

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 5<sup>th</sup> August 2010 at 7.00 pm

**PRESENT:** Councillors A Killeya (Chairman), D Adams, R Austin, R Bickford, P Clements, G Ellison, D Holley, Mrs S Hooper, M Killeya (left early), C Oakes, B Reid (left early), C Riches, P Stephens ISM (left early), D Yates

**ALSO PRESENT** Rev J Howden (Mayor's Chaplain)  
Mr and Mrs Whipp (Saltash Town Crier)  
Mr L Bradley (CIC)  
PC R Short (Community Police)  
Cllr B Preston (Cornwall Council)  
Two members of the press  
Two members of the public  
Mr R Lane (Saltash Town Clerk from 6<sup>th</sup> September 2010)  
Mrs D Ashton (Temp Town Clerk)

**APOLOGIES:** Cllrs M Gee, W Phillips  
Sgt A Dunstan

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### **PRAYERS**

Prayers were led by the Mayor's Chaplain.

### **CHAIRMAN'S REPORT**

The Mayor welcomed and introduced to those present, two people of great significance to the Town Council:

- The Town Council's newest councillor representing Pill ward – Cllr David Adams.
- Mr Ray Lane, who will be the Town Council's new permanent Town Clerk as from 6<sup>th</sup> September 2010.

On behalf of Council, the Mayor presented Cllr Mrs Sue Hooper MBE with flowers in recognition of and to thank her for time and assistance in becoming acting clerk for a period. In undertaking this role, Cllr Mrs Hooper had ensured the Council had continuity of a clerk's service. The Mayor also wished to thank, on behalf of Council, Cllr Mrs Hooper for the additional link for the Mayor's Chain which she had commissioned during her Mayoral year and had donated. The new link was of Brunel's Saltash Bridge delicately painted onto a small panel.

Members were informed of a letter of thanks from Mr John Evans with regard to the print which was presented to him on Full Council on 1<sup>st</sup> July 2010 - **NOTED**.

Mrs and Mrs Whipp, Saltash's Town Crier and Escort, were invited to update members on their successes at the many competitions around the UK they have attended representing Saltash which included Mr Whipp achieving 3<sup>rd</sup> place in the Best Town Crier category at a recent competition in Bodmin with Mrs Whipp receiving the top prize in the Best Dressed Escort category. Mr Whipp said that much preparation is required for a cry and these

competitions with the standard amongst Town Criers being very high. Mr Whipp said that participating in these competitions does go to support generating publicity for the town. Mr Whipp said he will soon be participating in an event which is tribute to a fellow Town Crier who died recently and for which he is preparing a special cry. The next competition coming up soon is being held at Newton Abbot and is quite a significant one in the Town Crier's calendar. Members thanked for attending and their report. Members wished Mr and Mrs Whipp sincerest congratulations on their successes and expressed that their work was much appreciated.

The Mayor had received a request from the Rotary Club to place a small commemorative slate plaque in the lobby of the Guildhall to celebrate an anniversary year. Members were happy to agree to the request.

The Mayor reported that since the last meeting he and the Mayoress had undertaken the following engagements: the St Nicholas and St Faith Strawberry Tea, the Brunel School Fete, Saltash Ladies Choir and Loughborough Youth Band Concert raising money for the Restoration of St Nicks St Faith, the Saltash Observer Duck Race in Seaton, the Welcome Party for Children from Chernobyl, and the Saltash Parent Forum Open Day.

The Mayor also visited Blackwell Bate Accountants, along with Les Williams of the CIC, to congratulate them on becoming the first South West firm to achieve a new accreditation. In addition, Bishop Cornish Sports Day, the Mayfair AGM, a monthly meeting of Saltash Royal Naval Association and the Cornish Constitutional Convention.

The Mayor reported that he and several councillors took part in our Annual Friendly Fixture against the Saltash Bowls Club. The first part of the plan, which was to lull them into a false sense of security, worked perfectly. Unfortunately it went downhill from there.

The Deputy Mayor reported that since the last meeting he and the Deputy Mayoress had attended Brunel Primary School Summer Fete and that he had attended the Cruise Bereavement AGM at County Hall, Truro.

## **POLICE REPORT**

PC Short explained that she has been part of the Neighbourhood Team at Saltash for about 3yrs and is currently the Neighbourhood Beat Manager for the Saltash Rural area, which includes a wide arear (Parishes of St.Germans, Polbathic, Tideford, Landrake, Hatt, Botus Fleming, St.Domonic, Landulph, Cargreen, Pillaton, St.Mellion and Quethiock).

PC Short briefed members on crime statistics in the area - 101 crimes in the last month against 142 for the same period last year with 2 burglaries and 16 related to both vehicular damage and theft. She also informed members of lead and granite thefts that have been reported recently - a blue van with two males may be linked.

PC Short also said that the Neighbourhood Team had attended several local functions.

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

Mr Bradley presented the CIC report, including a finance report and notes from the recent AGM, to Council. This report had been distributed to all members prior to the meeting.

Mr Bradley reported a fourth successful year for the CIC. Membership had increased which Mr Bradley felt was partly due to Cllr Bickford and his team for their comprehensive

marketing of the Saltash loyalty card. Approx. 950 cards are in circulation with plans for a 'Visitor' version to try to bring in visitors into the area. New 'Point Of Sale' displays are also being planned.

