

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 3<sup>rd</sup> September 2020 at 7:00 p.m.**

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

**ALSO PRESENT:** 3 Members of the Public, H Frank – Cornwall Councillor, D Holley – Cornwall Councillor, J Baskott – Chair of Community Enterprises PL12, Reverend B Anderson, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillor: A Pinckney.

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#### **ANNOUNCEMENTS:**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

104/20/21 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

105/20/21 **PRAYERS**

Due to Reverend B Anderson experiencing connection issues Councillor Yates led prayers.

**106/20/21 DECLARATIONS OF INTEREST**

a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. To consider dispensations required.

None.

**107/20/21 CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**108/20/21 MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**109/20/21 REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note and that the works currently being actioned at Belle Vue were almost complete with the start of operations for the Citizen Advice Bureau likely to begin at the end of September 2020.

**110/20/21 CNP ACTION POINTS FOR REPORTS**

**(Next meeting to be held on Wednesday 9<sup>th</sup> September 2020).**

The Chair and Vice Chair informed Members of their attendance at the next scheduled CNP meeting to be held on Wednesday 9<sup>th</sup> September 2020.

Councillor Parker connected and joined the meeting.

**111/20/21 CNP REPORT FOR NOTING OR MATTERS ARISING**

None.

**112/20/21 QUESTIONS FROM THE PUBLIC**

None.

**113/20/21 TO RECEIVE THE MINUTES OF THE ANNUAL FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6<sup>TH</sup> AUGUST 2020.**

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

It was **RESOLVED** that the minutes of the Annual Full Town Council meeting held on Thursday 6<sup>th</sup> August 2020 were confirmed as a correct record.

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

**114/20/21 FINANCE**

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

It was **RESOLVED** to note.

- b. To advise the following payments in:
- ii. July 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 31<sup>st</sup> July 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

**115/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**116/20/21 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Cornwall Councillor D Holley informed Members that an additional report from Cornwall Council is published in the Saltash Observer under the latest news section.

It was **RESOLVED** to note.

**117/20/21 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

a. Library:

Following a vote, it was **RESOLVED** to appoint the existing Members Councillors Dent, Fox, Lennox-Boyd, Martin, Phillips, B. Samuels, P. Samuels, and Yates to the Library Sub Committee.

b. Station:

Following a vote, it was **RESOLVED** to appoint the existing Members Councillors Bickford, Dent, Peggs, Phillips, Rance, Yates, Challen and P Samuels to the Station Sub Committee.

c. Property Maintenance:

Following a vote, it was **RESOLVED** to appoint the existing Members Councillors Bickford, Challen, Dent, Martin, Miller, Phillips, B Samuels, and P Samuels to the Property Maintenance Sub Committee.

d. Town Centre Vision:

Councillors W Phillips and P Samuels requested to stand down and Councillor Martin requested to join the Town Centre Vision Sub Committee.

Following a vote, it was **RESOLVED** to appoint Councillors Bickford, Dent, Fox, Gillies, Martin, Parker, Peggs, Pinckney and Yates to the Town Centre Vision Sub Committee with one vacant seat.

e. Christmas Lights and Town Events:

Councillor P Samuels requested to stand down and Councillor Rance requested to join the Christmas Lights and Town Events Sub Committee.

Following a vote, it was **RESOLVED** to appoint Councillors Challen, Fox, Miller, Parker, Peggs, Pinckney, Rance and B Samuels to the Christmas Lights and Town Events Sub Committee.

**118/20/21 TO ELECT CHAIRS AND VICE CHAIRS OF THE FOLLOWING SUB COMMITTEES:**

It was **RESOLVED** to keep the existing Chairs and Vice Chairs of each Sub Committee until such time the Sub Committees meets.

**119/20/21 TO CONSIDER APPOINTMENTS TO THE FOLLOWING WORKING PARTIES**

<b>Working Party</b>	<b>Current Councillor Representatives</b>
S106 Working Party	Cllrs Dent, Peggs & P Samuels
Climate Change Working Party	Cllrs Bickford, Gillies, Martin, Miller and Yates

S.106 Working Party:

The Chairman requested that Councillor Rance be appointed to the S106 Working Party.

Following a vote, it was **RESOLVED** to appoint Councillors Dent, Peggs, Rance and P Samuels to the S106 Working Party.

Climate Change Working Party:

Members discussed renaming the Working Party to encompass the community environmental issues and wider environmental concerns relating to Council land, assets, and buildings.

It was **RESOLVED** to appoint the existing Members Councillors Bickford, Gillies, Martin, Miller, and Yates, amend the Working Party title to Climate Change and Environmental, and update its Terms of Reference.

**120/20/21 TO RECEIVE A REPORT ON THE PLANNING CONSULTATION WEBINAR - COUNCILLORS J DENT AND D YATES.**

Councillor Dent briefed Members on the webinar attended and informed all that since the meeting the algorithm for how many houses are needed in Cornwall has been corrected.

Councillor Dent reminded Members that the proposed changes to the planning consultation is required to be submitted to Parliament and there is sufficient time for Members and the Town Council to submit a response to the entirety of the document. Closing date 31<sup>st</sup> October 2020.

