

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 1<sup>st</sup> October 2020 at 7:00 p.m.

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

**ALSO PRESENT:** 4 Members of the Public, Cornwall Councillors – H Frank and S Tamlin, Reverend B Anderson, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillor S Gillies, D Holley - Cornwall Councillor, J Baskott – Chair of Community Enterprises PL12.

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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.

Councillor Lennox Boyd requested Members permission to allow a Member of the Press to connect into future meetings at her residence subject to social distancing measures being adhered to.

It was **RESOLVED** to approve.

#### **135/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor B Samuels notified the Chairman she would be recording the meeting.

**136/20/21 PRAYERS**

Reverend B Anderson led prayers.

**137/20/21 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>
Fox	19b	Non-Pecuniary	Member of the Blitz Committee	Yes	N/A
Peggs	21b	Pecuniary	Husband building consultant for library	No	Abstained
Parker	19b	Non-Pecuniary	Co-Chairman of Blitz Committee	Yes	N/A
Challen	19b	Non-Pecuniary	Member of the Blitz Committee	Yes	N/A

- c. To consider dispensations required.

None.

**138/20/21 CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

Councillor Challen lost connection and reconnected to the meeting.

**139/20/21**    **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**140/20/21**    **REPORT BY COMMUNITY ENTERPRISES PL12.**

It was **RESOLVED** to note.

**141/20/21**    **CNP ACTION POINTS FOR REPORTS**

None.

**142/20/21**    **CNP REPORT FOR NOTING OR MATTERS ARISING**

It was **RESOLVED** to note.

**143/20/21**    **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Lennox-Boyd requested Full Council receive a monthly report from Safer Saltash as this would provide information to be obtained by the public regarding outcomes and progression of the Committee.

Councillor Challen lost connection and reconnected to the meeting.

Due to connection issues Councillor Challen was unable to reconnect to the meeting and therefore her vote for the agenda item was not recorded.

It was **RESOLVED** to note and approve that a report from Safer Saltash be received as a standing item at Full Council.

**144/20/21 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

The Chair invited Councillor Frank to update Members on the recent developments relating to the reopening of the Saltash Leisure Centre.

Councillor Frank spoke of Cornwall Council's complex negotiations with Greenwich Leisure Limited and of a funding package that was agreed between both parties with the anticipated date of the Leisure Centre reopening on the 15<sup>th</sup> October.

Councillor Challen lost connection and reconnected to the meeting.

Councillor Challen requested an update on the Tamar Crossing tolls increase. Cornwall Councillor S Tamlin advised Members that a consultation is to run from 2<sup>nd</sup> October until 3<sup>rd</sup> November and will be made available online and in person, with further consultations with the Council to be sought prior to the decision in December.

It was **RESOLVED** to note.

**145/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**146/20/21 QUESTIONS FROM THE PUBLIC**

None.

147/20/21

**TO RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 3<sup>rd</sup> SEPTEMBER 2020.**

Prior to the amendment proposed by Cllr Challen, the Chairman sought an amendment in respect of agenda item 21a, which contrary to the original minutes, was neither discussed nor resolved. A recorded vote was taken.

<b>CLLR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>	<b>ABSENT</b>
BICKFORD			<input checked="" type="checkbox"/>	
CHALLEN			<input checked="" type="checkbox"/>	
DENT	<input checked="" type="checkbox"/>			
FOX			<input checked="" type="checkbox"/>	
GILLIES				<input checked="" type="checkbox"/>
LENNOX-BOYD			<input checked="" type="checkbox"/>	
MARTIN			<input checked="" type="checkbox"/>	
MILLER			<input checked="" type="checkbox"/>	
PARKER			<input checked="" type="checkbox"/>	
PEGGS			<input checked="" type="checkbox"/>	
PHILLIPS			<input checked="" type="checkbox"/>	
PINCKNEY			<input checked="" type="checkbox"/>	
RANCE	<input checked="" type="checkbox"/>			
SAMUELS, B	<input checked="" type="checkbox"/>			
SAMUELS, P	<input checked="" type="checkbox"/>			
YATES	<input checked="" type="checkbox"/>			

Councillor Challen wished to seek an amendment to minute no. 122/20/21 (a) of the Full Town Council meeting held on Thursday 3<sup>rd</sup> September 2020.

