

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 3<sup>rd</sup> June 2010 at 7.00 pm**

**PRESENT:** Councillors A Killeya (Chairman), R Austin, P Clements, G Ellison,  
M Gee, M Killeya, C Oakes, W Phillips, B Reid, C Riches,  
P Stephens ISM, D Yates

**ALSO PRESENT** Mr L Bradley (CIC)  
Rev J Howden (Mayor's Chaplain)  
Councillor Mrs S Hooper MBE (Town Clerk)  
Mrs A-J Thomas (Administration Officer)

**APOLOGIES:** Councillors R Bickford, D Holley  
Sergeant A Dunstan

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### **PRAYERS**

Prayers were led by the Mayor's Chaplain.

### **CHAIRMAN'S REPORT**

The Mayor reported that since the last meeting he and the Mayoress had undertaken the following engagements: VIP Visitors Day at RAF St Mawgan; Circuss Starr performance at Longstone Park; visit to the Guildhall by saltash.net School Council (with Councillor Mrs Hooper and Mr Dave Kent of Saltash Heritage); Burraton Community Centre 50<sup>th</sup> Birthday Dance; Bodmin Civic Service; Emergency Services Road Awareness Day; opening the Forder Fete; Twinners Dinner for visitors from Plougastel; Saltash Sailing Club reception for visitors from Plougastel; Saltash Heritage AGM; a reception in Truro for the RNLI; Liskeard Race for Life.

The Mayor showed Councillors two framed pictures that were presented by the Plougastel delegation at both the Twinning Dinner and the Sailing Club reception that he intends to hang in the Mayor's Parlour.

Councillors were asked to note that the provisional date for the Civic Service is Sunday 3<sup>rd</sup> October 2010 and this will be confirmed shortly.

The Deputy Mayor reported that in May he had attended the Bodmin Mayor Choosing on 20<sup>th</sup>; the Plymouth Lord Mayor Choosing on 21<sup>st</sup>; the Plymouth Civic Service on 23<sup>rd</sup>.

### **POLICE REPORT**

There was no police report.

### **SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

Mr Bradley presented the brief to the Council from CIC. He reported that Mr John Evans has tendered his resignation from the end of June. He has been a key member of MCTI and CIC since 2004 and his input will be missed. Ms Kara Ord will take his place as Company Secretary. The source of finance was discussed at a Board meeting on 26<sup>th</sup> May which

involved 106 funds, existing and CIC ring fenced funds with the Town Council, grant funding, convergence funding and the Lottery. Councillor A Killeya informed Mr Bradley that the Town Council has now agreed to the request for 106 funding.

Succession planning and recruitment for Directors is in hand ready for the AGM on 21<sup>st</sup> July 2010. Existing Directors have indicated a will to continue and it may be necessary to hold an election.

At a Steering Group workshop the draft customer brief for Fore Street was presented and reviewed, along with prioritisation of projects, viability studies, timescales and public consultation planning. At the next meeting a 3D computer model will be presented for the three project areas. Quotations have been requested for a closely specified piece of work around the options for Alexandra Square.

Mr Bradley reported that he and Mrs Gillian Furse will attend the recruitment process for the new Town Clerk and he thanked the Town Council for the invitation.

### **REPORT BY CORNWALL COUNCIL**

Councillor Austin reported that at Cabinet it was reported that the Local Transport Plan will be going out to public consultation following research. Cornwall Council will now seek input from a wide range of public bodies throughout the County and the Town Council will be consulted.

Planning and Regeneration Services have produced a leaflet giving Councillors guidance on responding to planning consultations. The leaflet has been circulated by email and he recommended it to Councillors as a useful document.

Councillor Riches reported that he had met representatives of the RDA and had expressed extreme concern at the large amount of funding that is going to the west of the County with nothing in the East. Councillor Ellison commented that this was due to applications not being made by the District Council in 2008 which was the deadline for applying for this funding. Councillor Riches reported that it may be possible to obtain convergence funding for industrial areas.

Councillor Ellison expressed concern at the atrocious condition of grassed areas around Saltash that Cornwall Council have failed to cut and reported that Councillor Holley has been trying to get this matter addressed by the Officer (Mr David). Councillor A Killeya reported that this matter is also on the Civic Amenities Agenda next week. Councillor Riches and Councillor M Killeya have also been trying to contact Mr David. Councillor Ellison proposed that a letter is written to Mr David requesting that this matter is addressed as a matter of urgency, in particular the areas that will be used for the Regatta. Councillor A Killeya agreed to write the letter.

