

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17<sup>th</sup> August 2010 at 7:30pm

**PRESENT:** Cllrs M Gee (Chair), R Austin, D Holley, A Killeya, M Killeya, C Oakes, R Phillips, C Riches, D Yates

**ALSO PRESENT:** Cllr P Clements  
Mrs D Ashton (Temporary Town Clerk)

**APOLOGIES:** Cllrs Bickford, Mrs Hooper, B Reid, P Stephens ISM

---

#### **73/10/11      DECLARATIONS OF INTEREST**

Cllr A Killeya declared a personal interest in the item relating to the Rotary Club grant application as he is an honorary member as Mayor.

Cllr Phillips declared a personal interest in the item relating to the Rotary Club grant application as he is a member.

#### **74/10/11      GRIT BINS**

The Clerk had distributed to members prior to this meeting information from Cornwall Council (CC) entitled 'Winter Service Policy – provision and maintenance of salt bins: proposals for future arrangements' – **NOTED**.

This communication explained that salt bins are not essential to CC in fulfilling their duty on the 'Precautionary Salting Network' (all A and B roads, many well used roads, access to hospitals and other emergency centres, roads by secondary schools) as they deploy dedicated road gritting vehicles for that purpose.

As part of this policy, CC has reviewed the level of grit bins in the area and is looking to remove non-critical bins – there are a total of 27 grit bins within the town and CC is proposing to remove 2. CC have offered to relocate these bins.

CC have stressed that if new salt bins are required, they will be provided, filled and maintained at the Town Council's expense.

CC are also offering salt bin training courses for Town and Parish Council staff and volunteers such as Cllrs so that they are able to safely assist with the distribution of salt from these bins.

CC went on to explain that it has been proposed that the Town Council be invited to assume full responsibility (ownership, management and maintenance at the Town Council's expense) for all of the bins within its area for 2011/2012. However, if this is not acceptable, bins would be removed sometime after winter 2010/2011. CC has invited views to be submitted on this proposal by the end of December 2010.

Members expressed surprise at this document for several reasons:

It had been expressed in the past that no such definitive information existed and that members had spent a great deal of time in collating such details themselves because of this.

The town has developed and expanded but the number of grit bins hasn't increased to keep up with that expansion and that it is not the Town Councils' responsibility to ensure that happens, it is down to CC.

Saltash has some very steep roads that are reliant on these grit bins as they are not serviced by the grit trucks.

The Town Council would need to take into account, when setting its budgets and deciding on how much precept to apply for, the future expense of providing, managing and maintaining such a service especially at a time when there is a proposal to cap the parish precept.

Members felt that the Town Council was in a difficult position on this – if there were no salt bins available to aid the safe passage of pedestrians, residents would not be pleased but at the same time, the Town Council would be facing higher costs to meet which would mean an increase in precept.

Members felt that pavements were technically the responsibility of Highways and Pillmere estate roads were still not adopted yet by Cornwall Council which added to the complexity.

Members spoke of grit bins that may not be indicated on the Cornwall Council map provided. Cllr Gee asked members to provide the Clerk with details of location and condition of salt bins. Members thought that were temporary, damaged or indeed missing bins should be replaced by CC.

It was **AGREED** that the Clerk seek clarification on the proposal on the situation from after winter 2010/11 and beyond and it was **AGREED** that Cllrs M Gee and M Killeya, in conjunction with the Clerk, put together a definitive list of necessary (relocated or otherwise) salt bins.

Members wished that it be expressed to CC that they had given very little time to reply regarding this matter.

An update on this and further discussion on the the subject of salt bin training to be done at the next committee meeting.

**75/10/11**

**GUILDHALL**

- (a) Investigation into suitable tables is ongoing.
- (b) Members heard that the flooring in both the Chamber and main hall are at the point where they do need some form or repair and refurbishment. Safety caution signs had been erected to advise room users to be aware of loose boards and small holes on boards. The Clerk felt that as the Guildhall had

Listed Building status, she would like to seek advice from the CC Conservation Officer.

- (c) Following the main hall broken window incident, the Clerk updated members that a specialist window conservation company was due in to survey those windows and provide a quote for refurbishment works.

Cllr Yates enquired about the damp corner in the stairwell and that it should be priority works as it need addressing urgently. Cllr Oakes felt that a split in the windowsill may be the problem – filling it could be the answer.

Cllr A Killeya said that at what point will all these bits of maintenance equate to another renovation and asked if the CC Conservation Officer would be able to offer his advice on this.

It was **AGREED** that the Clerk arrange for the CC Conservation to come along to the Guildhall and meet with Cllr Oakes, M Killeya and M Gee (Guildhall Building Maintenance Working Group) to discuss and obtain his advice on the matters above.

- (d) Members thought that ‘The Hearing Room’ may be able to assist in testing the induction loop.

