

## SALTASH TOWN COUNCIL

### Minutes of the Annual Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 6<sup>th</sup> August 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:** H Frank – Cornwall Councillor, Derek Holley – Cornwall Councillor, J Baskott – Chair Community Enterprises PL12, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** None.

---

### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

Councillor Miller lost connection and reconnected to the meeting.

### **72/20/21 TO ELECT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor P Samuels be appointed Chairman.

The Chairman read and signed the Chairman's Declaration of Acceptance of Office and showed Members evidence of this on screen.

Cornwall Councillor Holley connected and joined the meeting.

The Chairman signed the Book of Oaths and showed evidence of this on screen.

Councillor Challen virtually presented the Mayor's Chain to Councillor P Samuels the incoming Mayor.

**73/20/21**      **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR**

Councillor P Samuels virtually presented the Mayor's badge to the outgoing Mayor Councillor Challen.

Councillor P Samuels thanked Councillor Challen for all her hard work and dedication as the Mayor of Saltash throughout her term and especially throughout the Covid19 Pandemic.

**74/20/21**      **TO ELECT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor J Rance be appointed Vice Chairman.

The Mayor virtually presented the Deputy Mayor's medallion to Councillor J Rance the incoming Deputy Mayor with the approval of all members that it be worn for the duration of the meeting.

Councillor Rance lost connection and reconnected to the meeting.

**75/20/21**      **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**PRAYERS**

Councillor Yates led prayers.

**76/20/21**      **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:

None.

c. To consider dispensations required.

None.

77/20/21

**TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:**

- a. Personnel – composition of six elected members.  
(The Town Council recognizes that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment. Current members are ACAS trained).

Councillor Challen requested to step down from the Personnel Committee.

Following a vote, it was **RESOLVED** to keep the composition of the committee as it is with the existing 5 Members remaining – Councillors J Dent, M Fox, M Parker, J Rance and B Samuels.

Following a vote, it was **RESOLVED** that Councillor Peggs be appointed to the Personnel Committee.

- b. Joint Burial Board – Composition of four elected Members.

Following a vote, it was **RESOLVED** to appoint the existing members Councillors J Dent, A Pinckney, W Phillips and B Samuels as the Joint Burial Board Committee.

78/20/21

**TO ELECT CHAIRS AND VICE CHAIRS FOR THE FOLLOWING COMMITTEES:**

- a. Planning and Licensing

Following a vote, it was **RESOLVED** that Councillor Dent be appointed as the Chair of Planning and Licensing Committee.

Following a vote, it was **RESOLVED** that Councillor Fox be appointed as the Vice Chair of Planning and Licensing Committee.

- b. Services

Following a vote, it was **RESOLVED** that Councillor Parker be appointed as the Chair of Services Committee.

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed as the Vice Chair of Services Committee.

c. Policy and Finance

Following a vote, it was **RESOLVED** that Councillor Fox be appointed as the Chair of Policy and Finance Committee.

Following a vote, it was **RESOLVED** that Councillor Peggs be appointed as the Vice Chair of Policy and Finance Committee.

d. Personnel – **By the six elected Members of the Committee.**

It was **RESOLVED** to defer to the following Personnel Committee meeting.

e. Burial Authority

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed as Chair of Burial Authority Committee.

Following a vote, it was **RESOLVED** that Councillor Dent be appointed as Vice Chair of Burial Authority Committee.

f. Joint Burial Board – Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the Members of the Joint Burial Board at the first meeting in each Council year.

This was **RESOLVED** to defer to the following Joint Burial Board Committee meeting.

**79/20/21**      **CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

**80/20/21**      **MONTHLY CRIME FIGURES.**

It was **RESOLVED** to note.

**81/20/21**      **REPORT BY COMMUNITY ENTERPRISES PL12.**

Jo Baskott – Chair of CIC gave a brief overview of the written report submitted to Council and the works undertaken by the CIC and volunteers following the pandemic.

It was **RESOLVED** to note.

**82/20/21**      **CNP REPORT FOR NOTING OR MATTERS ARISING.**

It was **RESOLVED** to note.

