

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 1<sup>st</sup> July 2010 at 7.00 pm

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

**ALSO PRESENT** Rev J Howden (Mayor's Chaplain)  
Mr L Bradley (CIC)  
Mr J Evans (CIC)  
Sgt Dunstan and PC Andrews (Community Police)  
Cllr Bryan Preston (Cornwall Council)  
Mr S Blatchford (Cornwall Council)  
Two members of the press  
Four members of the public  
Mrs D Ashton (Temp Town Clerk)

**APOLOGIES:** Cllrs R Austin, Mrs S Hooper, C Riches, P Stephens ISM

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### **PRAYERS**

Prayers were led by the Mayor's Chaplain.

### **CHAIRMAN'S REPORT**

The Mayor introduced to those present Mrs D Ashton who will be the temporary Town Clerk until the new permanent Town Clerk, Mr Ray Lane, starts in September. Mrs Ashton is Assistant to the Town Clerk at Tavistock Town Council and will be in attendance at Saltash one day a week and all Committee meetings.

The Mayor presented to Mr John Evans, the outgoing Secretary of the CIC, a framed print of Saltash as a mark of the Town Council's thanks and appreciation for contribution that Mr Evans has made to the town and community.

The Mayor reported that since the last meeting he and the Mayoress had undertaken the following engagements: opening of the Saltash Memory Cafe; visit by Eco-kids from Burraton School to Guildhall; welcome assembly at saltash.net for visitors from Nigeria; Cornwall Cadet Force Awards Evening; Saltash College Adults Presentation Evening; opening the friends of St Barnabus fete; opening two new shops in Fore St 'Ethical Living Kernow' (selling ethical and fair trade goods) and 'Vanessa' (selling menswear);

Outside of Saltash, the Mayor and Mayoress have attended the Truro, Wadebridge and Looe Civic Services, a presentation by Brigadier Stearns of the Royal Marines and the NSPCC AGM for East and West Cornwall.

The Mayor and Mayoress also part in the civic parade to start the Regatta, paying homage to the Black Prince who kindly granted the liberty of the river Tamar, again. The Mayor will be investigating whether Cornwall Council has to honour this arrangement...

As part of Armed Forces week, the Mayor and Mayoress also attended a service of thanksgiving for the Armed Forces at Truro Cathedral, and an RAF Service of Remembrance

on the Hoe, to which we also took the Mayor's Cadet, Chris, from the Air Cadets, and laid a wreath on behalf of Saltash.

The Mayor confirmed that the Civic Service would be held at 3pm on 3<sup>rd</sup> October 2010 at Saltash Baptist Church and that the Remembrance Service would be held at 3pm on 14<sup>th</sup> November 2010 at St Stephen's Church.

The Deputy Mayor reported that he had attended the Regatta on the Sunday and presented prizes.

### **POLICE REPORT**

Sgt Dunstan introduced to those present the town's new Neighbourhood Beat Manager PC Paul Andrews who has a wealth of experience.

Sgt Dunstan reported that there had been 85 crimes in the last month against 105 for the same period last year with 24 related to vehicular damage.

Sgt Dunstan updated that the monitoring of speeding traffic in the areas of Glebe Avenue, New Road, Callington Road and Fairmead Road was ongoing.

With regard to anti-social behaviour, Cllr Holley asked if the park area at the top of Glebe Avenue could be monitored later in the evening. He also requested that the area outside of the Union could be monitored too as on a Thursday night young people have been seen drinking there on a regular basis.

Cllr M Killeya asked about the outcome of an incident that occurred on regatta day. Sgt Dunstan reported that an individual had been apprehended and the situation dealt with.

Cllr A Killeya shared with Sgt Dunstan the fact that many young people have concerns about anti-social behaviour at Saltmill where older youths have been intimidating them.

The Mayor thanked Sgt Dunstan and PC Andrews for attending.

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

Mr Bradley presented the CIC report to Council including a finance report. This report had been submitted to the Town Council prior to the meeting but had unfortunately not been fully distributed to members. The Mayor asked the Clerk to forward the report to all members.

