

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 5<sup>th</sup> November 2020 at 7:00 p.m.

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

**ALSO PRESENT:** J Baskott – Chair of Community Enterprises PL12, Cornwall Councillors – H Frank, D Holley, S Tamlin, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, N Symons – Mayors Secretary/Receptionist, S Emmett – Finance Officer.

**APOLOGIES:** Councillors: G Challen, S Martin, M Parker.

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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.

#### **170/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None

#### **171/20/21 PRAYERS**

Councillor Yates led prayers.

**172/20/21 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at the Meeting and did not Vote</b>
Bickford	19a	Non-Pecuniary	A member of Community Enterprises PL12	Yes	
Peggs	19a	Non- Pecuniary	Volunteer Director of Community Enterprises PL12	Yes	

- c. To consider dispensations required.  
None.

**173/20/21 CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**174/20/21 MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**175/20/21 REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**176/20/21 CNP REPORT FOR NOTING OR MATTERS ARISING**

No Report.

**177/20/21 CNP ACTION POINTS FOR REPORTS**

No Actions.

**178/20/21 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

It was **RESOLVED** to note.

**179/20/21 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Councillor Pinckney raised a question received from a local resident regarding the cost of Cornwall Councillors page in the Observer.

Cornwall Councillor Derek Holley confirmed that each councillor receives an allowance to go towards newspaper articles to ensure residents are kept up to date with matters.

It was **RESOLVED** to note.

**180/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**181/20/21 QUESTIONS FROM THE PUBLIC TO BE RECEIVED**

None.

**182/20/21 TO RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 1<sup>st</sup> OCTOBER 2020.**

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

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 1<sup>st</sup> October 2020 were confirmed as a correct record.

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

**183/20/21 FINANCE**

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

It was **RESOLVED** to note.

- b. To advise the following payments in:
- ii. September 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> September 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.

**184/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

None.

**185/20/21 CORRESPONDENCE**

- a. Saltash Heritage Museum – Cornwall Heritage Awards Ceremony 2020.

It was **RESOLVED** to note and that STC congratulate Saltash Heritage on the achievement for winning first award in the 'Award for Wellbeing' category and highly commended in the 'One to Watch' category.

**186/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Personnel Committee held on Tuesday 29<sup>th</sup> September 2020.

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

It was **RESOLVED** that the minutes of the Personnel Committee meeting held on Tuesday 29<sup>th</sup> September 2020 were confirmed as a correct record.

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

**RECOMMENDATION 1:**

**46/20/21 TO NOTE AND RECOMMEND TO FULL COUNCIL THE 2020-21 NATIONAL SALARY AWARD AS AGREED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES TO BE IMPLEMENTED FROM 1ST APRIL 2020**

It was **RECOMMENDED** that the 2020/21 National Salary Award as agreed by the National Joint Council for Local Government Services be implemented from 1<sup>st</sup> April 2020.

Following a vote, it was **RESOLVED** to approve the recommendation.

**RECOMMENDATION 2:**

Councillors Bickford and Peggs declared an interest in the next agenda item and left the meeting.

51/20/29 COVID-19

It was **RECOMMENDED** that the lease for the office at Belle Vue be terminated.

Following a vote, it was **RESOLVED** to approve the recommendation.

Councillors Bickford and Peggs were invited and returned to the meeting.

**RECOMMENDATION 3:**

53/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

It was **RECOMMENDED** that the post of a Part Time Human Resources designated member of staff be established and recruited at the earliest opportunity.

Following a vote, it was **RESOLVED** to approve the recommendation.

- b. Burial Authority held on Tuesday 6<sup>th</sup> October 2020.

It was **RESOLVED** that the minutes of the Burial Authority Committee meeting held on Tuesday 6<sup>th</sup> October 2020 were confirmed as a correct record.

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

c. Joint Burial Board held on Tuesday 13<sup>th</sup> October 2020

It was **RESOLVED** that the minutes of the Joint Burial Board Committee meeting held on Tuesday 13<sup>th</sup> October 2020 were confirmed as a correct record.

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

d. Services held on Wednesday 14<sup>th</sup> October 2020

It was **RESOLVED** that the minutes of the Services Committee meeting held on Tuesday 14<sup>th</sup> October 2020 were confirmed as a correct record.

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

e. The Extraordinary Personnel Committee held on Tuesday 27<sup>th</sup> October 2020

It was **RESOLVED** that the minutes of the Extraordinary Personnel Committee meeting held on Tuesday 27<sup>th</sup> October 2020 were confirmed as a correct record.

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

**187/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES**

a. Station Property held on Tuesday 3<sup>rd</sup> November 2020

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

It was **RESOLVED** that the minutes of the Station Property Sub Committee meeting held on Tuesday 3<sup>rd</sup> November 2020 were confirmed as a correct record.

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

**RECOMMENDATION 1:**

6/20/21 FINANCE

b. To review and accept funding offers:

i. Community Rail Development Fund (CRDF)

It was resolved to **RECOMMEND** to Full Town Council to accept and approve the funding offer.

ii. Railway Heritage Trust (RHT)

It was resolved to **RECOMMEND** to Full Town Council to accept and approve the funding offer.

Councillor Bickford proposed to move both recommendations. Councillor Dent seconded the proposal.

Following a vote, it was **RESOLVED** to approve the recommendation.

