

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2<sup>nd</sup> September 2010 at 7.00 pm

**PRESENT:** Councillors A Killeya (Chair), C Oakes (Vice-Chair), R Austin (late arrival), P Clements, M Gee, D Holley (late arrival), Mrs S Hooper, M Killeya (late arrival), W Phillips, B Reid, C Riches (late arrival), P Stephens ISM

**ALSO PRESENT** Rev J Howden (Mayor's Chaplain)  
Mr C Lunn (Cornwall Council)  
Mr L Bradley (CIC)  
PC Short (Community Police)  
PCSO Cornwell (Community Police)  
Mr W Cotton (Chamber of Commerce)  
Mr M Scoot (Tesco)  
Two members of the press  
Six members of the public  
Mr R Lane (Saltash Town Clerk from 6<sup>th</sup> September 2010)  
Mrs D Ashton (Temp Town Clerk)

**APOLOGIES:** Councillors R Bickford, J Ellison, D Yates  
Sgt Dunstan (Community Police)  
Councillor Bryan Preston (Cornwall Council)

---

### **PRAYERS**

Prayers were led by the Mayor's Chaplain.

### **PRESENTATION ON THE AFFORDABLE HOUSING DEVELOPMENT PLAN**

A short presentation on the Affordable Housing Development Plan Document was given by Mr Christopher Lunn Affordable Housing Team, Planning and Regeneration, Cornwall Council.

Members heard that this document aims to tie together the affordable housing policies from the predecessor District Councils and establish a County-wide set of policies. It is a major piece of work and of great importance to the continued delivery of affordable housing. It is planned that the draft will be issued as a consultation document in early September (precise date to be announced) with the consultation period running for approx. 8 weeks. At very short notice, the Affordable Housing Teams have been asked to help publicise the document and introduce it to town and parish councils so that they become properly engaged and hence lead to a much more productive consultation.

Members discussed the best way to respond to the consultation and agreed that this document be viewed by the Policy and Resource Committee initially with Mr Lunn to perhaps attend the Policy and Resource Committee meeting on 19<sup>th</sup> October 2010. The final response would then be issued following Full Council after that date.

## **CHAIRMAN'S REPORT**

The Mayor gave members official notice of Cllrs Adam's resignation. Cllr Adams had said that it had been a difficult decision to take but due to personal circumstances was, he felt, the right thing to do. Cllr A Killeya, on behalf of the Town Council, said he had been sorry to receive the resignation but completely understood why and gave Cllr Adams his sincerest best wishes for the future. Cllr A Killeya reported that the official notice of Councillor vacancy for Pill ward was now in place.

As Mr Ray Lane was due to start shortly as new permanent Town Clerk, the Mayor wished to take this opportunity to thank all the Town Council staff for all their hard work and contribution during this difficult period. The Mayor added that he will be taking them out to lunch as a mark of Council's appreciation. The Mayor also wished to thank Rachel Angear, temporary Office Intern, for her sterling efforts in clearing the filing backlog and archiving old papers – not the most glamorous of jobs but Rachel got stuck in to get the job done. The work she has done has been essential in helping the very busy office staff to catch up with such tasks. The Mayor finally wished to thank, on behalf of Council, Mrs Debbie Ashton, temporary Town Clerk, for diligently and effectively undertaking a challenging role at short notice including often working extra hours beyond her contracted hours. Mrs Ashton's contribution has ensured continuity of a quality council service. The Mayor presented Mrs Ashton with flowers and civic print. Members wished to have their sincere thanks and appreciation to all staff noted.

The Mayor reminded all of the upcoming Civic Service on 3<sup>rd</sup> October 2010 at the Wesley Church.

Following the recent 'Eco-Kids' Green Appraisal of the Guildhall, the Mayor also reminded members of a 'Walk to STC week' for October.

Coming up in September is the 'Making Saltash Greener' event. The launch is on the 11<sup>th</sup> September 2010 and all Councillors should have received invitation, as well as an events card with the 'Town Messenger' following its distribution recently. As quite a significant event for the town, Councillors attendance at the launch would be especially appreciated as would their support at the Freeboot (11<sup>th</sup> Sept), late night opening in Fore St followed by Green Quiz (17<sup>th</sup> Sept) and Green Fashion Show (23<sup>rd</sup> Sept). Saltash-in-Transition is also doing a window display in Mrs Marianne Beale's shop.

The Mayor reported that since the last meeting he and the Mayoress had undertaken the following engagements: cutting the turf to mark the start of work on the extension to the town cemetery, the Churchtown Farm Action Day where a dog bin was opened, the opening of Saltfest. A particular well done must go to all of those involved in this inaugural Saltfest – as organisers, helpers, performers or audiences.

The Mayor also reported that he had spent a great deal of time on the boundaries issue – full briefing will be done under that item of Matters Arising.

Cllr A Killeya said that former Mayor, Mrs Mepsted had passed on him two engraved glasses that she had received whilst Mayor. She wished for those glasses to be given to the Town Council. Members noted their thanks to Mrs Mepsted for this kind gesture and agreed that the glasses should be put in the display cabinet in the Mayor's Parlour.

