

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 14<sup>th</sup> January 2021 at 7.00p.m.**

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

**ALSO PRESENT:** 5 Members of the Public, Reverend B Anderson, Cornwall Councillors - H Frank, D Holley, S Tamlin, J Baskott – Chair of Community Enterprises PL12, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, A-J Thomas – Senior Policy & Data Compliance Monitoring Officer.

**APOLOGIES:** None.

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### **ANNOUNCEMENTS:**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

### **251/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy & Data Compliance Monitoring Officer confirmed that the meeting would be recorded for the purpose of minute taking.

### **252/20/21 PRAYERS**

Reverend Anderson led prayers.

**253/20/21     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.

Councillor	Agenda item	Pecuniary/Non-Pecuniary	Reason	Left the meeting	Remained at the meeting and did not vote
Challen	23	Non-pecuniary	Member of 1941 Blitz Committee	Yes	n/a
Fox	23	Non-pecuniary	Member of 1941 Blitz Committee	Yes	n/a

- c. To consider dispensations required.

None.

**254/20/21     CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**255/20/21     MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**256/20/21     REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**257/20/21     CNP REPORT FOR NOTING OR MATTERS ARISING**

It was **RESOLVED** to note.

**258/20/21     CNP ACTION POINTS FOR REPORTS**

None.

**259/20/21     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

It was **RESOLVED** to note and publicise the warning about loan sharks on the Town Council website and social media.

**260/20/21     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

It was **RESOLVED** to note.

**261/20/21     TO RECEIVE RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**262/20/21     QUESTIONS FROM THE PUBLIC**

None.

The Chairman announced that he would be taking agenda items 32 a and b at this point in the meeting.

**263/20/21     PLANNING**

- a.     Applications for consideration:  
         **PA20/10644**  
         Mr D Watson – **12 Sunningdale, Road, St Stephens, Saltash**  
         **PL12 4BN**  
         Erection of single dwelling  
         **Ward: West**

It was proposed by Councillor Miller, seconded by Councillor Phillips and resolved to **RECOMMEND REFUSAL** due to the pitch of the roof is not in keeping with the adjoining property.

- b.     Tree applications/notifications: None

**264/20/21    TO NOTE AND RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 3<sup>RD</sup> DECEMBER 2020 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON TUESDAY 22<sup>ND</sup> DECEMBER 2020 AS A TRUE AND CORRECT RECORD**

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

- a. It was proposed by Councillor P Samuels, seconded by Councillor Rance and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 3<sup>rd</sup> December 2020 were confirmed as a true and correct record.
- b. It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Tuesday 22<sup>nd</sup> December 2020 were confirmed as a true and correct record.

Councillor B Samuels requested that it be recorded in the minutes that she did not abstain or vote against any of the recommendations relating to the library made at that meeting.

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

**265/20/21     FINANCE**

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

It was **RESOLVED** to note.

- b. To advise the following payments in:
  - ii. November 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> October 2020 and up to the 30<sup>th</sup> November 2020 were reviewed as correct by the Chairman of Policy and 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 and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**266/20/21     TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

None.

**267/20/21     CORRESPONDENCE**

None.

**268/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a.     Policy and Finance Committee held on Tuesday 12<sup>th</sup> January 2021.

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

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to note and receive the minutes. There were no recommendations.

**269/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a.     Library Sub Committee held on Wednesday 13<sup>th</sup> January 2021.

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

It was proposed by Councillor Dent, seconded by Councillor Phillips and **RESOLVED** to note and receive the minutes. There were no recommendations.

**270/20/21     TO CONSIDER COVID-19 UPDATES**

It was **RESOLVED** to note.

**271/20/21     TO REVIEW STC SERVICES AND OPERATIONS RECOVERY PLAN – PHASE 4 VERSION 1.1**

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the Services and Operations Recovery Plan – Phase 4 Version 1.1 be approved subject to the Community Hub Team Leader reviewing the rota to minimise the numbers of staff working in the library at any one time (with a suggested bubble of 2/3) during the current lockdown and to investigate the feasibility of moving the welcome pod nearer to the outside of the building.