**83/20/21**      **CNP ACTION POINTS FOR REPORTS.**

Nothing to report.

**84/20/21**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by email.

The Chair informed Members that a public question had been received that required referral to the Monitoring Officer for a reply to be sent in due course.

85/20/21

**TO RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 2<sup>ND</sup> JULY 2020 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON MONDAY 27<sup>TH</sup> JULY 2020:**

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

Councillor Challen requested minute no. 62/20/21 of the Full Town Council meeting held on Thursday 2<sup>nd</sup> July 2020 be amended to reflect the statement read on the evening of the meeting:

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

I would like to give Councillors a heads up on my recent communications with Paul Blakeston (Station Officer at Saltash).

We spoke a few months ago.

And I also mentioned this to Councillor Mike Parker former Fire fighter at Saltash and a Saltash Cadet's Leader.

Next April will be the 80<sup>th</sup> Anniversary of the Blitz that killed Saltash civilians in the area of Fore Street.

Also, on a shout in Plymouth 6 Saltash Auxiliary Fire Service men, killed April 22<sup>nd</sup> 1941.

A Saltash Scout that was a member of the auxiliary Fire Service was killed by a bomb blast whilst tackling a fire in the railway goods yard at Saltash 6 days later.

I approached Paul Blakeston, to flag up the dates and events with the view to Saltash commemorating the 80<sup>th</sup> Anniversary April 2021 and Paul agreed.

This will take a considerable time to organise, and I would therefore like to suggest that STC members work with the WW2 Committee and Saltash Station Officer Paul Blakeston and Mike Parker and other stakeholders to mark this important landmark in our Saltash history.

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

I am looking for Council approval and support of this initiative please.

It was **RESOLVED** to note the amendment.

It was **RESOLVED** the amended minutes of the Full Town Council meeting held on Thursday 2<sup>nd</sup> July 2020 were confirmed as a correct record.

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

It was **RESOLVED** the minutes of the Extraordinary Full Town Council held on Monday 27<sup>th</sup> July 2020 were confirmed as a correct record.

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

**86/20/21**

**FINANCE:**

- a. To advise the following receipts in:
- i. June 2020

It was **RESOLVED** to note.

- b. To advise the following payments in:
- ii. June 2020

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 30<sup>th</sup> June 2020 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**87/20/21**

**TO RECEIVE COVID 19 HYBRID MEETINGS UPDATE.**

It was **RESOLVED** to note.

**88/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
51	Cornwall Council – A Fair and Just Future for Cornwall.	Cllrs Challen & P Samuels	Annual Meeting of Saltash	N/A
52	Emergency Licensing Determination Procedure - Pavement Licence	Cllrs Dent and Fox	Annual Meeting of Saltash	N/A

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

**89/20/21**      **CORRESPONDENCE.**

- a. Residents of Lynher View Estate - To receive a letter of thanks for joining the 50<sup>th</sup> year celebrations.

It was **RESOLVED** to note.

- b. BT - New BT Consultation Review.

Members discussed the use of the telephone boxes under consultation review by BT for removal.

Members voted on each telephone requested for removal.

It was **RESOLVED** to

1. Object to the removal of the telephone situated on the junction of Fairmead road PC01 Grenfell Avenue Saltash due to regular usage.
2. Object to the removal of the telephone PCO PCO1 Alamein Road Saltash due to regular usage.
3. Councillor Pinckney to provide reasons to objectively justify the council's decisions to object to the removal of the telephone boxes based upon the telephony needs.



- c. Cormac Solutions Ltd – EDG1685 Cornwall Gateway Year 2 Community Network Scheme.

It was **RESOLVED** to

1. Support the speed restrictions proposed on Old Ferry Road subject to humps that are suitable for boat trailers to pass over.
2. Councillor Yates to draft a response on behalf of the Council.

- d. NHS Kernow Clinical Commissioning Group – Review of Community Services – Saltash.

Members discussed attendance at a workshop proposed to be held by NHS Cornwall St Barnabas in September.

Councillor Lennox-Boyd agreed to attend as a Cornwall Councillor as limited spaces may be available.