The Deputy Mayor reported that since the last meeting he and the Deputy Mayoress had attended a birthday party at St Anne's Residential Home and a 'Cream Tea Tasting' at the Plymouth Lord Mayor's Parlour to see if which was the best cream tea - Devon or Cornish. The Deputy Mayor reported that the Cornish won.

### **POLICE REPORT**

PCSO Cornwell briefed members on crime statistics in the area - 64 crimes in the last month against 91 for the same period last year. Crimes include 8 thefts from cars, 4 non-specific thefts, 4 shop-lifting offences, 11 incidents of criminal damage to cars, 5 incidents of criminal damage to property, 7 assaults and 3 burglaries.

Cllr a Killeya expressed thanks to the local police as it was excellent to hear of the reduced level of crime.

Cllr Stephens asked for more clarity on how the police cover events in the town and could the police provide a report at the next Full Council meeting.

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

Mr Liam Bradley presented the CIC report for this month. Due to the CIC Board not meeting in August (holiday absences) and the date of the next Board meeting being 29<sup>th</sup> September 2010, there was an update on progress being made.

The feasibility report on the Town Square proposal has now been received from Space Design and copied to Steering Group members. Rob Freer will present the report at a Steering Group meeting (details TBC) and a plan for public consultation will be arranged in September. In general, the ideas have been well received by those Cornwall Council officials consulted as it was prepared and seven options are detailed together with a proper cost analysis.

Informal discussions continue towards preparing draft proposals for the Station following the CIC outline request to the 106 Committee on 28<sup>th</sup> July 2010. It is hoped to table a proposal at the next 106 Committee meeting.

The CIC has registered an interest in Local Enterprise Partnerships, announced on 29<sup>th</sup> June 2010 as the replacement for the RDA to ensure that as these Government initiated plans evolve, no opportunities are missed.

The Board have agreed that a proposal be put to Town Council for allocation of part of the project funding held for the CIC to be committed to developing a community network for Health matters modelled upon the CHAT network operating effectively in Torpoint. The funds would cover start up and first year operation. The proposal has been discussed at the Health Strategy Committee and is agreed in principle. Funding from the PCT will also be sought to sustain the network once set up. The proposal will be submitted this month.

Cllr A Killeya asked if the s106 funds mentioned were the funds held by the Town Council or Cornwall Council. Mr Bradley is to confirm that it is the Cornwall Council held s106 funds.

### **REPORT BY CORNWALL COUNCIL**

No Cornwall Councillor was able to be present to give a report due to other Cornwall Council commitments.

Cllr C Riches had provided a report by e-mail which the Clerk tabled for members – **NOTED**. Members wished their thanks to Cllr Riches for doing this be noted.

Cornwall Council is still looking at ways to cut their budget by 25%, which is very difficult for a rather poor and relatively low spending Council. Every Scrutiny Committee is holding meetings to identify where savings can be made. Cllr Riches recently attended an Environment and Economy Single Issue Panel set up to address this problem.

One suggestion is to perhaps merge some of the teams dealing with various functions of the Council e.g. Highways and Environmental Management or as it is put in the 'Corporate Asset Management Plan 2010', "Radical realignment of services" and "An outcome of the Integrated Operational Transformation Programme is a review of depots and sites needed to deliver highways, waste and environment as a single operation". It is hoped to thereby reduce staffing - as you know, they aim to shed about 2,000 jobs, that is about 10% of the present staff. This could have a dire effect on the County's economy as well as delivery of services.

Another aspect will be 'rationalisation' of office space and strict service asset management. This entails a review of all properties owned and leased by Cornwall Council. We are all aware of the proposals to close/sell the old council offices in Camelford and the newer ones in Wadebridge. On top of this there will be what can only be described as a cull of Cornwall owned properties. This is not necessarily a bad thing but it will have an effect on the delivery of services at a local level. Local Cornwall Councillors know that if or when Camelford is closed and the planning committee is to meet in Liskeard for all its meetings, it makes it very, very difficult for interested parties from North Cornwall – particularly the Bude area - to attend and express their views. There is a view that this is anti-democratic and a retreat from localism – where does this fit in with Central Governments ideas of 'Big Society' when so much of society is being excluded from the day to day workings at a local level. Every aspect of the Council's working is going to be affected by this corporate asset management plan and if STC members want to read it, it is currently in the Cornwall Council agenda which can be found on the Cornwall Council website.

At the last full Cornwall Council meeting, members will be pleased to note that questions were asked about the government proposals for a 'Devonwall' constituency and an undertaking given by the Leader of the Council, Councillor Robertson, that the cross party group leaders will lobby the Government to make sure that legislation governing boundary reviews, and instructions to the Boundary Committee, were drafted in such a way as to ensure that no constituency crossed the Cornwall-Devon border in the light that the historic and cultural boundaries of Cornwall and the Isles of Scilly could soon be under threat as a result of the proposed review of parliamentary constituency boundaries. Constant pressure from East Cornwall councillors is beginning to pay off in the way that other members and officers are now acknowledging that the East of the County, the South-East in particular, has done very badly in terms of EU and other investment. It is hoped that this will be addressed in the future in the core strategy and in a report going to the Environment and Economy Committee.