CIC is confident that regeneration and other project funds are there so long as the case is made with all in agreement. Importantly, the CIC is in the unique position of being able to obtain funds denied to statutory bodies such as the Town Council. Key to all this is community participation and support.

CIC Directors, through a Project Review Board, have reviewed, updated and reissued the Community Action Plan, which involved the Town Council at every stage. An up to date and streamlined list of 7 priority projects has been formed which are:

- Fore Street Regeneration
- Strategic and Community Transport
- Local Economic Development
- Health
- Tourism
- Youth
- Community and Environment

Last year, CIC had a grant from South West Regional Development Agency, STC and Caradon to produce a town centre action plan. That plan has now been published a public briefing and consultation event is planned in the Guildhall in the early autumn. Elements of the plan that the Steering Group (CIC, STC, CoC and CC ) want to make their early priorities are:

- Agreeing the site for and the development of a Town Square.
- Improving the appearance of Fore Street.
- Developing and hosting markets for local produce.

The potential for developing Broadmoor Farm as a Community Campus or a "green and sustainable urban extension" for Saltash is on hold but there may be scope for developing part of the site for additional Employment Space with funds from the EU Convergence Programme. This is being managed by Cornwall Council but CIC is monitoring this closely so that PL12's needs and issues are co-ordinated, such as Plymouth's proposal for a Transport Hub with a Park and Ride terminus.

Cllr Holley thought that CIC were involved in many activities and did CIC have any plans to streamline. Mr Bradley confirmed that it was CIC's intention to do so.

Cllr Mrs Hooper said that there was a considerable change occurring to the way that Tourism is being promoted by Cornwall Council due to a cut in funding. She explained that recently Saltash had been host to a CALC meeting where Malcolm Bell (Head of Tourism at Cornwall Council) had spoken and this issue had been highlighted. Cllr Mrs Hooper asked if it would be helpful for CIC to liaise with Mr Bell. Mr Bradley arranged to speak with Cllr Mrs Hooper following this meeting.

## **REPORT BY CORNWALL COUNCIL**

Cornwall Cllr Bryan Preston presented his report to Council. This report had been distributed to all members prior to the meeting.

Cllr Preston informed members of the intention of Cornwall Council at Truro to set an emergency budget in November or as soon after the Comprehensive Spending Review as possible. Cllr Preston said that to set another budget half way through the financial year is unprecedented but the argument is that the Council will face big financial cuts and it needs to take action to deal with it

Areas already identified include rationalising the property the Council owns and leases, integrating some services to save money and making savings by improving the procurement of goods and services. It is more worrying though that approx. 2000 job losses are being spoken of. That can only affect the front line services that are provided in the town by the Council and is very bad news indeed. Although no final decisions have been made, Cornwall Councillors will need to keep a close eye on any proposals and certainly make sure that a still 'Trurocentric' Council doesn't give a bad deal to the community.

Free swimming for the over 60's has already been lost and there is a proposal now not to replace the grit and salt in the roadside bins unless the Parish and Town Councils pay for it. It was also interesting to see the recent announcement that United Mines (landfill site in west Cornwall) will stop taking waste in October this year. Mark Kaczmarek the local Cornwall Councillor and member of the Council's cabinet, was happy to say how this will mean big reductions in traffic and an improved quality of life, whilst giving no mention to the huge increase in traffic and declining quality of life for people in south east Cornwall when thousands of tons of rubbish is transported the length of the County to the Cannon Downs site near Liskeard.

Another proposal to hit especially because of the Town's proximity to Plymouth, is a likely increase in car parking charges. Some time ago the old Caradon District Council set a 10p for the first hour charge for many car parks but if a residents card was displayed it was 5p which was very popular in the town by both residents and traders. It meant people could pop in to town to do shopping and support the local businesses. The likely charge for the first hour is now to be 50p, bad for both shoppers and traders and just encouraging people to shop outside the town where parking is free. This is especially important in Saltash and Torpoint with the lure of Plymouth across the water.

Cllr Preston reported that he had received complaints that new bags provided for people to buy for green waste collection were woefully inadequate and split too easily. As people have to pay for these bags, they should be good enough to do the job. The issue will be taken up with officers.

Cllr Prseton had the pleasure of meeting the Duke and Duchess of Cornwall when they visited the new Devon and Cornwall Policing hub just outside Bodmin. It was interesting to note that the Prince was well briefed on the possible changes being proposed by the Coalition government to Police Authorities - proposals for elected Police Commissioners that are opposed by practically everybody except the Home Office.

Cllr Preston reminded all present about the fun day on 6<sup>th</sup> August at the Tamara Estate Green, near the skate-park from 11am to 2pm. Organised by the Council, health services and the Police to give residents information while enjoying themselves.

Cllr A Killeya asked what is going to happen if services are cut by Cornwall Council and then devolved to parish or town council level, will funding follow? Cllr Preston replied that nothing is confirmed yet.

Cllr Ellison asked if local ward Cllrs were invited to the Tamara Fun Day. Cllr Preston replied that he had found out via Cornwall Council's website. Cllr Ellison commented that this had happened before, where Cllrs had not been informed.

With regard to green waste collection, Cllr Oakes informed Cllr Preston that the service is not keeping to the published dates. Cllr Preston replied that this is a common complaint. With regard to obtaining green waste bags and the splitting problem, Cllr Riches informed members that Chris James is the person to contact at Cornwall Council.