An editorial and advertisement for Directors will appear shortly in Observer to update residents on the CIC's work and encourage recruitment of new Directors.

A Steering Group meeting on 14<sup>th</sup> June reviewed three quotes for further feasibility work around options for a Town Square at Alexandra Square. At a follow up meeting, Rob Freer of Space Design was chosen to complete the work. Scott Wilson and a consortium of Debra McCann and a local architect were the other bidders. An open meeting of the Chamber of Commerce has been arranged for 5<sup>th</sup> July at China Fleet. Rob Freer and Les will be briefing those present on the latest position re Fore Street project. Traders in Fore Street have been invited specifically to attend.

A letter has also been sent to a local businessman who has offered to canvas interest in a possible BID action next year.

Funding is required to progress the Volunteers agency plan and possible sources are being researched.

A memorandum of understanding has been agreed Heritage, STC and CIC in relation to the potential use of premises.

Jo Beer of St Barnabus has been requested to provide data on unmet requirements for people trying to access St Barnabus. A preliminary specification has been sent to Bill Cotton re use of bus capacity and a first conversation completed. The aim would be to service PL12 villages in a route that took in Fore Street, St Barnabus and the Waterside including at least one evening allowing young people to get to K2 and Live Wire from the villages which are currently without transport arrangements.

21<sup>st</sup> July at the Guildhall will see the CIC AGM. All Directors have indicated a willingness to continue. Three directors will stand down after 3 years pending re election as necessary. Peter Thistlethwaite has 'agreed' to act as Treasurer for the coming year with Kara Ord combining the roles of Company Secretary and Project Coordinator. All are welcome at 7.30pm.

John Evans retired from his role of Project Coordinator and Company Secretary at the end of June. He has given loyal service to the Saltash MCTI and CIC since early 2004. He has played a key part in the wider Cornwall MCTI process. During 2006/7 he moonlighted with the Looe MCTI and spent 3 years as a MCTI representative on the Caradon LSP. He has also been Chairman of the Cornwall Town's Association (15 Towns) for the last 3 years. Mr Evans has been a mainstay of the CIC and will be missed.

Cllr Gee asked how the community transport will be funded as the fact that Town Council funds cannot be used to fund projects that extend beyond the parish limits of Saltash needs to be taken into consideration.

## **REPORT BY CORNWALL COUNCIL**

Cllr Bryan Preston briefed members on the following:

With regard to the Budget, the Coalition Administration has to make £13million of cuts from this year's budget to meet Government expectations. It is unprecedented to have to make cuts of this magnitude, after the budget was set earlier this year. Cornwall Council will be scrutinising hard to look at any proposals that would mean cutting front line services in Saltash. On 20<sup>th</sup> October, the Government will announce its spending plans for the next few years. It has already indicated that it expects to see a 25% reduction in most Government departments over the length of this Parliament. As over a third of Local Authority funding comes from Central Government together with a proposal to freeze Council Tax, it is hard to see how this will not have a serious effect on the services provided in the community.

During the weekend of the 23<sup>rd</sup> to 25<sup>th</sup> July, the Cornwall Council leisure centres, including Saltash, are inviting everyone to rise to a 2012 Olympic Challenge – to take part in 2012 seconds, which equals 34 minutes, of physical exercise. Members of the public can do the exercise anywhere – it doesn't have to be at a leisure centre but participants at leisure centres will be entered into a prize draw for a mountain bike, receive a special certificate and a voucher for two swims for the price of one. A registration form can be obtained from any leisure centre.

Cornwall Council has adopted a new scheme that allows members of the public to submit petitions to the Authority. One of its provisions is that 25 or more people who work, live or study in the County, including the under 18s, can submit a petition to the Council. A draft of this scheme is available to view online which includes the different ways petitions will be dealt with.

Ofsted has praised the behaviour of secondary school pupils in Cornwall. Inspectors found behaviour to be 'good' or 'outstanding' in the entire County's 31 schools. Cornwall is one of only nine authorities to receive top marks in 100% of its schools. This compares with a national average of 78.6%. Cornwall is also the only county to receive judgment for every school. The other 8 authorities that received 100% only had a small number of their schools assessed.

