

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 5th March 2020 at 7.00 p.m.

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

ALSO PRESENT: 1 Member of the Press, J Baskott – Chair Community Enterprises PL12, D Holley – Cornwall Councillor, R Lane - Town Clerk, J Hingley – Finance Assistant, D Joyce – Administration Officer.

APOLOGIES: Councillors: G Challen – Chairman, A Pinckney.

Vice Chair in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

327/19/20 TO VOTE A VICE CHAIR

Following a vote, it was **RESOLVED** to elect Councillor Yates as Vice Chairman of the Committee due to the absence of the Mayor.

328/19/20 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

329/19/20 PRAYERS

Councillor B Samuels led prayers.

Due to St Piran's Day the Chair requested all to sing the Cornish Anthem - Trelawney.

330/19/20 **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:
- c. To consider dispensations required:
None.

331/19/20 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

332/19/20 **MONTHLY CRIME FIGURES**

No Report.

333/19/20 **REPORT BY COMMUNITY ENTERPRISES PL12**

Jo Baskott gave a brief overview of her report and of the successful and positive outcomes of community projects undertaken so far.

It was **RESOLVED** to note.

334/19/20 **CNP ACTION POINTS FOR REPORTS**

No action points yet received.

335/19/20 **CNP REPORT FOR NOTING OR MATTERS ARISING**

It was **RESOLVED** to note.

336/19/20 **QUESTIONS FROM THE PUBLIC**

None.

337/19/20 **TO APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6th FEBRUARY 2020**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 6th February 2020 were confirmed and signed as a correct record.

338/19/20 **FINANCE**

a. To advise receipts in January 2020.

It was **RESOLVED** to note.

b. To advise payments in January 2020.

It was **RESOLVED** to note.

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

None.

d. To note that the bank reconciliations up to 31st January 2020 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

339/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

340/19/20 **CORRESPONDENCE**

a. Saltash VE75 – Thank You Letter

It was **RESOLVED** to note.

Councillor B Samuels – Chair of Saltash VE75 Committee updated Members on the day's activities and extended an invitation to the tea party to be held on the 8th May on Fore Street.

Councillor B Samuels requested Members consider if they wish to have a table at the event and to contact the committee if they choose to partake in any way.

b. Cornwall Council – Community Governance Review Public Consultation Update

It was **RESOLVED** to note.

c. Cornwall Council – Climate Change Development Plan Document

It was **RESOLVED** to defer the Development Plan Document to the Climate Change Working Party.

d. Cornwall Council – Waste Management – Removal of recycling banks

Members discussed the potential cost of the recycling banks and the issues which could arise when they are removed.

Members all agreed the recycling contract had been poorly considered and the removal of the banks was not the best solution presented for the residents in the surrounding area.

Cornwall Councillor Derek Holley advised Members the decision from Cornwall Council had already been made and was due to financial implications and the continued use of the bin for general waste and not recycling.

It was **RESOLVED** to:

1. Refuse adopting and committing Saltash Town Council funds.
2. Write a letter of complaint to Cornwall Council as the decision to remove the banks was incomprehensible as a solution to the current problem of waste maintenance.

341/19/20 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

a. Joint Burial Board held on Tuesday 11th February 2020

It was **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 11th February 2020 were confirmed and signed as a correct record.

RECOMMENDATIONS:

40/19/20 ST STEPHENS TO ADVISE IF THE CHURCHYARD HAS BEEN REGISTERED AS A CLOSED CHURCHYARD. (Pursuant to Minute No. BB/10/19/20 2)

It was **RECOMMENDED** that:

1. ST Stephens PCC be requested to register St Stephens as a closed Churchyard.

Councillor Phillips proposed that St Stephens P.C.C. be requested to register the open section of the churchyard as closed and its responsibility be transferred to Cornwall Council leading to the dissolution of the Joint Burial Board and the current agreement between STC and St Stephens P.C.C.

It was **RESOLVED** to approve.

2. STC consult CC regarding any potential future maintenance arrangements with STC in the event ST Stephens is registered as a closed Churchyard.

Councillor Phillips proposed that a written agreement from STC to St Stephens P.C.C. be approved stating that STC will maintain the open section of the churchyard upon its closure on the basis of the works it currently undertakes and to the standard that it currently maintains in the closed section of the churchyard subject to an SLA agreement with Cornwall Council.