It was **RESOLVED** that Councillors Martin, Peggs and Yates attend the NHS Cornwall St Barnabas virtual workshop and report to Council.

- e. Plymouth City Council – Transforming City Fund Tranche 2 Submission.

It was **RESOLVED** to note.

The Chair informed Members that a further letter of correspondence had been received but wished it to be noted that it may be formally received at the following Full Town Council meeting to be held on Thursday 3<sup>rd</sup> September 2020.

90/20/21

**TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

a. Services held on Wednesday 8<sup>th</sup> July 2020

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

It was **RESOLVED** the minutes of the Services Committee held on Wednesday 8<sup>th</sup> July 2020 were confirmed as a correct record.

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

Councillor Martin wished a spelling mistake be corrected to minute no. 9/20/21 in which Rashby Avenue requires to be corrected to Rashleigh Avenue.

b. Personnel held on Tuesday 28<sup>th</sup> July 2020.

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

It was **RESOLVED** the minutes of the Personnel Committee held on Tuesday 28<sup>th</sup> July 2020 were confirmed as a correct record.

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

**RECOMMENDATIONS:**

**22/20/21 TO CONSIDER AN ACCURACY UPDATE TO THE COMMITTEES TERMS OF REFERENCE**

It was RECOMMENDED for clarity and to maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct. that the committee's terms of reference be amended to read "Public: Due to GDPR, Data Protection, confidentiality and potential referral to Full Council there will be no member and public attendance at the meetings of the committee".

As opposed to the current statement of “Public: There will be no public participation at the meetings of the Committee”.

It was **RESOLVED** to approve.

**91/20/21** **TO APPROVE THE MINUTES OF THE TOWN CENTRE VISION SUB COMMITTEE HELD TUESDAY 14<sup>TH</sup> JULY 2020 AND TO CONSIDER ANY RECOMMENDATIONS.**

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

It was **RESOLVED** the minutes of the Town Centre Vision Sub Committee held on Tuesday 14<sup>th</sup> July 2020 were confirmed as a correct record.

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

**RECOMMENDATIONS**

**15/20/21** **TO CONSIDER THE WORKING RELATIONSHIP BETWEEN THE TOWN CENTRE VISION SUB COMMITTEE AND THE JOINT PARTNERSHIP WITH CORNWALL COUNCIL AND CHAMBER OF COMMERCE.**

It was RECOMMENDED to:

- a. Compile a full library of all previous studies for all Members to review;
- b. Agree in principle to appoint a consultant to produce a vision document subject to establishing a remit and agreeing a budget.

It was **RESOLVED** to approve.

**92/20/21** **TO APPROVE THE PLANNING AND LICENSING COMMITTEE TERMS OF REFERENCE.**

It was **RESOLVED** to approve subject to an additional update to include that decision responses to CC are made under the protocol of delegated authority and recorded on the Covid19 Decision Register.

**93/20/21** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**94/20/21**     **TO APPROVE THE ANNUAL HEALTH AND SAFETY POLICY STATEMENT.**

It was **RESOLVED** to approve the Annual Health and Safety Policy Statement subject to grammatical amendments.

The Chair signed the document and evidenced this to Members by showing the signed document on screen.

A brief recess was permitted at 8:41pm with the meeting resuming at 8:46pm.

**95/20/21**     **TO CONSIDER APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES:**  
**PURSUANT TO MINUTE NUMBER 131/19/20 - P&F MEETING HELD 10.12.2019 AS FOLLOWS:**

**The Role of Saltash Town Council Representatives on Outside Bodies:**

1. Members who have are a constituted active, controlling or financial member with voting rights of an Outside Body may not be appointed as a Council Representative to the same Outside Body.
2. Members cannot be a Council Representative to an Outside Body if they are a member of the same Outside Body and have a dispensation in place.

It was **RESOLVED** to approve in principle subject to agreed changes and further updates.