Cllr Preston updated members that the:

- a) Over 60s will no longer receive free swims as funding has been withdrawn.
- b) Dangerous junction of St Stephens Road and Wearde Road that has no pavement affects many schoolchildren is being looked into.
- c) Reason goalposts have been removed is to allow for the grass to recover.

Cllr Holley said he continued to represent Saltash and Torpoint with respect to car parking and that these areas are now in a separate category due to the local influence of Plymouth.

Cllr Riches spoke of a briefing on bathing water to ensure that the area is not affected in any way following the decommissioning of any nuclear submarines.

Cllr M Killeya spoke of problems with the Council's new online planning facility. Cllr Preston would refer that to Cllr Austin and Cllr Riches.

Cllr Ellison asked for an update on Network Rail's storage of scaffolding by Waterside. Cllr Preston did not have an update. However, Cllr A Killeya was able to provide an update:

Cllrs Ellison, Holley, Reid and Killeya met with Rebecca Dickson. The Network Rail representative got the wrong date. Three issues were raised and agreed as a basis to move forward:

- a) The principle of scaffolding – agreed no sustainable objection to this.
- b) Storage of scaffolding – RD will direct Network Rail's attention to their alternative site, so that parking spaces are not needed
- c) Parking for lorries in boat spaces – no Highways authority: they will have to take their chances with everyone else.

## **QUESTIONS**

Mr Anstey thanked Cllrs for their involvement with the completion of the ground works at Pillmere. Mr Anstey asked if Council had an update on an NHS dentist coming to Saltash as it was appalling that the town still did not have this facility. Cllr Clements volunteered to look into this.

## **84/10/11 DECLARATIONS OF INTEREST**

All Cllrs 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.

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

Cllrs Bickford, Clements and Gee declared a personal interest in items relating to Elwell as they are committee members.

Cllrs Bickford and Gee declared a personal interest in items relating to SWRA as Cllr Bickford is a committee member and Cllr Gee is treasurer.

Cllrs A Killeya and M Killeya declared a personal interest in items relating to Saltash Heritage as they are members.

Cllrs Clements and Philips declared a personal interest in items relating to allotments as Cllr Clements is a committee member of the Allotments Association and Cllr Philips is on the allotment waiting list.

Cllr Philips declared a prejudicial interest in items relating to the festival fund payment to Tamar Trotters.

Cllr Oakes declared a prejudicial interest in items relating to the bus shelter at Carkeel and in the planning application from Mr Bond whom he knows.

Cllrs Ellison declared a prejudicial interest in the planning application for 'The Sheds' at Elwell Road as he is a direct neighbour. Cllr D Holley declared a personal interest for this too as he is acquainted with the owner and architect.

Cllr Philips declared a personal interest in the planning application for 12 Langerwell Road as he knows the owners.

Cllr A Killeya declared a personal interest in planning applications 10/03390 as he knows applicants and 10/03391 as involved in discussions related to plans with applicant and allotment association.

Cllr Holley declared a personal interest in the item relating to the cemetery extension tender process as he was a County Councillor.

**85/10/11**

### **MINUTES**

It was **RESOLVED** that the Minutes of the meetings held on 3<sup>rd</sup> June 2010 be confirmed and signed as a correct record.

The Deputy Mayor submitted to the Clerk a list of the functions he had attended in May to append: 20<sup>th</sup> May the Bodmin Mayor Choosing; 21<sup>st</sup> May the Plymouth Lord Mayor Choosing and 23<sup>rd</sup> May the Plymouth Civic Service.

**86/10/11**

### **MATTERS ARISING**

The Mayor spoke with ex-Cllr Mrs. Knight. Mrs Knight passed on her apologies for non-attendance for medical reasons, her understanding of the action we legally had to take, and her best wishes for the future. The Mayor passed on the Town Council's best wishes for her health and future and hope that we would see her at town events in the future.