Cllr Holley also mentioned that many members of the public and press attending Council meetings have mentioned that they cannot hear what is being said. He thought that the set-up of the tables doesn’t help people to hear as the Chamber has poor acoustics. The previous set-up of tables was quite effective as it made Cllrs speak more loudly.

It was **AGREED** that the Clerk arrange testing of the hearing induction loop initially.

- (e) Members discussed the disabled toilet flooring and how it could be finished off and whether new flooring should be put in anyway.

It was **AGREED** that the Clerk obtain a quote for complete new vinyl flooring and a quote to be put in a row of tiles to cover the existing gap only for the next committee meeting

**76/10/11**

#### **UPDATE ON CEMETERY**

- (a) Cllr Austin circulated an update report to all members – **NOTED**. The actual loan amount received from the Public Works Loan Board was £250,000. The Clerk informed members that the cemetery income from last year was approx. £22,000.

The Clerk explained that Steve Blatchford, as project manager, is due to supply the first project update report to the Town Council shortly.

Staffing matters arising from the extra administration duties resulting from the cemetery extension will be dealt with by a staff review which is to be undertaken when the new permanent Clerk is in place.

With regard to a notice board for the cemetery extension, Members discussed a permanent one for when the project is finished. Some members also thought it would be good to have a sign up whilst works are going on to inform members of the public and asked the Clerk to check with Steve Blatchford to see if the site safety board could take one.

- (b) The Clerk informed members that the loan repayment every 6 months for the £250, 000 borrowed over 15 years is £10,692.33 with repayment dates of 30th July and 30th January each year (first payment due on 30<sup>th</sup> January 2011).

It was **RECOMMENDED** that funds be temporarily vired from the Fore Street Regeneration budget for the 30th January 2011 loan repayment and that it be taken into account for and replaced by the 2011/2012 precept.

**77/10/11**      **CORNWALL'S COMMUNITY GRANTS**

There were no suggestions for this.

**78/10/11**      **MACES**

Liskeard Town Council has now recommended the services of Mr Pat O'Donaghue. Due to changeover of Town Clerks shortly and subsequent signatory access, Mr Donahue will be inspecting the maces at the beginning of October in order to provide a quote for works.

**79/10/11**      **POLICIES**

Cllr Gee updated members that a review of policies is still ongoing.

**80/10/11**      **COMMUNITY CHEST**

The following applications were considered and assessed on strength of project (4 points maximum), sustainability (2 points maximum), track record (1 point maximum), cost-effectiveness (1 point maximum), contribution by applicant (1 point maximum) and benefits to Saltash Town Council in terms of publicity, support for events or projects involving the Town Council (1 point maximum).

Following assessment, it was **RECOMMENDED** that:-

- i. Applications scoring under 5 are not considered for Community Chest Funding on this occasion.
- ii. The following awards are made:-

<u>No.</u>	<u>Organisation</u>	<u>Project</u>	<u>Award</u>
117	Saltash Air Cadets	Non-dress uniform clothing such as sweatshirts with logo on for wearing for cadet activities and events.	£500

118	East Cornwall Partnership - Callington Community College (Callington and Saltash CATS)	CATS Award Evening	£700
120	Saltash Rotary Club	Cover for protection of Christmas Sleigh which is stored outside	£500

The Clerk explained that:

An update report and invoices from SEA on how the Town Council's £750 grant awarded in June 2009 had been spent had been received as well as a photo scrapbook for inspection by members - **NOTED**.

An update letter from Live at Home had also been received explaining why no receipts had been forthcoming – **NOTED**. It was **AGREED** to allow Live at Home an extension in providing receipt information and that the Clerk write to inform them.

**81/10/11**      **TOC H BUILDING**

Members discussed at length the matter of the CC owned TOC H building and felt that it would only be right for it and the land to remain for the community. It was **AGREED** that a letter of interest be sent to the CC Officer concerned with the building listing a few suggestions on how it could be used for the community e.g. NHS dentist, day centre, use by a community group.

**82/10/11**      **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.

**83/10/11**      **BANK ACCOUNTS AND FINANCE**

Cllr Gee reported that all outstanding Town Council related paperwork had now been obtained and that staff were now in the process of sorting through it with the filing backlog being sorted by a paid intern.

Cllr A Killeya said that budget monitoring will need to be undertaken shortly in order to decide on precept.

Cllr A Killeya also briefed members on a meeting with the Highways Agency Area Performance Manager about funds owed to the Town Council. The meeting had gone well with an assurance that the matter would be further looked into.

Members wished to thank Cllr Gee and members of staff for all their hard work with these matters.

**84/10/11**      **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

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

**85/10/11**      **URGENT MATTERS BROUGHT FORWARD BY THE CHAIR**

None

**86/10/11**      **PRESS REPORTS**

None

**87/10/11**      **DATE OF NEXT MEETING**

21<sup>st</sup> September 2010

Rising at 9.25pm

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

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