With regard to parking fees, Cllr Holley thanked the Mayor for the support in keeping them to a sensible rate for the area. Support for this issue has been received from other Cornwall Councillors with Cllr Holley urging as many people as possible to write in.

Cllr Holley also spoke of concerns over how spatial planning is going and how Saltash and Torpoint will be grouped in the local framework. At the Cornwall Council operational meeting, this can be raised then.

Cllr Holley asked Cllr Preston how he approached the 2012 Challenge that he spoke of at the last meeting. Cllr Preston did gardening for the specified time.

## **QUESTIONS**

A member of the press raised the point that people in the audience couldn't always hear what is being said by members during Council meetings possibly due to the hearing loop not working correctly. Members suggested that this matter be raised at the next Policy and Resource Committee meeting.

## **118/10/11      DECLARATIONS OF INTEREST**

All Cllrs on the payments list who had received a payment declared a personal and prejudicial interest and did not vote on those particular payments.

All Cllrs declared a personal interest on planning application PA10/04062 as the applicant was known to them.

Cllr Holley declared a prejudicial interest on planning application PA10/04062 as he is the applicant.

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

Cllrs Bickford, Ellison and Clements declared a personal interest in items relating to Elwell as they are committee members. Cllr Bickford declared a personal interest in items relating to SWRA as Cllr Bickford is a committee member. Cllr Ellison declared a prejudicial interest in items relating to SWRA as he is the planning applicant for SWRA.

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

Cllr A Killeya declared a prejudicial interest in items relating to the festival fund payment to Saltash Environmental Action as he is chair of this group.  
Cllr Oakes declared a personal interest in items relating to the bus shelter at Carkeel as he is acquainted with a member of the public regarding this matter.

Cllrs Austin, Holley and Riches declared a personal interest in the item relating to the Wesley Church and purchase of a locker.

Cllr Mrs Hooper declared a personal interest in the item relating to the new MC of the Christmas event as she is acquainted with him.

Cllr Mrs Hooper declared a prejudicial interest in the item relating to the voiding of a Guildhall hire invoice for a charity event held whilst she was Mayor.

Cllr A Killeya declared a personal interest in the item relating to the Boundary Review as he was the founder of 'Keep Cornwall Whole'.

Mrs Ashton declared that although the item relating staffing would affect her, she was present only as in her capacity as Town Clerk in order purely fulfil the legal administrative requirements of Council meetings and does not ever take part in any of the Council decision-making processes at these meetings.

**119/10/11**      **MINUTES**

It was **RESOLVED** that the Minutes of the meetings held on 1<sup>st</sup> July, 8<sup>th</sup> July and 20<sup>th</sup> July 2010 be confirmed and signed as a correct record.

**120/10/11**      **MATTERS ARISING**

Cllr Clements spoke of the fact that it is now August and still no NHS dentist is place despite writing to the PCT concerned and being promised that such a facility would be place by spring 2010. Cllr Clements asked if the Town Council would now write a letter as he has got nowhere on this on this matter. Members supported Cllrs Clements request. They also felt that an urgent meeting should be arranged with the PCT to discuss this matter further.

It was **RESOLVED** that a letter should be written to the PCT regarding the ongoing lack of NHS dental facility that an urgent meeting should be arranged with the PCT to discuss this matter further.

With regard to p2323 **91/10/11(c)**, Cllr Stephens declined to participate in this consultation as he felt he wasn't best placed to do it and that very few people in the area used this facility anyway as Derriford Hospital was the nearest to the community. It was **RESOLVED** that no further action be taken on this matter.

**121/10/11**      **SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

- (a) There were no issues arising from the CIC report.
- (b) Cllr A Killeya reminded members of an earlier Full Council meeting where the s106 Group was fully debated (structure and purpose) and a decision made on

which two Town Councillors were to be part of this group with delegated authority to safeguard s106 funds and consider how those funds are spent.

Cllr A Killeya reported that this group met on the 21st July with the next meeting to take place in September with a view to provide input on future appropriate planning applications with regard to how s106 funds should be guided.

- (c) Cllr A Killeya spoke of the fact that the Town Council gives funding to the CIC only for the CIC to pay funds back to the Town Council in room hire charges as they hold their meetings here. It was **RESOLVED** that reasonable room hire charges should be waived for meetings of the CIC on Town Council premises and that this would be determined through delegated authority to the Clerk.
- (d) Members **NOTED** the report. The Clerk was informed that Scott Wilson was a consultancy company and not a 'Mr'.

#### **122/10/11 ISSUES ARISING FROM CORNWALL COUNCIL REPORT**

Members discussed at length the issue of grit bin removal proposals from Cornwall Council. It was **RESOLVED** that the Clerk writes to Cornwall Council to request a list of bins they that propose removing in Saltash and to veto grit bin removal in Saltash in general.