Cllr Holley is doing his best on the Car Parking Panel for Saltash and SE Cornwall. Any comments to the enquiry are to be in by next week.

Pillmere and adoption of the roads and green spaces is still an ongoing problem. A meeting is trying to be arranged with all the officers and portfolio holders together to thrash it out. Cornwall Councillors have been trying for some time now to get everyone together but it is proving to be singularly difficult.

Proposals from the Coalition Government have been put forward for the election of crime and policing commissioners for each police force area. The first elections are proposed for 2012. Apart from Plymouth and Torbay in this force area, where a third of councillors are elected each year, there will be no other elections. This means that there will be a cost of nearly £2,000,000 to the tax payer to run the election for another tier of government. The question is - is this money well spent when the current local police budget is £1,650,000? In addition it will allow single issue candidates to stand and extremists to field candidates – the BNP have already indicated that they will put people forward. The Devon and Cornwall Police Authority members are unanimously against the proposals particularly since lack of cash has stopped the recruiting of police officers, and funding for PCSOs from the Home Office is being rigorously monitored.

## **QUESTIONS**

Miss Miller asked why had the Town Council meetings changed from the 3<sup>rd</sup> Thursday of the month to the 1<sup>st</sup>. Cllr A Killeya said it had been done to obtain a more even spread of meetings throughout the month.

Mr Mark Scoot asked if he could briefly speak on the Tesco planning application which was due for consideration at this meeting. Cllr A Killeya felt it was not appropriate to do so at this point but later on in the meeting at the relevant section.

## **148/10/11      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.

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

Cllrs Clements, A Killeya and M Killeya declared a personal interest in the item relating to funding of the SRUG timetable as they are members of SRUG.

Cllr Gee declared a prejudicial interest in the item relating to Elwell Woods as he is treasurer of SWRA. Cllr Clements declared a personal interest as he is a member of the Elwell Woods project team on behalf of the Town Council.

As Chair of Saltash Town Youth Council (STYC), Cllr Stephens declared a personal interest in the item relating to the Mayor's Youth Panel. Cllr Mrs Hooper declared a personal interest as she is a member of STYC on behalf of the Town Council.

## **149/10/11      MINUTES**

It was **RESOLVED** that the Minutes of the meetings held on 5<sup>th</sup> and 17<sup>th</sup> August 2010 be confirmed and signed as a correct record.

## **150/10/11      MATTERS ARISING**

- a) Cllr A Killeya updated members on the boundaries issue matter following Full Council 20<sup>th</sup> July 2010 minute 116/10/11 and 5<sup>th</sup> August 2010 minute 133/10/11:

A reply has now been received from the Boundary Commission stating that they will not consider evidence at this time. They directed us to the bill before Parliament although we were already there by the time we got their reply.

Cllr A Killeya has called and attended two meetings of 'Keep Cornwall Whole' – a campaigning group of MPs, Cornwall Councillors, Town Mayors, Cornish Organisations etc of which he has been appointed Convenor – to discuss how to deal with the boundaries bill before Parliament. Cllr A Killeya has also called and attended two steering group meetings. The steering group is cross party and cross-Cornwall. are pursuing the issue on many routes, but especially the Parliamentary. Actions undertaken so far include:

- Prepared a draft evidence submission for House of Commons Parliamentary and Constitutional Reform Committee.
- Prepared a draft short campaigning letter to all MPs and Peers.
- Investigated how other areas could be effected - <http://ukpollingreport.co.uk/blog/page/2> (gives a useful county by county sample analysis).
- Raised the issues with various media contacts – article about to be published on 'Cornish Story' – Newsnight have also been contacted via BBC Cornwall.
- Arranged for a cross-party motion to go to Cornwall Council on 7<sup>th</sup> September 2010.
- Continued to develop website – [www.keepcornwallwhole.org](http://www.keepcornwallwhole.org)
- Continued to maintain the 'Facebook' group, now with well over 500 members.
- Sent further updates to all Cornish Towns and Parishes for whom we had contact details. Several have now replied.
- Sent an email to Devon Town and Parish Councils to ask for support.
- Made contact with various academics who may be able to assist.
- Made contact with the Lord Lieutenant, who will discuss the issue with the Lord Lieutenant's Association.
- Written to HRH the Duke of Cornwall.
- Spread the word through various contacts and Cornish Organisations, including to Cornish Associations in Australia and North America.
- Discussed various actions to promote Voter Registration, including via Combined Universities in Cornwall (CUC).

15 Others Towns and Parish Councils, plus the CNA, have informed me of their official support, also 4 Cornish MPs, Gorsedd and various other Cornish Organisations.

Following Council resolving to kindly pay up to £100 to the administration of the cause, £50 of this has been spent on the website (which is a much reduced rate). Cllr Bickford kindly offered to help do a website for free, but it had already been commissioned - the company providing the website has done a very good job.

- b) PCT response regarding lack of NHS dentist facility in Saltash following Full Council 5<sup>th</sup> Aug 2010 minute 120/10/11:

Cllr A Killeya had received the exact same letter as Cllr Clements – not very detailed or helpful nor did it indicate any sign of arranging a meeting as requested.

