

**Minutes of a Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 2<sup>nd</sup> July 2020 at 7.00 p.m.**

**PRESENT:** Councillors: R Bickford, G Challen – Chairman, J Dent, M Fox, S Gillies, S Lennox-Boyd, S Martin, S Miller, M Parker, J Peggs, A Pinckney, W Phillips, J Rance, B Samuels, P Samuels – Vice Chairman, D Yates.

**ALSO PRESENT:** Reverend B Anderson (part of meeting), H Frank – Cornwall Councillor, D Holley – Cornwall Councillor, S Tamlin – Cornwall Councillor, P Thistlethwaite – Member of CIC, R Lane - Town Clerk, S Emmett – Finance Officer, M Orchard – Acting Service Delivery Manager, D Joyce – Administration Officer.

**APOLOGIES:** None.

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**ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

**46/2021** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer informed the Chairman that the meeting would be recorded for the purpose of minute taking.

**47/20/21** **PRAYERS**

Reverend B Anderson led prayers.

**48/20/21**      **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:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at the Meeting and did not Vote</b>
Challen	7	Non-Pecuniary	Personally mentioned in the letter	No	Yes
Peggs	13	Non-Pecuniary	Volunteer Community Enterprises	Yes	
Dent	12	Non-Pecuniary	Member of the Saltash branch of the RBL	Yes	
Dent	15a	Non-Pecuniary	Part owner of a property in Dorset that might be deemed as a second home	Yes	
Bickford	13	Non-Pecuniary	Volunteer Director at Community Enterprises	Yes	

- c. To consider dispensations required:

None.

**49/20/21**      **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

The Chair declared an interest in the next agenda item and remained in the meeting.

Vice Chair took the Chair.

**50/20/21**      **QUESTIONS FROM THE PUBLIC**

Members were informed of a public question received which has been referred to Cornwall Council's Monitoring Officer and a response will be given to the member of the public in due course.

The Mayor returned to the Chair and referred to the Vice Chair for the next agenda item as the Chair was absent from the Full Town Council meeting held on 4<sup>th</sup> June 2020.

**51/20/21**      **TO RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 4<sup>th</sup> JUNE 2020**

Please see a copy of the minutes on the STC website.

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 4<sup>th</sup> June 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**52/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

None.

**53/20/21**      **FINANCE**

a. To ratify the following receipts and payments during COVID-19 for the month of May 2020.

It was **RESOLVED** to note.

b. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

c. To note that the bank reconciliations up to 31<sup>st</sup> May 2020 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

It was **RESOLVED** to note.

d. 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.

**54/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

Councillor Dent declared an interest in the next agenda item and left the meeting.

**55/20/21 TO CONSIDER A FESTIVAL FUND APPLICATION**

Members discussed the Festival Fund application and were assured by the Finance Officer and the Chair of Policy and Finance that if monies awarded were not spent, or if the event were not to take place due to current COVID-19 restrictions, any monies would not be issued.

Festival Fund:

99 Saltash & District Royal British Legion £550.00

It was **RESOLVED** to award £550.00

Councillor Dent was invited and returned into the meeting.

Councillors Bickford and Peggs declared an interest in the next agenda item and left the meeting.

56/20/21

**TO RECEIVE A FUNDING REQUEST FROM COMMUNITY ENTERPRISES PL12 AND CITIZENS ADVICE BUREAU.**

The Chair invited Peter Thistlethwaite, member of the CIC, to brief Members on the application received from Community Enterprises PL12 and the Citizens Advice Bureau.

Peter explained that the request for funds was to assist with building improvements and alterations to reopen the Citizens Advice Cornwall situated at Belle Vue offices.

The works proposed would include a reception and triage facility, two enlarged interview rooms and a flexible multi-purpose room supporting community services. These would be used for additional specialist advice services, training, project meetings and voluntary sector coordination's.

Peter spoke of the current facilities in place not being used to their full potential and working with the CAC the service was hopeful in expanding. However, due to the virus restrictions the CAC have stated that they are not able to use the current facilities and this would hinder the possibility of expanding the advice services unless alterations are made.

Members asked questions regarding the application for funds.

Peter assured Members that due consideration had been thought through with separate entrances allowing minimal disruption to existing tenants of Belle Vue and spoke of the view of pursuing a more technological approach being available in the forms of virtual meetings and access to digital facilities. Members were reminded that many users of the CAC would not always have personal access to these digital platforms.

Members discussed the services provided by the CAC are essential for public to access due to the current pandemic and the economic downfall that many may experience in the loss of earnings and financial security.