Members spoke of irregularity of grass cutting by Cornwall Council. It was **RESOLVED** that the Town Council invite a representative from Cornwall Council to attend a Civic Amenities Committee meeting. Members asked Cllr Holley to write that letter.

**87/10/11**      **SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

- a) There were no issues arising from the CIC report.
- b) It was **RESOLVED** that Council sign the joint memorandum.

**88/10/11**      **ISSUES ARISING FROM CORNWALL COUNCIL REPORT**

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

**89/10/11**      **FINANCE**

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

	£	p	
Guildhall Hire	408.00		
Burial Board	2534.00		Burial fees
Cornwall Council	573.82		LMP 2009/10

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

	£	p	£	p	
	<u>Gross</u>		<u>Excl VAT</u>		<u>Remarks</u>
Cornwall Council	590.00				Guildhall rates
Cornwall Council	50.00				Footsteps
S Nash	50.00				Travel expenses – interview
D Judges	50.00				Travel expenses – interview
Mrs S Fox	157.00				Catering – interviews
Cornwall Council	1388.79				Superannuation - May
HMRC	3657.75				Tax/NIC - April/May
IRQ Systems Ltd	116.33		99.00		IT Support
Saltash Window Cleaning	45.00				Guildhall windows
The Consortium	102.13		86.92		Stationery/cleaning materials
Grantham Piano Services	50.00		42.55		Piano tuning
Sage UK Ltd	969.38		825.00		Accounts/payroll support
Hine Brothers	2040.00				Grounds maintenance and removal of seat
SW Regional Board	293.75		250.00		Membership
WesternWeb Ltd	52.88		45.00		Domain renewal (2 years)
Saltash Gateway CIC	5000.00				Grant 2010/11
CALC	1806.19		1651.17		Annual subscription 2010/11
Petty cash	250.00				Petty cash
Cornwall Council	65.55				Bin bags
WPS	595.00				Risk assessment 2009/10
Florabella	86.00				Flowers – Mayor Choosing
	2320				

Eon	2054.03	1748.11	Guildhall Gas/Electricity
Tamar Trotters	500.00		Festival fund
Saltash & District RBL	592.41		Festival fund
Staff salaries	3902.67		Staff salaries

90/10/11

**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 did not vote on planning issues.

(b) Applications for consideration:

<b>Date received</b>	<b>Application no.</b>	<b>Details of application</b>
04.06.2010	PA10/00714	Mr M Bell - <b>Burraton Primary School, Langerwell Lane</b> - single storey classroom extension. <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
16.06.2010	PA10/03126	Mr A Wickham - <b>Woodside Stables, Carkeel</b> - conversion of stables into 1 three bedroomed holiday unit and 4 two bedroomed holiday units and construction of garage. <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
11.06.2010	PA10/03130	Mr Head - <b>12 Langerwell Close</b> - construction of first floor extension. <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
23.06.2010	PA10/03288	Mr M W Eglington - <b>The Sheds, Elwell Road</b> - construction of two dwellings and formation of new vehicular/pedestrian access to highway. <b>It was RESOLVED to RECOMMEND APPROVAL subject to the proposal meeting the minimum distance requirements as set by Cornwall Council as the planning authority.</b>
14.06.2010	PA10/03390	Mr and Mrs L Fedrick - <b>12 Grenfell Avenue</b> - conversion of dwelling to provide two 4 bedroom dwellings, to include construction of two storey extension to front and rear, single

storey extension to rear and construction of dormers to front and rear. **It was RESOLVED to RECOMMEND APPROVAL.**

16.06.2010	PA10/03391	WH Bond Ltd - <b>Land Pt OS 8142, 7433, 8432, 7924_0030 Hatt</b> – change of use of agricultural land to allotments and provision of parking area. <b>It was RESOLVED to RECOMMEND APPROVAL subject to the addition of proper site entrance/exit signage. It was also noted that the Council would support redirecting any traffic who require a right turn to access site along to the nearby roundabout so that access in to site will be via a left turn only.</b>
21.06.2010	PA10/03416	Mrs T Drummond - <b>13 Holcroft Close</b> - construction of annexe at ground floor level on side, first floor extension to side and construction of disabled ramp. <b>It was RESOLVED to RECOMMEND APPROVAL. The Town Council feels that this proposal allowed a disabled person to lead a reasonable way of life.</b>

- (c) PA 10/00553 – Construction of dwelling with associated vehicle turning and parking area. Permission refused. Decision notice distributed to all members with several members supporting this decision based on further information supplied by the relevant Planning Case Officer from Cornwall Council.