It was **RESOLVED** to note.

**121/20/21 TO CONSIDER ADOPTING THE RED PHONE BOX LOCATED OUTSIDE THE STATION BUILDING – COUNCILLOR PHILLIPS.**

Councillor Phillips proposed the Council adopt the BT red phone box located outside the Station Building for £1.

It was **RESOLVED** to adopt the BT red phone box located outside the Station Building and Saltash Rotary will decorate and install a defibrillator.

**122/20/21 CORRESPONDENCE**

- a. To note a letter dated 27<sup>th</sup> July 2020 from a resident regarding the 80<sup>th</sup> Anniversary of the Blitz Commemorations where it was agreed the letter may be taken to the next Town Council meeting in September. This letter has now been superseded in the letter below in b.  
**(Pursuant to the Annual Meeting of Saltash minute number 89/20/21)**

It was **RESOLVED** to note.

- b. To receive a letter dated 21<sup>st</sup> August 2020 from a resident regarding the 80<sup>th</sup> Anniversary of the Blitz Commemorations.

It was **RESOLVED** this item be taken under the Council's complaints policy procedure as advised by CALC.

The Chair informed Members there is no clear procedure in place which gives clear distinction between a complaint and a letter of correspondence.

It was **RESOLVED** that a draft policy be drawn up and submitted to the Policy and Finance Committee for further consideration.

- c. To receive correspondence regarding the Saltmill Park request for Community Infrastructure Levy Fund from Cornwall Council.

It was **RESOLVED** that:

1. A letter of support from the Council be sent to Saltmill Park.
2. Councillor Rance writes to the Sports Development Manager regarding other Saltmill facilities requiring funding.

- d. Climate Emergency DPD - Consultation on Draft Planning Policy

It was **RESOLVED** to note and refer to the Climate Change and Environmental Working Party for further consideration.

- e. To note the Multi-Agency Response Plan for the Saltash Tunnel procedure.

It was **RESOLVED** to note and that the procedure be available on the Council website and at the Guildhall reception.

- f. Cornwall Council – Local Flood Risk Management Strategy Consultation.

It was **RESOLVED** to note and refer to the Climate Change and Environmental Working Party for further consideration.

**123/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES**

- a. Extraordinary Personnel held on Thursday 13<sup>th</sup> August 2020:

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

It was **RESOLVED** that the minutes of the Extraordinary Personnel Committee meeting held on Thursday 13<sup>th</sup> August 2020 were confirmed as a correct record.

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

Councillor Challen lost connection and reconnected to the meeting.

A brief recess was permitted at 8:22pm and the meeting recommenced at 8:25pm.

- b. Extraordinary Policy and Finance held on Wednesday 19<sup>th</sup> August 2020:

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

It was **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee meeting held on Wednesday 19<sup>th</sup> August 2020 were confirmed as a correct record.

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

**124/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES**

None.

**125/20/21 PLANNING**

- a. Applications for consideration: All Planning Applications are received under the Covid-19 process until further notice.

It was **RESOLVED** to note.

- b. Tree applications/notifications: All Tree Applications / Notifications are received under the Covid-19 process until further notice.

It was **RESOLVED** to note.

**126/20/21 CONSIDERATION OF LICENSE APPLICATIONS: ALL LICENSING APPLICATIONS ARE RECEIVED UNDER THE COVID-19 PROCESS UNTIL FURTHER NOTICE.**

It was **RESOLVED** to note.



**127/20/21 MEET YOUR COUNCILLORS**

- a. Arrangements for future meetings.

It was **RESOLVED** that Meet Your Councillors be revisited at a future Full Council meeting.

**128/20/21 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.

**129/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**130/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

**TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Litter Rangers and Litter Campaign: Don't Trash Saltash:

Communications have been received from SEA who are launching a new anti-litter drive, to coincide with the national campaign by Keep Britain Tidy from 11th to 27th September.

SEA requested Councils approval and support of this campaign.

It was **RESOLVED** to note, support and promote the Don't Trash Saltash Litter Rangers Scheme.

Remembrance Sunday:

Due to current restrictions and regulations the Chair wished it to be discussed as to how the Council as a body would like to see Remembrance Day marked.

The Chair confirmed that Wesley Church is provisionally booked and the applications for the road closure are progressing.

Members discussed many ideas and the advice received from the Royal British Legion who advised not to do parades or a poppy appeal due to COVID-19 risks of transmission.

It was **RESOLVED**:

1. To establish a Working Party to consider all options adhering to Government Guidance and Public Health England now and closer to the date.
2. The following Members be appointed to the Remembrance Day Working Party, Councillors Dent – Chairman, Lennox-Boyd, Parker and Peggs.
3. All Members to email their ideas to Councillor Dent to further discuss developments and implications.

**132/20/21 PRESS AND SOCIAL MEDIA RELEASES**

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

1. Arrangements of the Remembrance Day Working Party to examine what is feasible to achieve under the current circumstances for the marking of Remembrance Day.

**133/20/21 DATE OF NEXT MEETING**

Thursday 1<sup>st</sup> October 2020 at 7:00 p.m.

**134/20/21 COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8:41 p.m.

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

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