Town Clerk lost connection. The Chairman called for a brief recess.

In the absence of the Town Clerk the Assistant Town Clerk took the position and the meeting reconvened at 7:43 p.m.

**RECOMMENDATION 2:**

7/20/21 TO CONSIDER NETWORK RAIL AGREEMENT FOR FENCING WORKS

It was resolved to **RECOMMEND** to Full Council to approve and accept Network Rail agreement subject to STC Solicitor approval.

Councillor Bickford proposed to move the recommendation. Councillor Peggs seconded the proposal.

Following a vote, it was **RESOLVED** to approve the recommendation.



**188/20/21 TO APPOINT A MEMBER TO THE JOINT BURIAL BOARD COMMITTEE**

Following a vote, it was **RESOLVED** to appoint Cllr Yates to the Joint Burial Board Committee.

**189/20/21 TO CONSIDER COVID-19 UPDATES**

Councillor B Samuels updated Members on the latest covid-19 government guidance.

It was **RESOLVED** to note.

**190/20/21 TO REVIEW THE GUILDHALL RECOVERY PLAN - PHASE 2 VERSION 1.1**

It was **RESOLVED** that the Guildhall Recovery Plan be updated to reflect the latest government guidance to be received at the next Full Town Council meeting.

**191/20/21 CORNWALL COUNCIL – CHRISTMAS FREE PARKING**

Councillor Dent proposed that Councillor Miller liaises with the Mayor and Chamber of Commerce to propose two options. Councillor P Samuels seconded the proposal

It was **RESOLVED** that:

1. Councillor Miller liaises with the Mayor and Chamber of Commerce on a preferred date
2. Either two half day parking dates for the 12<sup>th</sup> and 19<sup>th</sup> December or one day for the 24<sup>th</sup> December be put to Cornwall Council.

**192/20/21 TO CONSIDER A PROPOSAL TO INSTALL A LOUDSPEAKER SYSTEM IN FORE STREET AND TO APPLY FOR S106 MONIES TO FUND THIS**

Town Clerk reconnected to the meeting and took the position of Town Clerk.

Councillor Dent proposed to delegate authority to the Mayor, Councillor B Samuels and Councillor Rance to submit an application for a maximum value of £20,000 upon receipt of a third quote. Councillor Lennox-Boyd seconded the proposal.

It was **RESOLVED** to agree to delegate authority to the Mayor, Councillor B Samuels and Councillor Rance to submit an application for a maximum of £20,000 following the receipt of a third quote.

The Chairman thanked the Town Team for their work.

**193/20/21 CORNWALL GATEWAY COMMUNITY NETWORK AREA - HIGHWAYS SCHEME**

The Chairman proposed to hold a Monkey Survey Poll to establish the prioritised locations. Councillor Fox seconded the proposal.

It was **RESOLVED** to hold a Monkey Survey Poll to establish the prioritised locations for the scheme reporting back to Cornwall Council.

**194/20/21 TO CONSIDER INTRODUCING MONTHLY VIRTUAL PLANNING AND LICENSING COMMITTEE MEETINGS**

Councillor Dent proposed Planning and Licensing Committee meetings be held virtually. Councillor Phillips seconded the proposal.

It was **RESOLVED** to start virtual Planning and Licensing Committee meetings in line with STC schedule of meetings calendar.

**195/20/21 TO CONSIDER THE CHAIRMAN AND VICE CHAIRMAN OF THE PLANNING AND LICENSING COMMITTEE TO RECEIVE AND DISTRIBUTE WHERE NECESSARY THE CORNWALL COUNCIL WEEKLY PLANNING AND LICENSING NOTIFICATIONS**

Councillor Dent proposed that to assist Councillors with the volume of email that the Chairman and Vice Chairman of the Planning and Licensing Committee receive and distribute where necessary the Cornwall Council weekly planning and licensing notifications. Councillor Fox seconded the proposal.

It was **RESOLVED** that Councillor Dent as Chairman and Councillor Fox as Vice Chairman of the Planning and Licensing Committee receive all Cornwall Council weekly planning and licensing notifications and the same applies to those from Plymouth City Council.

**196/20/21 TO RATIFY THE COVID-19 PLANNING, LICENSING, TREE APPLICATIONS AND SURVEY POLLS DELEGATED DECISION REGISTER FOR THE MONTHS OF APRIL TO JUNE 2020**

The Chairman proposed to defer the covid-19 planning, licensing, tree applications and survey polls delegated decision register for the months of April to June 2020 to the next Planning and Licensing Committee. Councillor Miller seconded the proposal.

It was **RESOLVED** to defer the covid-19 planning, licensing, tree applications and survey polls delegated decision register for the months of April to June 2020 to the next Planning and Licensing Committee.

**197/20/21 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.

**198/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**199/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**200/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

The Chairman reported that Councillor Challen would like to thank all those involved who have helped her during her illness and to note the exceptional care she had received from the team at Derriford Hospital.

It was **RESOLVED** to note.

**201/20/21 PRESS AND SOCIAL MEDIA RELEASES**

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

1. STC services that are being provided during the latest lockdown.

**202/20/21 DATE OF NEXT MEETING**

Thursday 3<sup>rd</sup> December 2020 at 7:00 p.m.

**203/20/21 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: 8:57 p.m.

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

Chairman

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