

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 4th August 2011 at 7.00pm

PRESENT: Councillors: C Oakes (Chairman), R Austin, R Bickford, P Clements, G Ellison, Mrs. H Frank, M Gee, D Holley, Mrs. S Hooper MBE, A Killeya, W Phillips, C Riches, P Stephens ISM, D Yates.

ALSO PRESENT: Reverend N Slateford – Mayors Chaplain, L Bradley – CIC, P Dickerson – Chamber of Commerce, PCSO Van Pelt, 5 Members of the Public, 2 Members of the Press, Ray Lane – Town Clerk.

APOLOGIES: Councillors: M Killeya, B Reid; Sergeant A Dunstan.

HEALTH AND SAFETY ANNOUNCEMENTS

The Mayor informed those present of the actions required in the event of a fire or emergency.

PRAYERS

Prayers were led by the Mayors Chaplain, Reverend Nicky Slateford.

134/11/12 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Personal/ Prejudicial	Reason
Gee	SWRA Items.	Prejudicial	SWRA Member
	11b	Personal	Pensioner Babcock Marine
Ellison	Community Chest	Prejudicial	SWRA Member
Yates	7a	Personal	CIC Member
	11a	Personal	Babcock Marine Employee
Frank	7a	Personal	CIC Member
Killeya	7a	Personal	CIC Member
	19	Personal	RBL Member
	18	Personal	Member of FROST
Stephens ISM	11b	Prejudicial	Employee of Babcock International Group
Austin	7	Personal	CIC Member
	PA11/04869	Personal	
	PA11/03944	Personal	
Clements	19	Personal	RBL Member
	7	Personal	CIC Member
Holley	19	Personal	RBL Member
	SWRA Items	Personal	Assoc Member

Bickford 18 Personal Member of FROST
PA11/03944 Personal Knows P Ireland as
member of STIG

CHAIRMAN'S REPORT

The Chairman gave the following report:

“Last month, Marilyn and I attended the Saltash Air Cadets BBQ; Bishop Cornish Summer Fete and the Forder Fete. We had a great day at the Saltash Regatta, which we both thought was the best yet, and congratulations must go to Cllr Joe Ellison and his team for all their hard work.

“We also attended the Age Concern Cake Bake at the Burraton Community Centre and Beatrice Roberts 102nd birthday at St Barnabas Hospital.

“We enjoyed two concerts, the first being the Saltash Male Voice Choir at the Wesley Church and the end of term concert at saltash.net academy, where ex-students, now studying at The Barbican in London, entertained us.

“We also attended the Royal British Legion dinner at HMS Drake to celebrate the 90th birthday of the Saltash branch and I attended the AGM of the Saltash Mayfair Committee.

“Outside of Saltash, Marilyn and I attended the Thanksgiving service for HMS Cornwall in Truro Cathedral; the Torpoint Civic Service and the Sea Sunday service in the Minster Church of St Andrew's.

“I would like to finish with a couple of reminders. First is the Barn Dance on the 17th September at saltash.net, tickets £10, and the Civic Service on 18th September at the Wesley Church.”

The Deputy Mayor reported that he had attended the Saltash Regatta on Regatta Sunday to judge and award prizes for the fancy dress and had also attended the Archdeacon of Bodmin's service at Truro Cathedral.

It was **RESOLVED** to note the reports.

POLICE REPORT

PCSO Kim Van Pelt gave the following report:

“The total number of crimes committed for the period 7th July 2011 – 4th August 2011 was 71 crimes, compared to 73 offences for the same period in 2010. This included:

- 3 Burglary dwellings
- 8 Theft of copper/lead from empty buildings, garages etc.
- 4 Theft from motor vehicles
- 5 Criminal Damage to motor vehicles
- 6 Criminal Damage to dwellings

- 12 Theft of insecure items (5 from the Port Elliot festival)
- 3 Theft from shop.”

Councillor A Killeya enquired if copper and lead thefts were usual thefts, as they had not been listed before.

PCSO Van Pelt informed Members that this type of theft was usual at this time of year.