Councillor A Killeya reported that young people from saltash.net School Council had expressed a number of concerns that they would like Cornwall Councillors to investigate:

- (a) The junction with St Stephens Road and Wearde Road has no pavement and is dangerous.
- (b) Caradon District Council had pledged free swims for under 16s. Will this happen or have Cornwall Council scrapped this?
- (c) Why have all the football posts been removed when the World Cup is imminent?

## **QUESTIONS**

There were no questions from members of the public.

### **63/10/11      DECLARATIONS OF INTEREST**

All Councillors on the payments list who had received a Councillor's basic allowance declared a personal and prejudicial interest and did not vote on those particular payments.

Councillor A Killeya, Councillor M Killeya and Councillor Yates declared a personal interest in any items relating to CIC as CIC members.

Councillor Austin declared a personal interest in any items relating to CIC as he is a director.

Councillor A Killeya declared a prejudicial interest for the Community Chest (P&R minutes) as he was heavily involved in preparing the 'Liskeard Breathers' application.

Councillor Stephens declared a personal interest in the Waitrose planning application has Chairman of Mayfair which receives sponsorship from Waitrose.

Councillor Clements declared a prejudicial interest in items relating to Footpath 17 as he is the applicant for the modification order.

Councillor Reid declared a personal interest in the planning application for Florabella as he knows the owners.

### **64/10/11      MINUTES**

It was **RESOLVED** that the Minutes of the meetings held on 13<sup>th</sup> and 26<sup>th</sup> May 2010 be confirmed and signed as a correct record. Councillors were asked to note that the page numbers will be amended.

### **65/10/11      MATTERS ARISING**

43/10/11(a)    Planning training.  
Councillor A Killeya reminded Councillors that they should check the location and date of the training session they wished to sign up for and then reply to his email.

Absence        This matter had been investigated by Councillor A Killeya and Councillor Mrs Hooper. Under the Local Government Act 1972 Section 87 (2) the seat held by Councillor Mrs Knight can be declared vacant. It was **RESOLVED** that the seat is declared vacant and that Councillor A Killeya will write to Mrs Knight.

### **66/10/11      SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

There were no issues arising from the CIC report.

### **67/10/11      ISSUES ARISING FROM CORNWALL COUNCIL REPORT**

There were no issues arising from the Cornwall Council report which needed a decision.

**FINANCE**

(a) The following receipts in April/May 2010 were noted:

	£      p
Burial Board	1267.00

(b) The following payments in April/May 2010 were noted:

	£      p	£      p	
	<u>Gross</u>	<u>Excl VAT</u>	<u>Remarks</u>
Western Web Ltd	78.73	67.00	Web space
Saltash Window Cleaning	151.00		Guildhall windows/bus stops
Petty cash	250.00		Petty cash
Viking Direct	103.75	86.32	Ink
IRQ Systems Ltd	116.33	99.00	IT Maintenance
Deltor	291.40	248.00	Letterhead/compliment slips
D Bennett & Son Ltd	2056.25	1750.00	Planters Fore Street
MP Electronics	154.50		PAT Testing
2 <sup>nd</sup> Saltash Scout Group	800.00		Messenger delivery Jan/April
Cornwall Council	300.00		Messenger print (April)
Cosgrove Construction Ltd	176.25	150.00	Handrail at cemetery
J&M Garden Machinery Ltd	25.61	21.80	Repair – generator
Sage (UK) Ltd	27.03	23.00	Pay slips
WPS Insurance	10.00		Engineering inspection
Space Design Architecture Ltd	2779.00	2380.00	Elwell woods
Nicholls & Sainsbury	924.73	815.00	Cemetery extension
Otis Ltd	443.43	337.39	Lift maintenance
Saltash Regatta Fund	140.00		Shed – lights storage
R Austin	43.20		Plougastel
Mrs S Hooper	40.20		Travel/stamps
Post Office Ltd	254.23		Telephone
Mr Sticker	117.50	100.00	Refurbish finger signs
J&M Garden Machinery Ltd	1177.09	1001.78	Tractor repair
Inland Revenue	1354.09		Tax/NI 2009/10
A Killeya	1000.00		Mayor's allowance
RB Surveys	1375.00		Elwell woods
Mrs M Killeya	200.00		Councillors allowance
HM Gee	120.00		Councillors allowance
Simon Thomas	1500.00		Elwell woods
Alan Packer Photography	45.00		Council photograph
BSW Consulting	2450.82	2085.80	Elwell woods
Greenbarnes Ltd	44.07	37.50	Mayoral board lettering
SLCC Enterprises Ltd	246.75	210.00	Staff training
Post Office Ltd	63.77		Fax line
Eclipse Internet	24.62	20.95	Broadband
Staff salaries	6337.99		Staff salaries

69/10/11

**PLANNING**

(a) It was noted that Cornwall Councillors voted 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. Councillor A Killeya and Councillor Mrs Hooper did not vote on planning issues.