<b>Outside Bodies</b>	<b>Current Councillor Representative</b>	<b>Current Councillor Reserve</b>
Age Concern	J Dent	B Phillips
Livewire	J Peggs	Vacancy
Mabbot Trust - Remove	J Dent – Can't	M Fox
Regatta	S Martin	B Samuels
Road Safety	S Miller	M Parker
Saltash Chamber of Commerce	S Lennox-Boyd – Step Down	S Miller – Step Down
Community Enterprises PL12	S Miller	J Dent
Saltash Gateway CNA	G Challen	P Samuels
Saltash Heritage	J Dent	P Samuels
SWRA	R Bickford	J Rance
TAVATA	B Phillips	Vacancy
The Core	S Martin	J Rance
Saltash Youth Council	J Peggs	J Rance
Junkyard Skatepark	B Phillips	Vacancy
Saltash Environmental Action	S Martin	S Gillies
Town Centre Regeneration Forum	S Lennox-Boyd	Vacancy
Safer Saltash	ALL MEMBERS	

Members discussed the roles of Saltash Town Councillors on Outside Bodies with many Councillors experiencing conflict and requiring to step down due to having voting rights on both bodies.

Members agreed that further consideration and discussions were required prior to confirming Council representatives on outside bodies.

It was **RESOLVED** to defer and establish clarification on the roles of Saltash Town Council on outside bodies at an Extraordinary Policy and Finance Meeting.

96/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
TO RESOLVE THAT PURSUANT TO SECTION 1(2) OF THE PUBLIC  
BODIES (ADMISSION TO MEETINGS) ACT 1960 THE PUBLIC AND  
PRESS LEAVE THE MEETING BECAUSE OF THE CONFIDENTIAL  
NATURE OF THE BUSINESS TO BE TRANSACTED.**

97/20/21 **TO RECEIVE A REPORT FROM THE COASTAL COMMUNITY TEAM.**

Councillor Holley was invited to remain in the meeting due to his participation and membership within the Coastal Community Team

Councillor Bickford briefed Members on the awarded monies received from the coastal revival fund to appoint consultants to draw up plans for the Waterside and wider Waterfront areas requiring flood prevention and public realm improvements.

Councillor Bickford advised Members of the three consultants which returned bids and were interviewed by the Coastal Community Team.

Councillor Bickford stated that the Coastal Community Team unanimously agreed that John Grimes Partnership were considered the best consultants suited for these works.

The Coastal Community Team provided their recommendation to appoint John Grimes Partnership to complete the Flood Protection and Public Realm Improvement to the Saltash Waterside.

It was **RESOLVED** to approve the recommendation from the Coastal Community Team to appoint John Grimes Partnership to undertake the Flood Protection and Public Realm Improvements to the Saltash Waterside.

98/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
TO RESOLVE THAT THE PUBLIC AND PRESS BE RE-ADMITTED TO  
THE MEETING.**

99/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE  
AGENDA.**

None.

**100/20/21**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Ministry of Housing, Communities and Local Government - Planning for the Future White Paper Document

Councillor Yates requested Members read and give further consideration to the consultation of proposals to changes within the planning procedures to be undertaken by government bodies.

Councillor Yates spoke of the proposed changes and the implications to how planning is to be applied for and processed and the potential impact and significant differences proposed to planning authorities and neighbourhood plans for smaller areas.

Councillor Yates advised Members that the Neighbourhood Plan would continue to carry on under current regulations as the White Paper project is under consultation for 12 weeks.

Councillor Dent informed Members of a scheduled webinar to be held on August 25<sup>th</sup> which would outline some of the changes that may be implemented.

It was **RESOLVED** that Councillors Dent and Yates attend the webinar on behalf of Saltash Town Council and provide a report.

**101/20/21**     **PRESS AND SOCIAL MEDIA RELEASES.**

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

1. The Coastal Communities Team appointment of John Grimes Partnership.
2. Ministry of Housing, Communities and Local Government Consultation of the Planning for the Future White Paper Document

**102/20/21**     **DATE OF NEXT MEETING**

Thursday 3<sup>rd</sup> September 2020 at 7.00 p.m.

103/20/21 **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: 9:41 p.m.

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

Chairman

Dated: \_\_\_\_\_

DRAFT