#### **123/10/11 FINANCE**

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

	£	p	
Guildhall Hire	1657.20		
Burial Board	2750.00		Burial fees
Saltash Wesley Methodist Church Thrift Club	7.45		Re Community Chest application 107

- (b) The following payments in June/July 2010 were noted:

	£	p	£	p	Remarks
	<u>Gross</u>		<u>Excl VAT</u>		
South West Water	342.49				Guildhall water
St John Ambulance	1000.00				Community Chest grant
Information Commissioner	35.00				Data protection renewal
J&M Garden Machinery Ltd	36.90		31.46		Air filters/strimmer line
Jackman Peckover Ltd	130.43		111.00		Boiler repair
TAVATA	245.00				Entry in 4 Towns Leaflet
Saltash Gateway CIC	5000.00				Project Officer
Travis Perkins	183.16		155.88		Boards for cemetery
Ms S Fox	135.00				Catering working lunch
K2 Youth Centre	500.00				Community Chest Grant
Tamar Protection Society	750.00				Community Chest Grant
Viking Direct	368.25		313.40		Ink
Tartendown Nursery	850.00		723.40		Spring plants
	2341				

Saltash Window Cleaning	45.00		Guildhall window cleaning
Eclipse Internet	23.44	19.95	Broadband
IRQ Systems Ltd	116.33	99.00	IT consultancy
Crown Copiers Ltd	155.25	132.13	Photocopier
John Grimes Partnership Ltd	1198.50	1020.00	Preparation contract documents re cemetery extension
Saltash Rowing Club Consortium	500.00 180.07		Community Chest grant Stationery/cleaning materials/first aid supplies
South West Water	10.67		Water – Fairmead Rd allotments
HMRC	884.76		Tax & NI June
EDF Energy	75.17	71.60	Unmetered lighting
SLCC	227.00		Membership
Hine Brothers	4480.00		Watering/footpaths 1 <sup>st</sup> cut/grounds maintenance
Tavistock Town Council	636.47		Re Town Clerk
Parc Signs Ltd	193.88	165.00	Installation information board
Morris Leslie Group	155.10	132.00	Bowser hire & repair
Petty cash	250.00		Petty cash
Staff salaries	5774.27		Staff salaries

- (c) Members **NOTED** with thanks the following urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders. The Clerk had kept members informed at each stage:
- i. Further remedial works by Silvanus to undertake to the cherry tree in St Stephens that recently lost a branch following recent inspection by Mrs Ashton. Parts of the tree have large amounts of decay and fungal growth. A quote for works was received - approx. £120
  - ii. Loose Trematon Pound gate has now been fixed. Work undertaken by Hine Bros. An invoice of approx. £100 is being awaited.
  - iii. Current delivery agreement of Town Messenger by local Scouts not possible for summer edition as Scouts have now broken up for school holidays. As a one-off, delivery by a local company may be arranged if the publication is ready for distribution in this time in the circumstances – a quote of approx. £80 per 1000 has been given.
  - iv. Removal of fallen tree at Brunels' Bust following recent high winds. Tree had uprooted and was being held up by bust. Silvanus was called and attended straight away – awaiting invoice.
  - v. Repair damaged fencing at Huntley Gardens following. 3 fence posts had snapped leaving a stretch of fencing being held up by only 2 posts. Works due to be completed shortly by Anthony Landscaping – approx. £480 quoted.
  - vi. Repair damaged fencing at Brunel's Bust following recent high winds. 1 post had snapped with rails attached to adjacent posts snapping too leaving fencing with an electrical box attached leaning on bust itself. Works due to be completed shortly by Anthony Landscaping – approx. £1200 quoted. However, it was highlighted that an electrician may be required to deal with the electric box which may incur an additional charge.



- vii. The Guildhall alarm system has gone off for no apparent reason several times recently which has required Mr Brooks as key-holder to be called out by the Police. An engineer has visited twice with a faulty sensor in the Chamber being replaced on the 2<sup>nd</sup> visit – awaiting invoice.

**124/10/11**      **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>
22.07.2010	PA10/00710	Mr F Phillips - <b>132-134 Fore Street</b> - change of use of shop from retail to restaurant/cafe. <b>It was RESOLVED TO RECOMMEND APPROVAL.</b>
22.07.2010	PA10/03469	Mr N Davies - <b>2 Riverside House, Home Park Road</b> - installation of two velux windows into pitch roof of apartment. <b>It was RESOLVED TO RECOMMEND APPROVAL.</b>
22.07.2010	PA10/04062	Mr D Holley - <b>Byberries, 430 New Road</b> - enlargement of existing porch on front elevation of dwelling. <b>As Cllr Holley had declared a prejudicial interest, he left the room for the duration of the consideration of this planning application. It was RESOLVED TO RECOMMEND APPROVAL.</b>
22.07.2010	PA10/04123	Mr and Mrs Blackburn - <b>167 Callington Road</b> - construction of hardstanding. <b>It was RESOLVED TO RECOMMEND APPROVAL.</b>
30.07.2010	PA10/04359	Mr L Rust - <b>17 Barrow Down, Latchbrook</b> - rebuilding of walls to front and sides of dwelling to same height with pillars and railings. <b>It was RESOLVED TO RECOMMEND APPROVAL.</b>

- (c) The Clerk there was nothing to report with regard to Cornwall Council decisions contrary to Town Council planning recommendations.