(b) Applications for consideration:

<b>Date received</b>	<b>Application no.</b>	<b>Details of application</b>
10.05.2010	10/00662/FUL	Mr P Ryland - <b>Top of the Town Courtyard, Fore Street</b> - change of use of unit 2 from retail to cafe/bar and provision of seating area in courtyard. Construction of two timber retail units. <b>It was RESOLVED by 9 in favour, 1 against (Councillor Austin) and 3 abstentions (Councillors Mrs Hooper, A Killeya and C Riches) to RECOMMEND APPROVAL not withstanding the general policy of A1/A2 units in Fore Street.</b>
17.05.2010	10/00767/FUL	Mr R Clark – <b>5 Trelawney Road</b> - construction of front entrance porch. <b>It was RESOLVED by 11 in favour and 2 abstentions (Councillors Mrs Hooper and A Killeya) to RECOMMEND APPROVAL.</b>
19.05.2010	PA10/03108	Mr and Mrs Smith – <b>50 and 52 Fore Street</b> - change of use of first and second floor office accommodation to two self contained flats. <b>(Revised design of application number 09/01112/FUL refused 07/11/09) It was RESOLVED by 11 in favour and 2 abstentions (Councillors Mrs Hooper and A Killeya) to RECOMMEND APPROVAL.</b>
26.05.2010	PA10/03179	Waitrose Ltd - <b>Waitrose, Tamar View Industrial Estate, Prideaux Close</b> - installation of roof hoist. <b>It was RESOLVED by 11 in favour and 2 abstentions (Councillors Mrs S Hooper and A Killeya) to RECOMMEND APPROVAL subject to the description and diagram being reconciled, with regard to whether the plans affects the east or west of the building.</b>

- (c) The confirmation of the issue of Tree Preservation Order, Wood Acre, Parkway Industrial Estate was noted.
- (d) The Notice of Tree Preservation Order – Land at Mount Clare, 172 – 174 Fore Street was noted.
- (e) The Town Clerk reported that there were no decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting.

**70/10/11**

**CORRESPONDENCE**

- (a) Councillor M Killeya will attend the CALC AGM in Truro on June 8<sup>th</sup> 2010.
- (b) Councillor A Killeya will contact Councillors to agree a mutually convenient date to visit the One Stop Shop at the library.
- (c) It was **RESOLVED** to give Delegated Authority to the Clerk and Councillor Yates to reply to the request from the Cornwall Rural Community Council to add the Guildhall to the database as a venue for emergency use.
- (d) A list of forthcoming events from NALC had been circulated to all Councillors by email and this was noted.
- (e) A consultation from Cornwall Council had been received regarding a request by Network Rail to erect and store scaffolding on a site that is currently allocated as boat parking near Ashtorre Rock. Councillors expressed concern at the long term use of this facility and it was **RESOLVED** that Councillor A Killeya write to Cornwall Council advising them that the Network Rail own a site nearby that would be more appropriate for this purpose.
- (f) A letter from Cornwall Council advising of further evidence that had been submitted regarding the Modification Order Application for the Extension of Footpath 17 at Antony Passage. It was **RESOLVED** that the Clerk reply that the evidence further reaffirms the Town Councils support of the application.
- (g) Footpath 10 Modification Order Consultation. It was **RESOLVED** that the Town Council support this in principle subject to the correction of errors regarding the location and the specification of the width of the footpath and that Councillor Clements will reply.

**71/10/11**

**CIVIC AMENITIES COMMITTEE**

It was **RESOLVED** by 5 in favour with 8 abstentions (Councillors Austin, Ellison, Mrs Hooper, M Killeya, Phillips, Reid, Riches and Yates) that the Minutes of the Civic Amenities Committee held on 12<sup>th</sup> May 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed.