Cllr Mrs Hooper suggested that a press release should be done stating that the Town Council are perplexed about the whole matter – despite several communications, the Town Council is still no nearer to finding out when an NHS dentist will be coming to Saltash. Cllr Mrs Hooper thought that press attention may encourage a positive reaction from the PCT concerned.

It was **RESOLVED** that Cllr A Killeya write again to the PCT expressing the Town Council's perplexity and disappointment in the handling of this matter and that a press release be issued too.

- c) Full Council Minute 125/10/11(a): 'Connecting Cornwall 2030', a Cornwall Council document setting out the transport vision and strategic proposal for transport for Cornwall for the next 20 years.

Cllr Bickford had supplied a summary of his findings to Cllr A Killeya and the Clerk just prior to this meeting:

This is more than just a transport policy document. Transport is seen as a key for economic success, as well as an important part of respecting and enhancing our environment. A good document as it stands and will provide the Town Council with a basis on which to request services and funding. There are no real specific details just general policy ideas. Key points that may affect Saltash:

- Encourage walking and cycling with infrastructure and information. Seen as part of making Cornwall healthier.
- Reduce the need for car travel by providing services closer to where people live.
- More transport hubs allowing modal change between car, foot, train and bus. (and ferry).
- New, more efficient buses to cover Cornwall.
- More frequent rail service linking Cornwall.
- Protect and enhance water and ferry travel for leisure and work.
- Make more real time information available to the public.
- Prioritising maintenance investment in A and B roads and other important and strategic routes.
- Continuing support for Newquay Airport.
- Developing Visitor Travel Plans, to make their journeys easier, greener and more enjoyable.
- Using lower noise road surfacing and lower noise vehicles.
- 'Helping communities deliver solutions to their transport problems'. A direct quote which is shortly followed by 'Improved Community Bus provision'.

- Subsidised transport for young people.

Cllr Bickford intends to complete the questionnaire associated with this document with the final draft submitted to the Mayor for agreement prior to the deadline of 17<sup>th</sup> September 2010. It was **RESOLVED** that Cllr Bickford completes the questionnaire with the final draft to be agreed by the Mayor in conjunction with the Clerk. Members wished their thanks to Cllr Bickford for taking time to do this be noted.

- d) Full Council 5<sup>th</sup> August 2010 Minute 125/10/11(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 invited and to be received by 6<sup>th</sup> September 2010.

Unfortunately, as Cllr Ellison was absent from this meeting, no comments on this were arising. Cllr A Killeya asked if members could have a look at this document over the next few days and pass comments to the Clerk.

- e) Following on from Full Council 5<sup>th</sup> Aug 2010 Minute 125/10/11 Cornwall Council consultation on draft Sex Establishment Licensing Policy:

An important subject which could generate strong local feeling – as it was currently doing in Truro. Members heard that the draft policy incorporated the three sorts of venue that Cornwall Council had the power to regulate; Sex Shops – selling items of a sexual nature including films; Sex Cinemas – playing films of a sexual nature; Sex Entertainment Venues – including peep shows, strip clubs, table dancing etc. The consultation included a specific request for our views as to whether numerical limits should be imposed within any specific localities in the County. One of the grounds for the refusal of an application relates to exceeding any numerical limit which the Council has set for a particular locality. However a locality cannot be the whole county, or the whole of any particular town or city. They want our views as to any areas within the County which may be subject to such a numerical limit; more specifically streets or sectors within areas. Likewise, view on areas where numerical limits should not apply is also sought. The Council can apply numerical limits to each of the 3 classes of sex establishment individually or to sex establishments collectively. Limits may be set at zero or a maximum permitted number in any locality. The council can also refuse to grant a licence on the grounds that a particular area is not suitable, but this is easier if the area is named in a particular limit.

Members agreed that the following areas are not suited to any of the 3 types of establishment mentioned above:

- Fore Street and Lower Fore Street.
- Waterside area.
- Near to any religious establishments.
- Near to any schools or youth establishments.



It was **RESOLVED** that authority be delegated to the clerk in conjunction with the Mayor to send a response. Members were asked to submit any further comments to the Clerk by e-mail over the next few days.

**151/10/11**      **SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

There were no issues arising from the CIC report.

**152/10/11**      **ISSUES ARISING FROM CORNWALL COUNCIL REPORT**

There were no issues arising from the Cornwall Council report.