**125/10/11**      **CORRESPONDENCE**

- (a) Cornwall Council (CC) consultation from 9<sup>th</sup> July until 17<sup>th</sup> September on ‘Connecting Cornwall 2030’, a document setting out the transport vision and strategic proposal for transport for Cornwall for the next 20 years - **NOTED**. Cllr Bickford volunteered to view this document and report back to members at the Full Council meeting in September as part of ‘Matters Arising’.
- (b) Reply received from CC regarding possible asset transfers to town and parish councils. A policy is in the process of being developed with regard to this but it is thought that CC would look to transfer ownership via granting long leases mainly to guarantee future public/community use. CC would be happy to discuss the matter further with the Town Council once their policy has been further developed - **NOTED**.
- (c) Members **NOTED** notification by CC of two new dog control orders that came into force on 16<sup>th</sup> July and replace previous orders:
  - i. ‘Dog Fouling’ requires that all dog foul be removed by the person charge of the dog at the time it is done on land to which the order applies. CC have distributed new stickers and asked if the Town Council would assist in displaying them in appropriate areas.
  - ii. ‘Dogs on Leads’ requires an owner to put a dog on a lead if directed to do so by an authorised officer of CC if that officer deems the dog is causing a nuisance to members of the public or other dogs on land to which the order applies.
- (d) Cornwall Council, Communities Overview and Scrutiny Committee, Beach Dog Control Orders and Enforcement Single Issue Panel are to consider Dog Orders and their enforcement on beaches. Comments are being invited with regard to Dog Control Orders on beaches in the area and must be received by the 6<sup>th</sup> September 2010 – **NOTED**. Members felt that Saltash does have a beach and that this document should be read in more detail. Cllr Ellison volunteered to undertake this along with any other Cllr who would like to do so to and report back to members at the Full Council meeting in September as part of ‘Matters Arising’.
- (e) CC consultation on draft Sex Establishment Licensing Policy – CC are keen to receive the views of local people – **NOTED**. Cllrs discussed this item at length and felt there serious issues here. Cllr A Killeya to undertake the reading of this document along with other Cllrs. The need for a press release will be decided then.
- (f) E-mail from the Town Council’s website provider giving a quote of £52 + VAT for work to allow the current officers website page to become editable so that staff profiles can be included on the website as per Cllr profiles. Members discussed this at length - **NOTED**. It was **RESOLVED** that £52 +VAT be spent in order for the webpage to become more editable.

Cllr Holley asked for the future efficacy of the current website to be discussed at some point as the current website doesn’t portray the Town Council very

well. It was **AGREED** that this would be discussed at the appropriate committee of Policy and Resource.

- (g) Saltash Lions Club will be celebrating their 40<sup>th</sup> Anniversary in 2011 and as part of their celebration, they have written to ask for the Town Council's permission to plant up the roadside flowerbed in the Brunel's Bust area with the Lions logo and Saltash Lions 40<sup>th</sup>. They would welcome any other support that the Town Council could provide - **NOTED**.

It was **RESOLVED** that permission for use of this flower bed as part of the Lions 40<sup>th</sup> anniversary celebrations be granted with the following conditions attached:

- Further plans and planting information to be supplied to the Town Council.
- Works must be undertaken by the Town Council due to health and safety/insurance purposes.
- Lions to pay for it.

## **126/10/11 BURIAL BOARD COMMITTEE**

### **Minutes of the Burial Board Committee meeting held on 7<sup>th</sup> June 2010:**

With regard to minute 05/10/11(a), it was **RESOLVED** that grass cutting safety signs be purchased up to a value of £100.

It was **RESOLVED** that the Minutes of the Burial Board Committee held on 7<sup>th</sup> June 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed.

### **Minutes of the Burial Board Committee meeting held on 27<sup>th</sup> July 2010:**

With regard to minute 13/10/11(d), Cllr A Killeya explained why an increase in Town Councillor membership of this committee needs to happen. At least three Town Councillors must be present at a Burial Board meeting before any recommendations can be passed which was not the case at this meeting. However, it was necessary to send an urgent letter as a consequence of this meeting (minute 12/11/10). As a ward member for the area concerned, Cllr P Stephens asked the Clerk for a copy of that letter.

Cllr A Killeya further explained to those present a plan for the future structure of the Burial Board committee as per minute 13/10/11(d). It was **RESOLVED** that a proposal be brought for this plan for this committee be put into place.

With regard to minute 15/10/11(c), it was **RESOLVED** to approve the quotes given of £1500 for new steps and £500 for repair and re-hang of the gate and for works to be undertaken.

It was **RESOLVED** that the Minutes of the Burial Board Committee held on 27<sup>th</sup> July 2010 be confirmed and signed as a correct record and the recommendations contained therein be endorsed.

**AMENDMENTS:**

The last line of minute 56/10/11 Declarations of Interest p479 should read '*Cllr Bickford declared a personal interest in minute number 61/10/11 regarding Elwell Woods*'.

Minute 57/10/11(d) p482, Cllr Holley's name is incorrectly spelt as '*Holler*'.  
Minute 60/10/11(d) p484 should read 'It was **AGREED**' instead of **RECOMMENDED**.

**RESOLUTIONS:**

**Minute 57/10/11(a) p481:** it was **RESOLVED** that the Town Council apply for that the Town Council apply to Cornwall Council for a Modification Order to have the section of Yellow Tor in question added to the Definitive Map of Public Rights of Way with Cllr Clements taking the lead.

**Minute 58/10/11 p481:** Cllr A Killeya left the room for the discussion and decision on the Saltash Environmental Action (SEA) festival funding application. As Vice- Chair of Council, Cllr Oakes took the Chair. It was **RESOLVED** to grant the £3250 funding applied for by SEA for the 'Making Saltash Greener' event. Cllr A Killeya returned to the meeting and resumed as Chair.