The Chairman announced a five-minute break. The meeting reconvened at 8.20 p.m. Councillor Pinckney was unable to reconnect with video but remained in the meeting with an audio connection.

**272/20/21     S106   APPLICATION:   TOWN   TEAMS   –   FORE   STREET**  
**REFURBISHMENT WORKS**

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

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to support the S106 application.

Councillors Challen and Fox were invited and returned to the meeting.

**273/20/21     TO APPROVE THE SCHEDULE OF MEETINGS CALENDAR FOR**  
**THE YEAR 2021-22**

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve subject to the amendment of an incorrect date and adding the Annual Town Meeting date.

**274/20/21     TO CONSIDER CO-OPTION FOR AN EAST WARD COUNCILLOR**

It was proposed by Councillor P Samuels, seconded by Councillor Phillips and **RESOLVED** to proceed with co-option of an East Ward Councillor but with the option to discontinue the process if the election in May 2021 is called.

**275/20/21     TO APPOINT A MEMBER TO THE PERSONNEL COMMITTEE**  
**(Composition 6. Currently 5 Members in place.)**

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to appoint Councillor Martin.

**276/20/21     TO APPOINT A MEMBER TO THE FOLLOWING SUB COMMITTEES:**

- a.     Christmas Lights and Town Events  
       **(Composition 8. Currently 7 Members in place.)**

It was **NOTED** that as there were no volunteers to leave the vacancy open.

- b.     Town Centre Vision  
       **(Composition 10. Currently 8 Members in place.)**

It was proposed by Councillor Dent, seconded by Councillor Martin and **RESOLVED** to appoint Councillor Miller with one vacancy remaining open.

**277/20/21     TO RECEIVE AND APPROVE THE FINAL DRAFT OF THE 2021/2022 PRECEPT LEAFLET**

It was proposed by Councillor Phillips, seconded by Councillor Peggs and **RESOLVED** to approve the 2021/2022 Precept Leaflet.

Councillor Fox experienced technical issues and, being unable to reconnect, left the meeting and confirmed with Councillor Challen via phone that the meeting should proceed in his absence.

**278/20/21     TO RECEIVE A REPORT FROM COUNCILLOR RANCE REGARDING NORTH ROAD TRAFFIC**

It was proposed by Councillor Rance, seconded by Councillor Bickford and **RESOLVED** to acknowledge that there is an issue with HGV traffic using North Road and that the Town Council will work with other agencies to seek a resolution for residents.

**279/20/21     TO RECEIVE AN UPDATE ON THE PLYMOUTH CITY COUNCIL'S TRANSFORMING CITIES FUND (TCF) WORKPLACE GRANTS SCHEME – COUNCILLOR BICKFORD**

It was **NOTED** that the scheme was not suitable for an STC application however it had been promoted to Saltash businesses.

**280/20/21     TO RECEIVE AND UPDATE ON PLASTIC FREE – COUNCILLOR PEGGS**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that Cllr Peggs liaises with the Mayor, Town Clerk and Assistant Town Clerk, to determine appropriate wording reporting back at the next Full Town Council meeting.

**281/20/21     CONSIDERATION OF LICENSE APPLICATIONS**

None.

**282/20/21     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.

**283/20/21     AS REQUIRED OR IF NECESSARY**

None.



**284/20/21     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**285/20/21     URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

- a.     Anti-vaccine posters appearing in the town.

It was **NOTED** that the Town Clerk has delegated authority to remove posters from Council property.

- b.     Roll out of the Covid-19 vaccine programme.

It was **NOTED** that there will be a local roll out shortly.

**286/20/21     PRESS AND SOCIAL MEDIA RELEASES**

None.

**287/20/21     DATE OF NEXT MEETING**

Thursday 4<sup>th</sup> February 2021 at 7.00p.m.

**288/20/21     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 9.35 p.m.

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

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