The Clerk also updated members on two decisions that had not been reported at the time as they had only come to light recently:

PA 09/01180 – Conversion of garage into additional living accommodation with new pitched roof over and rear balcony at 20 Deer Park, Saltash. Permission granted.

PA 09/00480 – Construction of dwelling and formation of new vehicular/pedestrian access at 426 New Road, Saltash. Permission initially refused by Cornwall. However, an appeal was allowed by the Planning Inspectorate who then on review of the case, granted permission for the proposal to proceed.



- (a) Re: Public Consultation – Cornwall AONB Management Plan Review - **NOTED**. Cllr Ellison will undertake this. The Clerk will update Cllr Ellison with more details of when this will happen.
- (b) Re: CALC – Active Partnering and Local Agreements – **NOTED**. Cllr M Killeya felt it may be prudent to defer until the new Clerk is in place. It was **RESOLVED** for this item to be deferred. Cllr Holley felt that the grass cutting would be part of any active partnering scheme.
- (c) Re: request for feedback on the Royal Cornwall Hospitals Trust 2008/09 report – **NOTED**. Cllr Holley suggested that Cllr Stephens may be best placed to undertake this as he has relevant experience. It was **RESOLVED** that Cllr Holley should speak with Cllr Stephens on this matter.
- (d) Re: relocation of one stop shop - **NOTED**. Cllr M Killeya felt that it may be good for a representative of Cornwall Council’s Planning to attend. Cllr Clements said he would communicate the change to the CAB.
- (e) Re: request from local branch of British Legion for Union flag to be flown at half mast from the Guildhall building when personnel from Cornwall are lost in action - **NOTED**. It was **RESOLVED** that this should be undertaken. Cllr A Killeya and the Clerk to liaise with Mr Gardner, Chair of the Local branch of the British Legion, to clarify a few details such as how would the Town Council be notified etc.
- (f) Re: SAGE Accounts Software Upgrade offer e-mail - **NOTED**. The Town Council’s Accounts software was overdue for an upgrade. The Clerk had obtained a good deal from SAGE for 2 years worth of software upgrades plus software support cover for less than £400. It was **RESOLVED** to purchase the SAGE software upgrade package for the price that the Clerk had negotiated.

92/10/11

**BURIAL BOARD COMMITTEE**

As only one member of this Committee was present, it was not possible for the adoption of minutes of the 7<sup>th</sup> June meeting to be proposed and seconded. It was **RESOLVED** that the adoption of these minutes should be deferred until the next Full Council meeting.

However, with regard to minute 05/10/11 (a), it was **RESOLVED** that the signage warning visitors of strimming/grass cutting, as a health and safety matter, should be purchased shortly up to a value of £75.

93/10/11

**CIVIC AMENITIES COMMITTEE**

With regard to minute 44/10/11 (p476), the location of the benches mentioned is Huntley Gardens and not at the Waterside. The cost of materials for bench painting would be approx. £50. It was **RESOLVED** to purchase the necessary materials up to this value.

With regard to minute 46/10/11, members asked the Clerk to include the name of the company involved which is Total Designs and accept the offer of sponsorship.

With regard to minute 48/10/11 (d), Cllr Clements declined reimbursement. It was **RESOLVED** that Council should thank Cllr Clements for this kind action.

It was **RESOLVED** that the Minutes of the Civic Amenities Committee held on 9<sup>th</sup> June 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed subject to the amendments above and with further clarification of the bus shelters being referred back to this Committee.