Councillor Challen stated:

I wish it to be noted that this item under correspondence – “To note a letter dated 27/7/20 from a resident regarding the 80th Anniversary of the Blitz Committee” should not be a consideration to approve as a true record; as this letter was withdrawn by the same author, with a replacement letter received and dated August 21<sup>st</sup> 2020. Therefore, it appeared on the agenda of September 3<sup>rd</sup> 2020 in error.

Councillor Yates proposed an amendment to minute no. 122/20/21 (a):

The item above was included on the agenda in error and was not discussed, minute no. 122/20/21 (b) was the relevant letter.

Councillor Rance seconded the proposal.

Following a recorded vote, it was **RESOLVED** minute no. 122/20/21 (a) be amended to:

The item above was included on the agenda in error and was not discussed, minute no. 122/20/21 (b) was the relevant letter.

<b>CLLR</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>	<b>ABSENT</b>
BICKFORD	<input checked="" type="checkbox"/>			
CHALLEN	<input checked="" type="checkbox"/>			
DENT	<input checked="" type="checkbox"/>			
FOX	<input checked="" type="checkbox"/>			
GILLIES				<input checked="" type="checkbox"/>
LENNOX-BOYD	<input checked="" type="checkbox"/>			
MARTIN		<input checked="" type="checkbox"/>		
MILLER	<input checked="" type="checkbox"/>			
PARKER	<input checked="" type="checkbox"/>			
PEGGS	<input checked="" type="checkbox"/>			
PHILLIPS	<input checked="" type="checkbox"/>			
PINCKNEY	<input checked="" type="checkbox"/>			
RANCE	<input checked="" type="checkbox"/>			
SAMUELS, B		<input checked="" type="checkbox"/>		
SAMUELS, P			<input checked="" type="checkbox"/>	
YATES	<input checked="" type="checkbox"/>			

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

It was **RESOLVED** that the amended minutes of the Full Town Council meeting held on Thursday 3rd September 2020 were confirmed as a correct record.

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

**148/20/21**    **FINANCE**

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

It was **RESOLVED** to note.

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

The Chairman called for a brief recess at 8:02 p.m. the meeting reconvened at 8:06 p.m.

**149/20/21**    **TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.**

It was **RESOLVED** to receive and note the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2020.

**150/20/21 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>
	None.			

**151/20/21 CORRESPONDENCE**

- a. To receive and consider a request to install permanent outdoor tennis tables at Saltash park(s).

It was **RESOLVED** to refer the item to the next Services Committee for further consideration.

Councillors Challen, Fox, Parker and Pinckney declared an interest in the next agenda item and left the meeting.

- b. To receive and consider a request to hold a Civic Event on the 2<sup>nd</sup> May 2021 to commemorate the 1941 Blitz.

Councillor Rance proposed to hold a Civic Event on the 2<sup>nd</sup> May 2021 to commemorate the 1941 Blitz. Councillor Dent seconded Councillor Rance proposal.

It was **RESOLVED** to approve holding a Civic event on 2<sup>nd</sup> May 2021 to commemorate the 1941 Blitz in Saltash subject to Purdah.

Councillors Challen, Fox, Parker and Pinckney were invited and returned to the meeting.

- c. To receive and consider a request to issue a letter to Sheryll Murray MP to support the reopening of Saltash Leisure Centre.

It was **RESOLVED** that a letter be sent Sheryll Murray MP to support the reopening of Saltash Leisure Centre and further requests to Government for funding options to be made available to reopen and sustain Cornwall Leisure Centres.