**153/10/11**      **FINANCE**

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

	£	p	
Guildhall Hire	451.60		
Burial Board	1434.00		Burial fees
Public Works Loans	249,912.50		Loan

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

	£	p	£	p	
	Gross		Excl VAT		Remarks
Viking Direct	91.02		77.46		Ink
Saltash Window Cleaning	135.00				Guildhall windows & bus shelters
Antony's Landscaping	1680.00				Fencing at Huntley Gardens & behind the Brunel Bust
IRQ Systems Ltd	116.33		99.00		IT Support
J&M Garden Machinery	42.15		35.88		Strimmer line/tools
Silvanus	70.50		60.00		Tree work (St Stephens)
Silvanus	58.75		50.00		Tree work (Fore Street)
Mrs S Hooper	25.65				Travel expenses – CALC meeting, Bodmin
Consortium	96.28		81.94		Suspension files
Consortium	187.94		159.95		Shredder
Consortium	64.11		54.56		Stationery
Sage UK Ltd	77.55		66.00		Line 50 upgrade
C Oakes	55.45				Materials for bench repairs
Optima Projects Ltd	5875.00		5000.00		Composite Engineering of Celtic Cross – 1 <sup>st</sup> stage payment
HMRC	1902.03				Tax & NI
Cornwall Council	631.59				Superannuation June
Cornwall Council	683.21				Superannuation July
SEA	3250.00				Festival fund grant
Leaflet & Newspaper Distribution Ltd	225.19		191.65		Town Messenger delivery
					2366

R Austin	160.00		Cllrs allowance 2010-11
C Oakes	160.00		Cllrs allowance 2010-11
Western Power Distribution (South West) Plc	12523.02	10657.89	Electricity connection works
WPS Insurance Brokers	9451.81		Insurance
Morris Leslie Group	155.10	132.00	Bowser hire & repair
Cornwall Council	590.00		Guildhall rates
Staff salaries	6519.67		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 Councils Standing Orders. The Clerk had kept members informed at each stage:

- i. Cosgrove Construction has been asked to repair loose slates tiles on North Road bus shelter –awaiting confirmation that works have been carried out.
- ii. The Town Council’s ride-on mower used for cemetery grass cutting recently broke down and necessitated a return to the repair shop to address problem of a faulty starter and also to service which had not been done – approx. £360 quoted - awaiting an invoice.
- iii. Recent edition of Town Messenger now printed. Copies received and passed to a local company for distribution. The timing of this has meant that it was able to be coincided with delivery of another local publication at much cheaper rate than was quoted at the last Full Council meeting.

**154/10/11      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>
12.08.2010	PA10/03762	Mr L Law - <b>17 Edwards Crescent, Latchbrook</b> - construction of single storey extension. <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
23.08.2010	PA10/04400	Kata Estates - <b>Regal House, Fore Street</b> - alterations and extension to shop premises ( <b>revised design to application no E2/10/00019/FUL approved 03.03.10</b> ). <b>It was RESOLVED to RECOMMEND APPROVAL.</b>

23.08.2010	PA10/04452	Mr K Watson - <b>2 Taylor Close</b> - construction of conservatory. <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
11.08.2010	PA10/04667	Mr and Mrs A Smith - <b>50 – 52 Fore Street</b> – construction of single storey extension to provide additional retail space, office and wc. Provision of external fire escape to upper floors (demolition of existing preparation room and wc). <b>It was RESOLVED to RECOMMEND APPROVAL.</b>
:		
13.08.2010	PA10/04741	Tesco Stores Ltd – <b>Sanford Suzuki, Saltash Industrial Estate, Gilston Road, Carkeel</b> - construction of A1 foodstore with associated parking, access and landscaping arrangements. (Demolition of existing structures).

The Mayor reported that the Town Council had received 3 letters of support and 5 letters objecting to this planning application, in addition to a further letter neither objecting not supporting but making a specific point with regard to the sale of books, and gave a brief summary of the main points. The Mayor then invited Mr Mark Scoot of Tesco to speak for no more than 3 minutes on this planning application.

**It was RESOLVED to RECOMMEND APPROVAL (8 For, 4 Abs) subject to the following conditions: 1) Clarification that the number of bike parking spaces is 30 as stated in the Travel to Work Plan, and not 4 as stated on the application form; 2) Obtaining Highways approval; 3) Suitable s106 funding allocated to mitigate the issue of increased volume of traffic on the highways and the impact of the Town Centre. Members wished to state they felt this planning application must go before the Cornwall Council Planning Committee and not be decided by officers through delegated authority.**

Cllrs Austin, Holley and Riches wished it to be noted that they abstained from voting on this particular planning authority as they are members of the Cornwall Council planning committee where this may be discussed.

19.08.2010	PA10/04853	Mr D Strugnell – <b>119 Callington Road</b> - construction of 8 apartments with parking area. Formation of new vehicular and pedestrian access to highway (demolition of existing bungalow and double garage). <b>It was</b>
------------	------------	--

**RESOLVED to RECOMMEND REFUSAL for the following reasons: 1) No difference between the plans submitted for this PA and the last PA; 2) Loss of amenity to adjacent properties due to overbearing nature of proposal; 3) Out of keeping with the existing street scene; 4) Impact on a busy highway.**

25.08.2010 PA10/03768

Mr V Jennings – **Brunel, Trematon** – revised proposed elevation plan regarding positioning of photovoltaics panels and covered walkway from the garage to the porch. **It was RESOLVED to RECOMMEND APPROVAL.**

- (c) Tree Preservation Orders 160415 and 160432 – Land Pt OS3083, Forder Notice of revocation - **NOTED.**
- (d) Members **NOTED** the Town Clerk's report on the decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting:

**10/00593/FUL Land off Liskeard Road, Plot 1, Burraton, Saltash:**

TC meeting 28-04-10 - APPROVAL was recommended. On 02-07-10 the Planning Officer contacted us with concerns about the application. His e-mail was forwarded to all councillors for their comments. Four councillors replied, all saying that they would concur with the Planning Officer's decision if permission was refused. Notification received on 18-08-10 that the planning application was refused on 23-07-10.