**Minute 57/10/11(b) p481:** Cllr Riches gave members a brief update on the Pillmere stream bridges. Rebecca Dickson (Cornwall Council Highways) has now located them. Cllr Riches explained that Ms Dickson is now fully aware the Town Council are interested and would like them.

**Minutes 59/10/11(a) and (b) p482:** Members discussed in great depth the bus shelters. It was **RESOLVED:**

1. To go ahead with Fernbank to take over all the bus shelter maintenance from Adshel, whose contract is due to end soon, and erect new ones at no cost to the Town Council as follows:
  - i. Callington Road opposite Lidl.
  - ii. Callington Road opposite St Annes Rest Home.
  - iii. Callington Road opposite football club.
  - iv. Callington Road opposite Fire Station.
  - v. Carkeel outbound.
  - vi. Broadwalk.
  - vii. Pillmere Drive.
2. That the Town Council take direct control and funding of the bus shelter at Carkeel inbound including the Town Council seeking planning permission in order for it to be sited as per the consensus of the recent public consultation.

Cllr Holley abstained from voting on the bus shelter matter.

**Minute 60/10/11 p483:** Members felt that the current process of submitting items for payment via Council relating to this event is not conducive to the efficient organisation of it. It was **RESOLVED** that delegated authority for payment of costs associated with the annual Christmas Event be given to the Clerk in conjunction with the Chair of Civic Amenities and the Mayor, and that last year's participants, stall holders, entertainers etc. be contacted and booked.

**Minute 62/10/11(b) p484:** Cllr Austin thought that maintenance of the hedgerows on the boundary of Farm Lane and the churchyard was already an ongoing part of an existing service agreement. It was **RESOLVED** that the quote of £410 be approved and hedgerow cutting be undertaken subject to the Clerk establishing if these works were already covered in an existing agreement.

**Minute 63/10/11(a) p485:** Members felt there were two aspects to consider - leasing the land from Cornwall Council and the level works required to get the site into a suitable state. The Clerk explained that since the last Civic Amenities, a letter had been received from Cornwall Council explaining the terms of any lease for this site (£25pa with a lease to be reviewed and renewed after three years) as well as a quote of £1450 for site preparation works – the Clerk was awaiting a second quote. It was **RESOLVED** to:

1. Negotiate a longer lease term although the Town Council is satisfied to pay the level of rent proposed.
2. Delegate authority to the Clerk in conjunction with the Chair of Civic Amenities and the Mayor to spend up to £1200 for site preparation works.
3. Delegate Authority to the Clerk in conjunction with the Chair of Civic Amenities and the Mayor to finalise details of the letting of any allotments at this site.

**Minute 69/10/11 p486:** It was **RESOLVED** that that £100 be paid every quarter to the Brunel Inn's current owners, Mrs and Mrs Barns, for the participation of the pub's facilities in the community toilet scheme. Members felt that signage for these toilets should be erected to let the public know of the additional toilet in the scheme. As signage will be small in size with minimal cost associated, it does not require passing through committee and can be purchased through petty cash.

**Minute 71/10/11(b)(ii) p487:** Cllr Oakes and the Clerk explained that it had come to light since the meeting on the 14<sup>th</sup> July that a notice board policy already existed that encompassed what was raised - **NOTED**.

It was **RESOLVED** that the Minutes of the Civic Amenities Committee held on 14<sup>th</sup> July 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**128/10/11 POLICY AND RESOURCES COMMITTEE**

**AMENDMENTS:**

Minute 55/10/11(b) p480 should read 'It was **RECOMMENDED**' instead of **AGREED**.

Minute 58/10/11 p483 should read 'It was **AGREED**' instead of **RECOMMENDED**.

**RESOLUTIONS:**

**Minute 55/10/11(b) p480:** It was **RESOLVED** that a letter of thanks be sent along with a payment of £50 to Eco-Kids for their green appraisal of the Guildhall.

**Minute 55/10/11(d) p480:**

1. It was **RESOLVED** that the locker be purchased from the Wesley Church for a sum of £15.

2. It was **RESOLVED** that that SPAM software be obtained subject to the Clerk contacting CC and also Cllr Bickford.

**Minute 55/10/11(e) p480:** It was **RESOLVED** to accept the Jackmans' quote for works to supply and install replacements of the two boiler pumps and initiate works.

**Minute 55/10/11(f) p480:** Cllr Mrs Hooper left the room for the discussion and decision of this item. It was **RESOLVED** that the invoice relating to the hire of the main Hall for the Help for Heroes function during Cllr Mrs Hooper's Mayoral year be voided. Cllr Mrs Hooper returned to the meeting.

**Minute 63/10/11 p483:** It was **RESOLVED** that it should be at the Clerk's discretion to only post items that are of value, beneficial and of use to the community of Saltash with the Town Council's website disclaimer more prominent too.

**Minute 64/10/11 p483:** This has now been superseded due to a policy already in place (*Minute 71/10/11(b)(ii) p487CA 14<sup>th</sup> July*).

**Minute 69/10/11 p484:** It was **RESOLVED** that the signatories for the Town Councils Lloyd's Imprest bank account be Cllr Mrs Sue Hooper, Cllr Bruce Reid and Cllr Robert Austin.

**Minute 70/10/11 p484:**

It was **RESOLVED** that The Clerk (the Clerk being Mrs Debbie Ashton until the 5th September 2010 and then Mr Ray Lane from the 6th September 2010) and the current signatories of the Town Council's Barclays bank account be the only signatories for retrieval of the maces from the bank for Town Council business only and that a combination of any two of those authorised individuals can retrieve the maces.