152/20/21

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

- a. Extraordinary Services held on Wednesday 2<sup>nd</sup> September 2020.

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

It was **RESOLVED** that the minutes of the Extraordinary Services Committee meeting held on Wednesday 2<sup>nd</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.

Councillor Dent informed Members of two recommendations to be considered:

**RECOMMENDATION 1:**

It was **RESOLVED** to recommend at the next Full Council meeting:

1. To approve Harrisons Builders be appointed to carry out the refurbishment works as specified in the tender at a cost of £103,405.80 subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Councillor Dent proposed to move the recommendation. Councillor Yates seconded Councillor Dent's proposal.

It was **RESOLVED** to approve that:

1. Harrison Builders be appointed to carry out the refurbishment works at the Library at a cost of £103,405.80 subject to approval of funding from the Public Works Loan Board.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure subject to approval of funding from the Public Works Loan Board

3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure subject to approval of funding from the Public Works Loan Board.

### **RECOMMENDATION 2:**

It was **RESOLVED** to recommend at the next Full Council meeting:

1. To approve Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors as specified in the tender at a cost of £102,300.00 subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Councillor Dent proposed to move the recommendation. Councillor Phillips seconded Councillor Dent's proposal.

It was **RESOLVED** to approve that:

1. Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors at the Library at a cost of £102,300.00 subject to approval of funding from the Public Works Loan Board.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure subject to approval of funding from the Public Works Loan Board.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure subject to approval of funding from the Public Works Loan Board.

Councillor Dent informed Members that a platform wheelchair lift would no longer be feasible due to installation and health and safety regulations.

Councillor Dent reminded Members of funds to be received from Cornwall Council of £15,000 to contribute towards the replacement of the curtain walling at the Library therefore a deduction of £15,000 from the above total of £220,105.21 leaving a final figure of £205,105.21.

Councillor Dent confirmed that Members should have received the Public Consultation results which are now available on the Town Council website, social media and town noticeboards for members of the public to view.

Councillor Dent proposed that a Public Works Loan Application of £200,000 be submitted. Councillor Lennox-Boyd seconded Cllr Dent's proposal.

Councillor Phillips proposed that the shortfall of £5,105.21 be included in the Precept for the year 2021/2022. Councillor Fox seconded Councillor Phillips' proposal.

It was **RESOLVED** to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for the PWLB loan as detailed below:

1. Loan of £200,000 for the refurbishment works and replacement of windows to the library building.
2. Fixed interest rate of around 1.95% over a loan period of 10-years.
3. The annual loan repayment will come to around £21,156.50 and total repayment will come to around £222,143.25.

It was **RESOLVED** that:

1. The shortfall of £5,105.21 for the completion of the works be included in the Precept for the year 2021/2022.

- b. Policy and Finance held on Tuesday 8<sup>th</sup> September 2020.

Councillor Fox requested an amendment to minute no. 56/20/21 (b) as Councillor Pinckney is not a Member of the Blitz Committee.

Councillor Fox proposed this be removed from the minutes in its entirety. Councillor Dent seconded Councillor Fox's proposal.

Councillor Pinckney confirmed she is not a Member and wished this Declaration of Interest to be removed in its entirety from minute no. 56/20/21 (b).

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

It was **RESOLVED** that the amended minutes of the Policy and Finance Committee meeting held on Tuesday 8<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.

**153/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES**

- a. Christmas Lights and Town Events held on Wednesday 16<sup>th</sup> September 2020.

It was **RESOLVED** that the minutes of the Christmas Lights and Town Events Sub Committee meeting held on Wednesday 16<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.

- b. Property Maintenance held on Tuesday 22<sup>nd</sup> September 2020.

It was **RESOLVED** that the minutes of the Property Maintenance Sub Committee meeting held on Tuesday 22<sup>nd</sup> September 2020 be deferred due to recommendations to be received at its parenting Committee Services to be held on Wednesday 14<sup>th</sup> October 2020.