**10/00577/FUL Land off Liskeard Road, Plot 2, Burraton, Saltash:**

TC meeting 28-04-10 - APPROVAL was recommended. On 02-07-10 the Planning Officer contacted us with concerns about the application. His e-mail was forwarded to all councillors for their comments. Four councillors replied, all saying that they would concur with the Planning Officer's decision if permission was refused. Notification received on 18-08-10 that the planning application was refused on 23-7-10.

**10/03687 23 Hawthorns, St Stephens, Saltash:**

TC meeting 20-07-10 - APPROVAL was recommended subject to the building reaching suitable levels of sustainability. On 02-08-10 the Planning Officer contacted us with concerns about the application. His e-mail was forwarded to all councillors for their comments. Seven councillors replied, all saying that

they would be happy to accept a delegated refusal. Notification received on 18-08-10 that the planning application was refused on 09-08-10.

**155/10/11**      **CORRESPONDENCE**

- (a) Details from Devon and Cornwall Police on a series of ‘Police Authority Liaison Meetings’ throughout Cornwall. Details distributed to all Cllrs prior to this meeting. Details of meetings nearest to Saltash have been posted onto the Town website and all notice boards - **NOTED**.

Cllr Austin volunteered to attend one of the meetings. If he is unable to attend, he will notify members.

- (b) Cornwall Council is hosting an internal conference on the 30<sup>th</sup> September 2010 for its members and officers in order to share information relating to Renewable Energy opportunities in Cornwall and would very much like to widen this opportunity to all Town and Parish Councillors in Cornwall - **NOTED**.

Cllr Riches said he had attended the same conference when it was held at the Eden Project earlier in the year and recommended for members to attend as it was very good. Cllr A Killeya asked if members could check their diaries as it would be good for someone to attend. The Clerk will details again to all.

**156/10/11**      **CIVIC AMENITIES COMMITTEE 11<sup>th</sup> AUGUST 2010**

**AMENDMENTS:**

Minute 78/10/11(b) P490 – the first sentence should read as ‘*Cllr Riches reported to members that the bridges have now been located and being stored at Bond’s Timber*’.

Minute 78/10/11(c) p490 – ‘*The gate is to be stored at Notter Bridge*’ is to be added.

**RESOLUTIONS:**

**Minute 81/10/11 p492:** it was **RESOLVED** that the Caradon Swimming Club be granted £700.

**Minute 82/10/11 p493:** it was **RESOLVED** that the following invoices be paid (*Cllr Gee took no part in this matter*):

1. Simon Thomas (designer/artist)	£2591.18
2. Optima Projects (consultant project engineer)	£1175.00
3. David Wilson Partnership (project manager)	£1175.00

It was **RESOLVED** that the Minutes of the Civic Amenities Committee held on 11<sup>th</sup> August 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**157/10/11 POLICY AND RESOURCES COMMITTEE 17<sup>th</sup> AUGUST 2010**

**RESOLUTIONS:**

**Minute 76/10/11(b) p491:** it was **RESOLVED** that 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.

**Minute 80/10/11(b) p491:** it was **RESOLVED** that the following awards are made:

App No.	Organisation	Project	Award
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

Cllr Riches requested that his name be recorded as voting against item 117 only.

It was **RESOLVED** that the Minutes of the Policy and Resource Committee held on 17<sup>th</sup> August 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**158/10/11 INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE (ICTT) 23<sup>rd</sup> AUGUST 2010**

**AMENDMENTS:** Cllr Holley to be added to the list of apologies.

**RESOLUTIONS:**

**Minute 79/10/11(b) p330:** it was **RESOLVED** that the SRUG timetable be subsidised by the Town Council up to a sum of £800 with all receipts to be submitted for inspection by this council.

It was **RESOLVED** that the Minutes of the Industry, Commerce, Transportation and Tourism Committee held on 23<sup>rd</sup> August 2010 be confirmed and signed as a correct record and that the recommendations contained therein be endorsed subject to the amendments above.

**159/10/11**      **ELWELL WOODS**

Cllr Gee left the room for the duration of this discussion.

The Clerk has distributed to all members prior to this meeting a financial status report of the Town Council's match funding left for this project. The Clerk explained it wasn't necessary to discuss this as a confidential matter as this information could be readily collated from public minutes.

Total STC Match funding (inc grant from Caradon DC)	£52 000
Total spend to date (inc invoices pending payment)	£46086
Funds remaining	£5912

It was **RESOLVED** that Town Council not to spend beyond the match funding left until the matter is discussed further at the next Civic Amenities Committee meeting, for a recommendation regarding the future funding of the project to be fully considered and decided upon at the next Full Council meeting. Further for the Clerk to investigate, by next Full Council, the possibility of the Town Council loaning funds for the project to continue until such time the lottery grant fund is released which can pay back the loan to the Town Council.