Members spoke of the users of the CAC who may not have access to internet facilities and abilities to make digital exchanges which are believed to be essential and at a time needed most.

Peter assured Members the building improvements would be made with the long term view of facilities being used for various services and income generators if the CAC were not to stay within the building.

It was **RESOLVED** to

1. Award funding for the total estimated costs totaling a sum of £9,700 subject to auditable receipts being provided.
2. Budget allocation to be made available from the free reserves.

Councillor Bickford and Peggs were invited and returned to the meeting.

**57/20/21**     **TO APPROVE THE SALTASH NEIGHBOURHOOD PLAN SUBMISSION REPORT**

Councillor Yates briefed Members on the report and asked Members to approve the submission in principle, subject to any errors requiring alterations such as pictures and Councillors that have since left Council, with the report requiring to reflect this information.

Members discussed the report and thanked Councillor Yates for all his hard work.

It was **RESOLVED** to approve the Saltash Neighbourhood Plan Submission Report and Councillor Yates to take this project forward.

Councillor Dent declared an interest in the next agenda item and left the meeting.

**58/20/21**     **CORRESPONDENCE**

Members discussed the proposal of signing a petition letter to encourage local MP's to maintain enforcement of the lockdown precautions, by halting tourists and second home owners visiting the County, to avoid spreading the COVID-19 disease which could result in a second spike.

- a. COVID-19 Petition Template Letter received from Luxulyan Parish Council.

It was **RESOLVED** to refuse support of the petition letter to local MP's.

Councillor Dent was invited and returned to the meeting.

**59/20/21**     **TO RECEIVE A REPORT FROM CORNWALL COUNCIL**

Members discussed the report submitted by Cornwall Councillors and thanked Cornwall Council for a detailed report and communications during this pandemic.

It was **RESOLVED** to note.

**60/20/21**      **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES:**

- a. The meeting of the Policy and Finance Committee held on the virtual Zoom platform on Tuesday 9<sup>th</sup> June 2020.

It was **RESOLVED** that the minutes of the Policy and Finance Committee meeting held on Tuesday 9<sup>th</sup> June 2020 were confirmed as a correct record.

All minutes will be signed upon the return to the Guildhall and made available upon request.

**61/20/21**      **TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES:**

- a. Town Centre Vision Sub Committee held on the virtual Zoom platform Tuesday 16<sup>th</sup> June 2020.

It was **RESOLVED** that the minutes of the Town Centre Vision Sub Committee meeting held on Tuesday 16<sup>th</sup> June 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**62/20/21**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS**

- a. Cornwall Council – Briefing note: The Government’s Business and Planning Bill, draft Planning Guidance and new Permitted Development Rights.

Members discussed the briefing note. Councillor Dent and the Town Clerk confirmed attendance at a briefing meeting scheduled for Friday 3<sup>rd</sup> July 2020.

It was **RESOLVED** to note.

b. Financial Impact of Covid-19

The Vice Chair spoke of a Social Media post suggesting that the Council is experiencing financial difficulties. The Vice Chair wanted to reassure Members and remind all of the report provided by the Finance Officer in which it clearly shows the financial impact of Covid-19 has been minimal and manageable.

The Vice Chair requested the Finance Officer resend the report for Members to revisit.

The Finance Officer informed Members work is currently underway for a second updated report which is to be taken to the Policy and Finance Committee on Tuesday 8<sup>th</sup> September and will be circulated to all Members prior to the meeting.

c. To consider Saltash commemorating the 80<sup>th</sup> Anniversary of the Blitz

The Mayor spoke of conversations and proposed plans with Saltash Fire Station Officer Paul Blakeston, to celebrate the 80<sup>th</sup> Anniversary of the Blitz next April 2021 in which Saltash civilians were killed in the area of Fore Street.

The Chair requested Members support and approve the initiative to mark the date, with events to commemorate those local servicemen who lost their lives in the Blitz.

It was **RESOLVED** for Councillor Challen to work alongside the WW2 Committee and Saltash Station Officer and other stakeholders to mark this important landmark in Saltash history.

63/20/21

**PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following press and social media releases:

1. Awarded Funds joint press release with Citizens Advice Cornwall.

The Chair wished to inform the Town Clerk of a meeting held with Cornwall Council and Saltash Town Council in which they wished their thanks to be noted for all his hard work that has been put in to the reopening Fore Street.

64/20/21

**DATE OF NEXT MEETING**

Annual Meeting Thursday 6<sup>th</sup> August 2020 at 7:00pm.



65/20/21

**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