**72/10/11**      **POLICY AND RESOURCES COMMITTEE**

It was **RESOLVED** by 9 in favour with 4 abstentions (Councillors Ellison, Mrs Hooper, Phillips, Reid) that the Minutes of the Policy and Resources Committee held on 18<sup>th</sup> May 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed subject to the addition of Councillor Riches as present and the amendment of minute number 28/10/11 to read “It was **AGREED**...”.

**73/10/11**      **INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE**

It was **RESOLVED** by 6 in favour with 7 abstentions (Councillors Clements, Mrs Hooper, Gee, A Killeya, M Killeya, Phillips and Stephens) that the Minutes of the Industry, Commerce, Transportation and Tourism Committee held on 27<sup>th</sup> May 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed subject to the addition of Councillor M Killeya in the list of apologies.

**74/10/11**      **MEET THE PEOPLE**

- (a) It was confirmed that the issues raised at the last Meet the People were being dealt with by Councillors.
- (b) It was noted that whilst the normal arrangement for Meet the People was for it to be held on the Saturday after the Town Council meeting, the next event will be on Saturday 12<sup>th</sup> June in Fore Street as the interviews for the new Town Clerk are being held on 5<sup>th</sup> June.

Councillors Clements, Reid and Austin will attend.

- (c) Councillor A Killeya reported that he had spoken with Mr John Parker, the manager of Waitrose, regarding holding a Meet the People event at the store. Mr Parker had agreed to this and suggested Saturday 10<sup>th</sup> July as a suitable date. It was **RESOLVED** that the event in Fore Street takes place on the 3<sup>rd</sup> July as normal. Councillors Riches, Oakes, Yates and M Killeya will attend in Fore Street and Councillors Yates, Phillips, M Killeya and A Killeya will attend in Waitrose. Councillors Riches and Gee will clarify their availability at a later date.

**75/10/11**      **GUILDHALL MAINTENANCE**

- (a) Councillor A Killeya reported that there had been a problem with the boiler that had required an emergency call out. The boiler requires two replacement pumps and a quotation had been received for the work.

Following discussion, it was **RESOLVED** that given the age of the boiler, three quotations were obtained for a new boiler and Councillor Oakes would advise the office on specifications.

- (b) A working group had been set up to look at Guildhall repairs. It was **RESOLVED** to give delegated authority to the Clerk and the working

group to identify and undertake small repair with a working budget of £1000. The Working Group was thanked for undertaking this work.

**76/10/11**      **ROAD CLOSURE REQUESTS**

Councillor Killeya reported that following a change in procedure it may now be necessary to apply for road closures for the Civic Service and Remembrance parades.

It was **RESOLVED** that delegated authority is given to the Clerk and the Mayor to apply for road closures if necessary.

**(Councillor M Killeya left the meeting.)**

**77/10/11**      **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to discuss staffing and other issues.

**(The Administration Officer left the meeting)**

**(Councillor M Killeya returned to the meeting)**

Having discussed the issues, it was **RESOLVED** to move back into open Council.

**(The Administration Officer returned to the meeting.)**

**78/10/11**      **GUILDHALL LICENCES**

It was **RESOLVED** that Councillor Austin becomes the named licence holder on the Guildhall licences.

**79/10/11**      **STAFFING**

It was **RESOLVED** that:

- (a) The Clerk and those Councillors present are given delegated authority to make an offer of employment to the successful candidate for the post of Town Clerk.
- (b) Mrs A-J Thomas is paid on Point 17 until a permanent Town Clerk is in place.

**80/10/11**      **MAYOR'S CHAIN**

Following previous discussion the addition of a medallion to the Mayor's chain had been agreed in principle. Councillor Mrs Hooper explained the proposal for fixing the medallion to the chain.

It was **RESOLVED** by 9 in favour with 4 abstentions (Councillors Austin, Mrs Hooper, Riches and Stephens) that the proposal is approved.



**81/10/11**

**MEETING OF CALC AT THE GUILDHALL**

A meeting of CALC will be held in the Guildhall on 1<sup>st</sup> July 2010. It was **RESOLVED** that delegated authority is given to the Clerk and the Mayor to spend up to £5 per head for 25 people to provide refreshments and lunch for the event.

**82/10/11**

**PRESS RELEASES**

There were no press releases.

**83/10/11**

**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.

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

Dated: \_\_\_\_\_ 1<sup>st</sup> July 2010