It was **RESOLVED** to approve.

b. Planning and Licensing held on Tuesday 18th February 2020

It was **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 18th February 2020 were confirmed and signed as a correct record.

c. Extraordinary Personnel held on Tuesday 25th February 2020

It was **RESOLVED** that the minutes of the Extraordinary Personnel Committee held on Tuesday 25th February 2020 were confirmed and signed as a correct record.

RECOMMENDATION:

100/19/20 TO CONSIDER ADMINISTRATION & STAFFING

It was **RECOMMENDED** that a full time Administration Officer post scale 10-12 be established as of 1st April 2020.

Councillor B Samuels – Chairman of Personnel gave the following report:

Although some of you may be aware, not all members will have realised the extent to which our administration staff are being subjected to extreme workloads in respect of dealing with persistent complaints and freedom of information requests.

Whilst the number of persistent complainers' amount to only around 0.005% of the population of Saltash, the workload being created is roughly equivalent to one full time member of staff. Approx. cost of this is £20,000 per year based on a 37 hours per week contract on the Living Wage salary scale. Freedom of information requests, are of course, a legal obligation that the Council has to deal with in a timely fashion and we have no option but to deal with them. Up until now we have very much relied on the generosity and commitment of our staff with regards to working longer hours and taking time off in lieu. Unfortunately, this cannot be allowed to continue going forward into our next financial year. In some cases, we are getting very close to the maximum 48 hours per week limit.

We, as a Personnel committee have encouraged all our staff to work smarter not harder but there comes a point where, having perused all tangible options we are left with a huge hour's shortfall. But however efficient the team have become it still doesn't give us enough man or women hours to cope with all the additional work.

I am therefore asking to recruit one full time member of staff to deal with this additional workload which to be frank is completely unprecedented in the history of the Town Council.

Sadly, the cost of this is having to come from the residents of Saltash because the additional cost is having to be funded from our precept.

It was **RESOLVED** to approve.

The Chairman thanked the administration staff for their continued hard work.

d. Policy and Finance held on Tuesday 25th February 2020.

It was **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 25th February 2020 were confirmed and signed as a correct record.

342/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

a. Christmas Lights and Town Events held on 12th February 2020

It was **RESOLVED** that the minutes of the Christmas Lights and Town Events Sub Committee held on Wednesday 12th February 2020 were confirmed and signed as a correct record.

RECOMMENDATIONS:

It was resolved to **RECOMMEND** to Full Town Council that a Civic Parade be held on the evening of the Christmas Lights.

It was **RESOLVED** to approve.

b. Town Centre Vision held on 27th February 2020

It was **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on Thursday 27th February 2020 were confirmed and signed as a correct record subject to an amendment to state the Town Centre Regeneration Committee in minute no. 32/19/20.

343/19/20 **THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATIONS FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR 2020/21. AN EXTRAORDINARY MEETING OF THE COUNCIL, TO ELECT THE MAYOR ELECT AND DEPUTY MAYOR ELECT, IS SET FOR THURSDAY 2ND APRIL 2020 AT 6.30 P.M.**

It was **RESOLVED** to note the call and approve the Extraordinary Meeting of the Town Council to elect the Mayor Elect and Deputy Mayor Elect on Thursday 2nd April 2020 at 6.30 p.m.

344/19/20 **PLANNING**

- a. Applications for consideration: None.
- b. Tree applications/notifications: None.

345/19/20 **CONSIDERATION OF LICENSE APPLICATIONS**

None.

346/19/20 **MEET YOUR COUNCILLORS**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Peggs, Bickford and Yates will attend the next meeting held in Fore Street on Saturday 7th March 2020.

347/19/20 **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.

348/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

349/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

350/19/20 **TO CONSIDER URGENT NON-FINANCIAL ITEMS**

Review of Community Services - NHS Kernow

Members were informed a fifth workshop, regarding St Barnabus stakeholders, is to be held on 18th March 2020 at the Guildhall.

It was **RESOLVED** to note.

351/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press and Social Media Releases:

1. Administration Recruitment - B Samuels to issue a press release.

352/19/20 **DATE OF NEXT MEETING**

Thursday 2nd April 2020 at 7:00pm or upon the rising of the Extraordinary Meeting of Saltash Town Council held at 6:30pm.

353/19/20 **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: 7:50 p.m.

Signed: _____
Chairman

Dated: _____