Cllr Holley asked for an update on the grass cutting in the Pillmere area and was informed that Cllr Riches is awaiting a reply from Cornwall Council. Cllr Holley urged members to view the current state of the grass. Cllr Oakes informed members that it was an agenda item for the next Civic Amenities Committee meeting on the 14<sup>th</sup> July.

**94/10/11**

**POLICY AND RESOURCES COMMITTEE**

With regard to the action arising from 36/10/11 (c) chamber flooring, it should read '**AGREED**'.

With regard to minute 36//10/11 (d) boiling hot water dispenser in the kitchen, Cllr Yates informed members that the incident of hanging a vessel on the dispenser tap had actually happened elsewhere but could easily happen here.

It was **RESOLVED** that a suitable-for-job office shredder is purchased up to a value of £300.

It was **RESOLVED** that the pay-as-you-go mobile phone purchased for the former Town Clerk is disposed by Cllr Gee by means of one of the mobile phone recycling companies with funds obtained to be donated to the Mayor's Charity.

It was **RESOLVED** that reasonably priced answering machine and telephones be purchased up to a value of £100 to replace temporarily the unreliable current system up which no longer takes messages as it cuts members of the public off.

It was **RESOLVED** that the Clerk have delegated authority for ensuring the member of staff concerned received the appropriate amount of paid extra hours for the extra duties taken on in order to collate certain financial information for the Town Council.

It was **RESOLVED** that the financial administration of the Town Council be addressed collectively by the Mayor, Chair of the Policy and Resource Committee and the Clerk and be subject to internal and auditable controls with further resolutions as follows:

It was **RESOLVED** that the unknown Lloyd's Bank account be closed with all funds transferred to the Town Councils' official bank account with Barclay's.

It was **RESOLVED** that bill payments by Direct Debit and BACS should be set-up as they offer the Town Council a way to make saving, subject to appropriate internal and auditable controls being put in place by the Clerk, in consultation with the Mayor and Cllr Gee.

It was **RESOLVED** that the Minutes of the Policy and Resource Committee held on 15<sup>th</sup> June 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed subject to the amendments above.

**95/10/11**      **INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE**

Due to the agreed part-time hours of the temporary Town Clerk, it was not possible for the minutes of the 28<sup>th</sup> June ICTT meeting to be completed and circulated in time for this Full Council meeting. It was **RESOLVED** that these minutes would be circulated by the next Full Council meeting on 5<sup>th</sup> August.

**96/10/11**      **UNITARY LAND AND BUILDINGS**

Cllr Ellison updated members on vehicle and boat parking. There is an unsatisfactory situation with the dinghy park and it has been suggested that the Town Council take responsibility for it including collection of car parking monies. Members felt that this is a subject that should be deferred as per the subject of Active Partnering until the new permanent clerk is in place. It was **RESOLVED** that this should happen.

*Cllr Reid left the meeting at 8.40pm*

**97/10/11**      **HEALTH AND SAFETY**

a) Following the falling cherry tree branch in the cemetery, Cllr A Killeya and the Clerk feel that a full assessment of all the trees that the Town Council is responsible for is necessary. The Clerk has contacts at Tavistock Town Council who may be able to advise and recommend a suitable consultant. Cllr Holley felt that the Cornwall Council Tree Officer should be contacted as there may be Tree Preservation Orders involved. Cllr Yates enquired as to the boundary of the AONB and if that may impact on any future works. It was **RESOLVED** that a specialist tree consultant be contacted, in conjunction with the Cornwall Council Tree Officer, with a view to undertake an assessment and report up to a value of £400.

b) A hardcopy only of the report resulting from the assessment of the Town Council's health and safety arrangements has been received. It was **RESOLVED** that the Clerk obtain electronic copies as soon as possible in order to distribute to all members. The Mayor urged all members to carefully read through these documents as Council has overall corporate health and safety responsibility.

c) Members asked Cllr Clements to update the Clerk fully on this once he has obtained further information on this so the Clerk can make a decision on whether the works required are deemed as urgent and necessary.

d) Cllr Oakes has viewed these hedgerows and contacted a local firm for an estimate on cutting them back. Members asked the Clerk to check if this had been received. This matter will be discussed further at the next Civic Amenities Committee meeting on the 14<sup>th</sup> July. Cllr Holley as the only member of the Burial Board present, he felt it appropriate for the cemetery hedges to be addressed this way as it was a health and safety matter and that the local firm contacted had done a good job and quickly in the past.