**154/20/21 TO CONSIDER COVID-19 UPDATES**

It was **RESOLVED** that no further National Guidance had been received.

**155/20/21 TO CONSIDER THE NEXT PHASE OF THE GUILDHALL RECOVERY PLAN - PHASE 2 VERSION 1.1.**

It was **RESOLVED** to approve and adopt the Guildhall Recovery Plan – Phase 2 version 1.1.

**156/20/21 COMMUNITY NETWORKS HIGHWAYS SCHEME UPDATE. (PURSUANT TO MINUTE NR.218/19/20 FTC HELD 7<sup>TH</sup> NOVEMBER 2020)**

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

**157/20/21 TO RECEIVE AN UPDATE ON DEVOLUTION.**

The Chairman proposed the Strategic Working Party reform as a Sub Committee with admin support to further progress devolution and explore funding options for remedial works from Cornwall Council upon transfer of assets. Councillor Bickford seconded the Chairman's proposal.

Councillor Phillips wished to step down from the Strategic Working Party.

It was **RESOLVED**:

1. To replace the Strategic Working Party with a Devolution Sub Committee.
2. That the membership includes Cllrs Bickford, Dent, Lennox Boyd, Martin, Parker, Peggs, B Samuels, P Samuels and Yates.
3. That the Sub Committee Title and Terms of Reference be established at the next meeting.

**158/20/21 TO RECEIVE A REPORT FROM COUNCILLORS MARTIN, RANCE AND YATES REGARDING NHS KERNOW CLINICAL COMMISSIONING GROUP – REVIEW OF COMMUNITY SERVICES – SALTASH. (PURSUANT TO MINUTE NR.89/20/21 ANNUAL MEETING HELD 6<sup>TH</sup> AUGUST 2020)**

No Report.

**159/20/21 TO RECEIVE A REPORT FROM COUNCILLOR RANCE REGARDING NORTH ROAD TRAFFIC.**

Councillor Pinckney left the meeting.

It was **RESOLVED** that the data be obtained by Councillor Rance and received at a future Full Town Council meeting.

Councillor Phillips left the meeting.

**160/20/21 TO RECEIVE A REPORT FROM THE REMEMBRANCE DAY WORKING PARTY.**

It was **RESOLVED** that Councillor Dent liaises with the Mayor to discuss viable options for Remembrance Day with the Working Party to put decisions into effect.

**161/20/21 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.

**162/20/21 CONSIDERATION OF LICENSE APPLICATIONS: ALL LICENSING APPLICATIONS ARE RECEIVED UNDER THE COVID-19 PROCESS UNTIL FURTHER NOTICE.**

It was **RESOLVED** to note.

**163/20/21 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.

**164/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**165/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**166/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Citizens Advice Cornwall

Members received correspondence from the CAC with an Autumn Newsletter attached containing useful updates on services post lockdown. The CAC requested a better working relationship be established with the CAC, the Council and its Members.

It was **RESOLVED** to note.

Community Governance Review Update

Members received an update from the Chair of Cornwall Council's Electoral Review Panel regarding Community Governance Reviews currently entering the final stages of the review process.

It was **RESOLVED** to note.

Saltash Heritage

Members received a letter provided which included updates on services and plans for upcoming months. Saltash Heritage expressed concern regarding the old Wheatsheaf Public House. One of the conditions for redevelopment of this site is an archaeological survey be conducted prior to new construction.

Councillor Dent assured Members the survey is to go ahead.

It was **RESOLVED** to note.

**167/20/21 PRESS AND SOCIAL MEDIA RELEASES**

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

1. Library Public Consultation and Refurbishment Works.

**168/20/21 DATE OF NEXT MEETING**

Thursday 5<sup>th</sup> November 2020 at 7:00 p.m.

**169/20/21 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: \_\_\_\_\_