Members went on to discuss at length the proposed amendments to the Clerk's delegated authority which had been issued to all members prior to this meeting and additions to those proposals that had arisen during this meeting including addressing spends/decisions by the Clerk of which fell under the other committees in the same way as Clerk spends/decisions were proposed under Policy and Resource. It was **RESOLVED** that these proposals, setting out the Clerk's delegated authority, be adopted and that the Mayor, in conjunction with the Clerk, finalise the wording of the document.

Due to the confidential nature of the Freeman of the Town nominations (minute 68/10/11), members agreed for this matter to be discussed later on in the meeting under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 during exclusion of the public/press.

It was **RESOLVED** that the Minutes of the Policy and Resource Committee held on 20<sup>th</sup> July 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**129/10/11**     **INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE (ICTT)**

**Minutes of the ICTT Committee meeting held on 28<sup>th</sup> June 2010:**

**AMENDMENTS:**

Cllrs Austin and Holley to be added to apologies. Cllr Austin to be removed from the list of those present.

It was **RESOLVED** that the Minutes of the ICTT Committee held on 28<sup>th</sup> June 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**Minutes of the ICTT Committee meeting held on 26<sup>th</sup> July 2010:**

**AMENDMENTS:**

**Minute 57/10/11(c) p322:** 3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence should be '*They are awaiting Cornwall Council to make a stand for this.*'

It was **RESOLVED** that the Minutes of the ICTT Committee held on 26<sup>th</sup> July 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

- (a) Approval of recommendations from ICTT minutes not yet circulated, due to the occasional timing of this committee meeting just prior to Full Council, is not possible. Any urgent matters may be brought forward at the discretion of the Chair of Full Council, provided he is notified before the agenda goes out for any financial matters.

**130/10/11**      **TOWN COUNCIL COMMITTEES AND OUTSIDE BODIES**

- (a) It was **AGREED** that Cllr Adams be allowed time to learn about each committee before he was appointed to any and that this matter be deferred to next Full Council.
- (b) It was **RESOLVED** that Cllr Mrs Hooper be appointed to the ICTT Committee instead of the Civic Amenities Committee.

It was **RESOLVED** that Cllr Clements be appointed to the ICTT Committee instead of the Policy and Resource Committee.

- (c) It was **RESOLVED** that Cllr Clements, on behalf of the Town Council, be appointed as Trustee to the Mabbott Charity.

**131/10/11**      **CRIME AND ANTI-SOCIAL BEHAVIOUR**

Cllr Austin briefed members on the Anti-Social Behaviour group – a Town Council led group to which many appropriate professionals and organisations were invited including local Police and Youth Workers and met every six weeks. Cllr Austin chaired the meeting with a Town Council officer in attendance to take notes.

Feedback from those attending the meetings led to a review of content, format and timings. Cllr Austin had prepared a report prior to this meeting outlining the new structure and frequency meetings of this group including holding 6 meetings per year (4 daytime and 2 evening).

The first evening meeting will take place on 28<sup>th</sup> September 2010 at 7.00pm in the Chamber and the next daytime meeting will take place on 29<sup>th</sup> November 2010 at 2.00pm in the Chamber.

The evening sessions will be arranged in 2 parts – an open public forum with a theme apt to the time to begin with and then a non-public meeting with invitees only. The daytime meetings are for invitees only and will not be open to the public.

The aim is to try and engage with all members of the community plus also to allow an opportunity for professionals and organisations to get together.

Members heard that this group is not a formal Town Council Committee or Sub-Committee and so is not subject to the legal framework by which they are bound.

Members discussed further how this group reports to Council. It was **RESOLVED** that the Anti-Social Behaviour group become a working group of the Policy and Resource Committee with no Town Council Officer support at meetings and that the Chair of this working group provide a summary report following its meetings. It was **RESOLVED** that Cllr Austin be appointed to the Policy and Resource Committee instead of the ICTT Committee.



**132/10/11**      **HEALTH AND SAFETY**

- (a) The WPS Health and Safety report was distributed to all members by the Clerk prior to this meeting. It was **RESOLVED** to delegate to the Clerk, in conjunction with the Mayor and Chairs of Committees, to address the recommendations made within the report.
- (b) With regard to a tree safety assessment by Cornwall Council at £30ph, It was **RESOLVED** that the Clerk be given delegated authority to pay for up to 10hrs.

**133/10/11**      **GENERAL ELECTION BOUNDARY REVIEW**

Cllr A Killeya briefed members on what has happened subsequent to the letter on this matter being widely distributed (Full Council 20<sup>th</sup> July minute 116/10/11) which may include the formation of an official group campaigning against this issue. Members thanked the Mayor for all his time and effort.

Cllr Mrs Hooper reported that CALC have also given their support too. County Councillors have also sent letters against this proposal too.

It was **RESOLVED** that Cllr A Killeya continue to act on behalf of the Town Council and move this issue forward, and that the Clerk be given delegated authority to pay up to £100 towards the administration cost of an official and properly managed campaigning group, should one be formed, as it would be in the best interest of the Saltash community.

**134/10/11**      **MEET THE PEOPLE**

- (a) There was no feedback to report from the last session.
- (b) Members discussed future arrangements and it was **RESOLVED** that there should be a monthly Fore Street session on the Saturday after each regular Full Council with occasional sessions at locations to be decided by Full Council.