Cllr Gee returned to the meeting.

**160/10/11**      **CEMETERY EXTENSION**

Cllr A Killeya briefed members on this project. Members **NOTED** the report the Clerk had tabled earlier.

Cllrs A Killeya, Austin, Gee and the Clerk visited site for the first time on 27<sup>th</sup> August. Miss A Miller was present to take a photo of the Mayor on site as part of a press release.

Mr Dave Bartlett, on his own initiative, is also taking a pictorial record of progression of works for Council to keep with his own camera.

All Cornwall Council progress reports have been e-mailed to Cllrs on receipt. Works are ahead of schedule – any inclement weather has had minimal impact. Allotment area progressing well with the number of allotments plots created equalling 28.

There was discussion about provision of a third water source – only 2 have been factored in to the cost so far (one is located by the caretaker store near entrance and one is halfway half way down plot near the allotment area). The proposed location of a third water source would be in the middle of the allotment area – would be useful in future when that area eventually returns to

cemetery use. The Cornwall Council project manager is due to provide a quote to the Clerk.

The level of rent for each allotment and lease conditions are to be discussed and agreed by Council before any plot release and burial charges are to be discussed at Burial Board.

**161/10/11**      **TOWN COUNCIL COMMITTEES AND OTHER OUTSIDE BODIES**

- (a) Members discussed a paper (distributed to all members prior to this meeting) on a proposal for the Burial Board Committee structure.

It was **RESOLVED** to amend the membership, leadership and remit of Burial Board as follows:

- To give authority to the Burial Board to deal with both the existing cemetery and the cemetery extension when completed.
- To affirm that the Burial Board has equal status to other Town Council committees and makes recommendations direct to full council rather than through other committees.
- To expand membership of Burial Board to 4 councillors in addition to the Mayor and Deputy. Quorum remains at 3 as per standing orders.
- The committee to appoint a councillor Co-Chairman with the same authority as Chairmen of other council committees, except that meetings shall ordinarily be chaired by the Team Rector, who shall by ex-officio, be the second Co-Chairman.

- (b) Members discussed a paper (distributed to all members prior to this meeting) on a proposal for the formation of a Staffing Committee.

It was **RESOLVED** to approve the creation of a Staffing Committee as an additional full committee of the council, meeting on the first Monday of the month with membership and remit as follows:

- Membership of the committee to be the Mayor, Deputy Mayor and 4 other councillors. It would be useful for the Immediate Past Mayor to be one of the four, to help ensure continuity. Quorum would be 3 as per standing orders.
- No direct staffing representation on the committee, but staff should be invited to attend this committee as appropriate, and the Chairman or Vice Chairman should attend staff meetings if invited.
- The committee's remit to include:
  - i. Staffing policies
  - ii. Salaries



- iii. Pensions & retirement
- iv. Recruitment process for any additional staff
  - v. Staff strategy / restructuring
  - vi. Staff training
- vii. Appraisals
- viii. Appointment Panels
- ix. Disciplinary & Grievance
  - x. Other items that relate to staffing that become apparent, at the discretion of the Clerk in consultation with the Chairman.

Items i) to iv) to be dealt with by the whole committee, with recommendation to full council.

Items v) and vi) to be led by the clerk, working closely with both staff and the Committee, and making recommendations through the committee.

Item vii) to be carried out by the Chairman of the Staffing Committee along with the Town Clerk. For this year this may need to be the Mayor, if the committee has not yet met, as this is getting urgent.

Item viii) to be dealt with at the discretion of the committee, but in the case of routine appointments by an ad hoc appointments panel of three available members of the Committee, usually including the Chairman plus the Clerk.

Item ix) will need a separate policy, to be decided by the new Committee as an urgent matter. There will need to consider the need to separate out the person who initially investigates a disciplinary matter and decides whether to bring it to a panel; and those who sit on the panel. Provision will also need to be made for an appeal panel.

- Precept items relating to the above items currently covered by the Policy and Resource Committee be transferred to the Staffing Committee. The committee will consider a budget for its own specialist support and training, as well as a clear budget for staff and councillor training.
- Delegated authority is given to the Clerk in consultation with the Mayor to arrange a date if the 1<sup>st</sup> Monday in October 2010 (4<sup>th</sup>) is felt to involve too long a delay.

- (c) It was **RESOLVED** that the membership of the Burial Board Committee comprise of, in addition to the Mayor and Deputy Mayor, Cllrs Austin, Clements, Holley and Phillips.

It was **RESOLVED** that the membership of the Staffing Committee comprise, in addition to the Mayor and Deputy Mayor, Cllrs Austin, Gee, Mrs Hooper, M Killeya.

- (d) Cllr A Killeya briefed members on a proposal for a Mayor's Youth Panel. He explained that Saltash Town Youth Council provides an excellent forum for funding of our young people, and co-operation and liaison between different youth groups within the town. However there is no body for young people to discuss and put their views across to the council. Some other councils have established full 'shadow councils' with 'young mayors' – something STC may wish to consider in the future.

