 2019.

It was **RESOLVED** that the minutes of the Planning & Licensing held on Tuesday 17<sup>th</sup> September 2019 were confirmed and signed as a correct record.

c. Planning & Licensing held on Tuesday 15<sup>th</sup> October 2019.

It was **RESOLVED** that the minutes of the Planning & Licensing held on Tuesday 15<sup>th</sup> October 2019 were confirmed and signed as a correct record.

d. Personnel held on Tuesday 24<sup>th</sup> September 2019.

**RECOMMENDATIONS:**

**40/19/20 STAFFING**

a. Christmas operational hours.

It was **RECOMMENDED** that:

1. The Guildhall and Library be closed from the 24<sup>th</sup> December 2019 (last working day 23<sup>rd</sup> December 2019) and re-open on 2<sup>nd</sup> January 2019.

It was **RESOLVED** to approve.

2. A Saltash Day be awarded to all staff on the 24<sup>th</sup> December 2019.

It was **RESOLVED** to approve.

3. Service Delivery operational hours be further considered and a formal staff on call system be established.

It was **RESOLVED** to approve.

e. Staff Reports.

Members considered a request for a job retitle.

It was **RECOMMENDED** that the Head of Administration and Library Services title be designated Assistant Town Clerk as of 1<sup>st</sup> April 2020 to reflect the increased roles and responsibility and that implementation and any change to remuneration and job description be considered at the next meeting.

It was **RESOLVED** to approve.

It was **RESOLVED** that the minutes of the Personnel Committee held on Tuesday 24<sup>th</sup> September 2019 were confirmed and signed as a correct record.

e. Extraordinary Personnel held on Wednesday 2<sup>nd</sup> October 2019.

It was **RESOLVED** that the minutes of the Extraordinary Personnel Committee held on Wednesday 2<sup>nd</sup> October 2019 were confirmed and signed as a correct record.

f. Personnel held on Tuesday 22<sup>nd</sup> October 2019.

It was **RECOMMENDED** that:

1. The Town Clerk scale point be uplifted from point 47 to 49 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 50 to 54 as of 1<sup>st</sup> April 2020 on point 52.

It was **RESOLVED** to approve.

2. The Assistant Town Clerk scale point be uplifted from point 26 to 28 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 29 to 32 as of 1<sup>st</sup> April 2020 on point 32.

It was **RESOLVED** to approve.

3. The Finance Officer scale point be uplifted from point 20 to 23 as of 1<sup>st</sup> October 2019 and the scale be uplifted to point 24 to 28 as of 1<sup>st</sup> April 2020 on point 28.

It was **RESOLVED** to approve.

4. The Receptionist/Planning Administrator scale be uplifted to point 10 to 12 on scale point 10 as of 1<sup>st</sup> April 2020.

It was **RESOLVED** to approve.



5. The Receptionist/Mayors Secretary scale be uplifted to point 10 to 12 on scale point 10 as of 1st April 2020.

It was **RESOLVED** to approve.

6. The Cemetery Warden scale be uplifted to point 10 to 12 on scale point 10 as of 1<sup>st</sup> April 2020.

It was **RESOLVED** to approve.

7. The Service Delivery General Assistant (Cemetery) scale be uplifted to 7 - 9 on scale point 7 as of 1st April 2020.

It was **RESOLVED** to approve.

It was **RESOLVED** that the minutes of the Personnel Committee held on Tuesday 22<sup>nd</sup> October 2019 were confirmed and signed as a correct record.

- g. Burial Authority held on Tuesday 1<sup>st</sup> October 2019.

It was **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 1<sup>st</sup> October 2019 were confirmed and signed as a correct record.

- h. Burial Board held on Tuesday 8<sup>th</sup> October 2019.

It was **RESOLVED** that the minutes of the Burial Board Committee held on Tuesday 8<sup>th</sup> October 2019 were confirmed and signed as a correct record.

- i. Policy & Finance held on Tuesday 29<sup>th</sup> October 2019.

It was **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 29<sup>th</sup> October 2019 were confirmed and signed as a correct record.

**224/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

It was **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on Monday 21<sup>st</sup> October 2019 were confirmed and signed as a correct record.

**225/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**226/19/20** **TO APPROVE AND ADOPT THE:**

- a. Annual Health & Safety Policy Statement

It was **RESOLVED** to approve and adopt the Annual Health and Safety Policy Statement.

- b. Health & Safety Handbook

It was **RESOLVED** to approve and adopt the Health and Safety Handbook subject to amendments.

- c. Health & Safety Policy Manual

It was **RESOLVED** to approve and adopt the Health and Safety Policy Manual subject to amendments.

**227/19/20** **TO RECEIVE A REPORT FROM CORNWALL COUNCIL – COUNCILLOR TAMLIN.**

It was **RESOLVED** to note.

**228/19/20** **PLANNING**

- a. Applications for consideration:

**PA19/08638**

Mr Daniel Evans Cornwall Council **Land At Dellohay Park Saltash PL12 6AQ**

Amendment and relocation to the Abutment, Bridge and Footpath design previously consented under Planning Permission E2/06/00878/FUL

**Ward: North**

Date Received: 17/10/19

It was **RESOLVED** to **RECOMMEND APPROVAL.**

**PA19/08644**

Mr And Mrs Pennycook **Trematon Hall Trematon Saltash Cornwall PL12 4RU**

Listed building consent for exterior painting of existing render.

**Ward: West**

Date Received: 09/10/19

It was **RESOLVED** to **RECOMMEND APPROVAL.**

- b. Tree applications/notifications: None.

**PA19/07164 - 'Amended Description'**

Mr John Mackeen **219 Callington Road Saltash Cornwall PL12 6LN**

T2, namely crown lift crown to 2.5m covered by Tree Preservation Order

**Ward: North**

Date Received: 22/10/19

It was **RESOLVED** to **RECOMMEND APPROVAL**.

**229/19/20** **CONSIDERATION OF LICENSE APPLICATIONS**

None.

**230/19/20** **MEET YOUR COUNCILLORS**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Dent, Phillips and Yates will attend the next meeting in Fore Street on Saturday 9<sup>th</sup> November 2019.

**231/19/20** **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.

**232/19/20** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**233/19/20** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**234/19/20** **TO CONSIDER URGENT NON-FINANCIAL ITEMS**

Consultation Notification from Planning Policy Team

It was **RESOLVED** to note.

Community Road Safety Forum – 3<sup>rd</sup> December Scheduled Meeting

It was **RESOLVED** to note.

Community and Devolution - Polling Districts and Polling Places Review

It was **RESOLVED** to note.

Saltash Town Council Meeting with the Cornwall Council Planning Officer.

Councillor Dent informed members of the informal meeting held at Saltash Town Council with Patrick James Cornwall Council Planning Officer regarding Broadmoor Farm Applications. Councillor Dent stated how useful and interesting it was to discuss the future developments in Saltash and the planning application PA19/08297 in more detail.

Purdah

The Chair reminded all members we are in Purdah as of Monday 11<sup>th</sup> November with explanatory guidelines to be circulated to all members.

Elmer

The Chair thanked the Mayor for a charity Elmer Elephant that she had purchased and gifted to the council.

**235/19/20**     **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press and Social Media Releases:

1. Despite the new Government scheme – Fund For Children, Saltash Town Council do not charge for Children’s Funerals.

**236/19/20**     **DATE OF NEXT MEETING**

Thursday 5<sup>th</sup> December 2019 at 7p.m.

**237/19/20**     **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: 8:41pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_