**98/10/11**      **POLLING CARD COSTS**

As a by-election has now been called for Pill Ward, the cost of polling cards will be approx. £1100. Cllr Holley felt that in the interest of democracy and as it is budgeted for, they should be purchased. It was **RESOLVED** that polling cards should be purchased.

**99/10/11**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

**100/10/11**      **CEMETERY EXTENSION TENDER PROCESS**

Mr Steve Blatchford of Cornwall Council, who is advising Council on this matter, presented to members a summary of the tender documents and bids submitted to the Town Council by the five contractors that Cornwall Council had contacted on behalf of Council.

As per minute 37/10/11 (Policy and Resource Committee meeting 15<sup>th</sup> June), the tender document opening took place on 24<sup>th</sup> June at 4.00pm at the Guildhall and was undertaken by the Mayor and Deputy Mayor in the presence of S Blatchford and Mrs Ashton, the temporary Town Clerk. Up until this point, the sealed envelopes had been kept in a secure place.

Mr Blatchford then took the documents away to his Cornwall Council office to analyse further and prepare a summary report for this meeting.

Mr Blatchford informed members that only three bids were compliant with the tender rules as stipulated by Cornwall Council. Members agreed to continue with these three companies only and exclude the two non-compliant ones.

All members were in agreement that they required more time to fully consider the information that Mr Blatchford had just supplied to them.

It was suggested that a further special Council meeting be called as soon as possible in order to discuss further and progress this matter. A date and time of Thursday 8<sup>th</sup> July at 4.30pm was suggested.

**101/10/11**      **STAFFING**

a) All members were updated on the arrangements of staff holidays and made suggestions on how staff absence could be covered. It was suggested that

authority be delegated to the Mayor and Clerk to arrange suitable cover for staff holidays.

b) A current member of staff has indicated that they are happy to carry on undertaking extra hours to cover staff shortage for a further temporary period. Members suggested that this member of staff be formally asked to carry on under the same terms and conditions for August and September.

c) The Clerk had asked members to consider the Town Council joining the SLCC as it offered a great many benefits to the organisation such as access to model policies, advice and much more. Members agreed that this was a good thing to have.

**102/10/11**      **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

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

With regard to minute 100/10/11:

a) It was **RESOLVED** that a Special Council meeting be convened at the time and individuals stated in that minute.

b) It was **RESOLVED** that Mr Blatchford be given authority to further clarify certain key points raised with the remaining contractors on behalf of the Town Council.

With regard to minute 101/10/11:

a) It was **RESOLVED** that authority be delegated to the Mayor and Clerk to arrange suitable cover for staff holidays.

b) It was **RESOLVED** that this member of staff be formally asked to carry on under the same terms and conditions for the months of August and September.

c) It was **RESOLVED** that the Town Council should join the SLCC, if possible, with a sum of no more than £300 to be spent on membership.

**103/10/11**      **TOWN COUNCIL PHOTOGRAPHIC DISPLAYS**

It was **RESOLVED** that the Mayor for each term will make a decision on what photographs should go up in the Guildhall.

**104/10/11**      **MEET THE PEOPLE**

a) Feedback included a request for the gates at the top of the cemetery be open to allow for easy access. Mrs Angear has the full list of comments received. It was **RESOLVED** that this be passed to the Burial Board for their consideration.

b) The 3<sup>rd</sup> July session has been arranged for the usual Fore Street position and Cllrs attending will include Cllrs Oakes, Riches and Yates. The 10<sup>th</sup> July session will the Waitrose pilot and Cllrs attending will include Cllrs A Killeya,