The next 'Meet the People' will be on 7<sup>th</sup> August in Fore Street with Cllrs Yates, Riches and Clements in attendance.

**135/10/11**      **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.

Mr Ray Lane was not excluded as he had been invited by Council to attend the full meeting as part of his preparation of taking the role of Town Clerk as from the 6<sup>th</sup> September 2010.

136/10/11

### CEMETERY EXTENSION

Members were given the following update following the Town Council's project team (Full Council 8<sup>th</sup> July 109/10/11 - Cllrs A Killeya, R Austin, M Gee, Clerk) meeting:

- Mr Steve Blatchford (Cornwall Council Construction Services Manager) is the project manager on behalf of the Town Council and will be reporting back to the project team via the Clerk.
- The Town Council was now in receipt of funds (£250,000) from the Public Works Loan Board. The loan had been taken out for a term of 15yrs as that had given the most favourable levels of interest to pay back.
- A pre-contract meeting between the contractor, WH Bond and Mr Blatchford had taken place which was satisfactory. Cllr Austin attended this meeting too in order to report back to Council.
- Contracts were signed on the 28<sup>th</sup> July by each side with a proposed start date for works on 9<sup>th</sup> August. The works should take approx. 17 weeks.
- Allotments should be ready in time for the 2011 season.

Cllr Austin felt that those on the allotment waiting list should be contacted to let them know what is happening. Members felt that this was a matter for Civic Amenities to determine at the appropriate time. Members also discussed the forming of an allotment association – it was felt that the Town Council would not be involved in this as it would really be a matter for those with allotments to get together and do that.

Members agreed that the cemetery extension project would remain an agenda item until the project is completely finished.

All members wished their thanks to Cllr Austin to be noted for all his time and effort spent on this project.

137/10/11

### ELWELL WOODS

(a) Mrs Ashton felt it was inappropriate for her, as temporary Town Clerk and due to leave shortly, to draw up such an important legal document as the sub-lease between the Town Council and SWRA for Elwell Woods which once signed would bind each party to the terms of the contract for its entire duration.

Mrs Ashton felt that a legal professional was essential to do this in order to protect both parties.

It was suggested that Cornwall Council be contacted to ask if their legal services could draw up the sub-lease. Cllr Mrs Hooper reminded members that the Town Council had already budgeted for professional services such as these.

It was **RESOLVED** that the Clerk ask Cornwall Council legal services to draw up the lease, and if this is not possible, the Clerk seek external professional legal advice.

(b) An outstanding but recently received invoice of £5875 inc VAT from Optima Projects (consultant project engineer) was presented to Council for

approval. It was explained that the timing of this invoice being received by the Town Council meant it could not be presented for approval via the usual committee process and due to the urgent nature of it which meant non-payment would potentially hold the project up, it was necessary on this one occasion to bring it to Full Council. It was **RESOLVED** that this invoice be approved for payment.

Cllr Austin asked if there was a running total for the project so far. The Clerk explained that Cllr Gee is in the process of investigating the amount of money already spent and level of funding left.

**138/10/11**      **STAFFING**

(a)      It was **NOTED** that Mr Raymond Lane had been appointed as the new permanent Town Clerk as from 6<sup>th</sup> September 2010.

(b)      In order to ensure a transition of work from the temporary Town Clerk to the new permanent Town Clerk, it was **AGREED** that Mrs Ashton remain with the Town Council for one further week of employment on the same terms and conditions with Mr Lane being the Town Clerk from 6<sup>th</sup> September.

(c)      Cllr A Killeya explained that the Clerk had asked if a temporary paid intern could be taken on for a short period to assist with clearing the backlog of filling and office house-keeping. The current office staff, due to the nature of their responsibilities during the period of staff changes, had not had the time to undertake routine tasks such as this as they have had other priority work to do. Cllr A Killeya and the Clerk explained that an intern would be required for three weeks at 20 hours per week at an appropriate hourly rate. It was **RESOLVED** that a paid intern be taken on as outlined and up to £500 be spent to pay for labour supplied.

(d)      Cllr A Killeya and the Clerk updated members on the nature of the caretakers terms and conditions of employment including an ongoing situation which has led to and still means a constant accrual of time-off-in-lieu (toil) along with the difficulties the staff concerned have in trying to reducing that toil level. Cllr A Killeya explained that the full extent of the toil of each would need to be fully calculated and suggested that it may be best to wipe the slate clean and make a payment to address the many extra unpaid hours worked. It was **RESOLVED** that the Clerk in conjunction with the Mayor and Chair of Policy and Resource, establish the actual level of hours accrued and make a suitable payment to clear any toil.

**139/10/11**      **FREEMEN OF THE TOWN NOMINATIONS**

Following a letter received nominating a member of the Saltash community, Cllr A Killeya briefed members on the individual concerned and it was **RESOLVED** that this nominated individual become a 'Freeman of the Town'.

**140/10/11**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**141/10/11**      **PRESS RELEASES**

It was **AGREED** that a press release be done (drafted by Cllr Clements and proof read by Cllr A Killeya and the Clerk) to call for evidence from members of the public for the footpath modification order application of Yellow Tor Lane.

**142/10/11**      **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.

Rising at 10.32pm

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

Dated: \_\_\_\_\_ 2<sup>nd</sup> September 2010 \_\_\_\_\_