Cllr A Killeya suggested a formula for membership of the panel which would give some balance of schools/ages, though weighted towards 11-18. If appropriate, the Young Citizen of the Year could also be an ex-officio member. Direct election would in all likelihood be impractical for this purpose, but indirect election by school/college councils should ensure a mandate. A further option would be to invite representatives from each youth group, but this would run the risk of creating an overly large group.

With regard to meetings, an hour per month would be considered a reasonable maximum for the young people involved. This would allow for 30 minutes of open discussion for young people to raise their issues of concern followed by 30 minutes of the council or a speaker bringing up a particular issue for discussion (e.g. CIC on Fore St Regeneration, Police on Crime and Anti-Social Behaviour, SEA on Environmental Issues etc.). It will take some time for schools to arrange representative, so the first meeting would probably take place towards the end of October. Meetings will involve a minimum of formality, as no formal decisions will be made – only items for consideration by the council.

The initially meeting will be facilitated by the Mayor, but with the intention of handing over to a young person. Administrative support will be agreed between the Mayor and Town Clerk, but it is not envisaged that much would be required. It is key that the panel become young-person led quickly, rather than dominated by the Mayor or other councillors.

The draft protocol for the meeting would be as follows:

1. The Mayor's Panel of Youth has the aims of
  - a) Providing a forum for the council to seek the views of young people on issues of significance
  - b) Providing a forum for young people's representatives to bring their own issues to our attention
2. Precise membership may be varied by the mayor, but it is envisaged that it will consist of :

Saltash College	Three	
saltash.net	Six	Two from key stage 5 (16-18) Two from key stage 4 (14-16) Two from key stage 3 (11-14)
Primary Schools	Four	One each (probably older end)

For a total of 13: to be elected by the school council or other representative student body of each school

The Mayor and Deputy will be non-voting members, as will the Town Clerk if desired. Other councillors will be invited to attend, observe, and may answer specific queries affecting their areas of responsibility. In particular Cornwall Councillors are asked to send at least one of their number to each meeting. Other guests may be invited for specific meetings.

3. Meetings will held at the discretion of the Mayor and Chair of the Panel, but should be monthly, and shortly before each full council.

4. Items raised by the Panel will be referred to the appropriate committee or full council as applicable. Each committee / council will have a standing item 'to consider issues raised by the Mayor's panel of youth'.

Cllr Stephens confirmed that a Mayor's Youth Panel would not be in conflict with the Saltash Town Youth Council.

Cllr A Killeya said that this suggestion had come from a young person during a visit to the Guildhall by students from saltash.net recently attended by himself and Cllr Mrs Hooper.

It was **RESOLVED** to form the Mayor's Youth Panel as outlined above and for the draft protocol to be adopted.

#### **162/10/11**      **MEET THE PEOPLE**

- (a) Members had received feedback from the last session by e-mail - **NOTED**.
- (b) The next session will be on Saturday 4<sup>th</sup> Sept 2010 with Cllrs Clements, Gee and Oakes.

Cllr Holley asked if it could be clearly stated when writing-up feedback who is to follow-up what. Cllr Holley also said that not all comments need to be sent to all Cornwall Councillors.

Cllr Austin asked if there was any way to check actions had been followed up – could the Cllr designate an action sign-off when completed as there is a chance that items could be lost and not followed-up. It was **RESOLVED** that this was not necessary at this stage, but that all councillors would take note of the importance of following up these actions.

There are to be no additional sessions outside of Fore Street this month.

#### **163/10/11**      **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.

**164/10/11**      **STAFFING**

- (a) Cllr A Killeya explained that it may not be possible for Mrs Ashton to take the Toil she had accrued in her role of Temporary Town Clerk by the end of her contract termination date. It was **RESOLVED** for Mrs Ashton to be paid for any outstanding Toil that she had been unable to take.
- (b) Mrs Ashton brought to the attention of members an SLCC Cemetery Management training course to be held in Plymouth on 22<sup>nd</sup> Sept at a cost of £95+VAT per delegate. The timing meant that it wasn't possible to bring to the Burial Board with final ratification at the next Full Council in October. Mrs Ashton had understood that Mrs Thomas (Admin Officer) had been previously approached about the possibility of including the administration of burial records in her role and this would be appropriate for her to attend. It was **RESOLVED** to delegate to the Clerk to book for up to 2 delegates to attend.

Cllr A Killeya and the Clerk brought to the attention of members the matter of Mrs Thomas's current pay spinal point and Mrs Spencer's ongoing temporary cover as Secretary.

It was **RESOLVED** that:

- Mrs Thomas stays on her existing pay spinal point for another 3 months or until the staffing review is carried out.
- Mrs Spencer be asked to carry on undertaking the Secretary role for another 3 months or until the staffing review is carried out.

**165/10/11**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**166/10/11**      **PRESS RELEASES**

It was **AGREED** that the following press releases be done by Cllr A Killeya:

- Perplexity and disappointment about a lack NHS Dentist in Saltash.
- Walk to STC week.
- Mayor's Panel for Youth.

**167/10/11**      **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 9.41pm

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

Dated: \_\_\_\_\_  
7<sup>th</sup> October 2010  
2377