It was **RESOLVED** to note the report.

SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)

(a) To receive report and consider any actions arising.

1. Finance Report

Peter Thistlethwaite has taken over as Finance Director following the departure of Les Williams to New Zealand in July. He presented the financial statements for the year ending 31 May 2011 at the AGM on 27 July and, following their approval, will now be submitting them to Companies House, along with the required annual CIC report when finalised.

In his verbal report at AGM, Peter emphasised that a new financial strategy will put in place in the autumn in order to sustain the hitherto healthy position of the CIC. 2011/12 is a transitional year. Details will be provided to STC as they are considered and approved by the CIC Directors in the immediate future.

Profit and Loss account for Year Ended 31st May 2011 presented on page 3.

2. Project Reporting

2.1 Fore Street Regeneration

Liam Bradley met with steam cleaning contractors to confirm the details of pavement cleaning in Fore Street.

2.2 Saltash Gateway Health and Social Care service users network/forum

Research is near completion in respect of the development of a Health and Social Care network. Over 60 organisations have been identified as having a support function for either the health or social care needs of residents in the Saltash area. A meeting is being planned to launch the Network (Preliminary date w/c 3rd October SHADO Centre). Media release and other promotional material will be distributed once the date is confirmed.

All interested parties, plus general public invited to the meeting. There is a role for volunteers to liaise between groups of users and the Network, to encourage engagement and participation.

CIC Director Peter Thistlethwaite is leading the work with support from Christina Dixon and volunteer Liz Preedy from the U3A.

Report back to Saltash Health Strategy group mid October. Once set up the Network will operate with regular meetings reporting to the Health Strategy group on a quarterly basis.

2.3 The Community Transport

Summary of developments:

- In January 2011, the Saltash Gateway CIC set up a Community Transport Project in line with the “*Saltash Gateway Transport Needs Survey*” of 2009.
- Potential system requirements and operation were discussed at length with organisations operating similar systems, with Cornwall Council and with other stakeholders.
- In June of this year Cornwall Council made available six flexible configuration 16 seat, easy access Mercedes minibuses, equipped with 300 kg wheelchair tail lifts.
- These exactly fit the requirements of the first stage of the CIC project.
- CIC has now been offered one of these buses free of charge, providing that an adequate community transport business case can be demonstrated.
- Saltash environs communities will be serviced by the routes which will run in and out of Saltash.
- Directors have formed a working group to develop a business model to demonstrate sustainability.
- Strong interest from families of young people in PL12 villages seeking transport into Saltash for youth service events (K3 & Livewire).

2.4 May Fair AGM

Liam Bradley attended the May Fair AGM on behalf of the CIC.

2.5 Beating the Bounds

The Directors are happy to support STC in this event.

2.6 Saltash Gateway CIC AGM

The AGM was held on 27th July in the Chamber, Guildhall. 17 Members of the CIC attended including two new Members, one of whom was elected as a Director. Minutes of the AGM and Company Accounts are posted on the Saltash Gateway CIC website. <http://www.saltashgatewaycic.co.uk/>.

3. Next meeting

The next Directors’ meeting is Wednesday 28th September.

It was **RESOLVED** to note the report.

CORNWALL COUNCIL REPORT

(a) CNA report for noting or matters arising

Councillor Holley reported that the last car park meeting had been cancelled, however, consideration for the new charges for next April would recommence and that the planning framework assessment was ongoing.

Councillor Riches reported that he had attended a debate on housing for Cornwall over the next 20 years, which is still being negotiated. Cornwall Council are looking at building 40,000 houses over the next 20 years, equal to 40% growth, that is fuelled mainly by Cornish people returning home and a breakdown in marriages; it is not necessarily linked to a growth in population. The CNA Gateway will be used to determine growth areas.

Councillor Austin reported that Cornwall Council were considering bus pass concessions and would need to study alternative costings to ease the budget, due to Government cut backs for concessionary bus schemes.

It was **RESOLVED** to note the reports.

QUESTIONS

Mrs A Miller asked why there had been no notification of why buses were not stopping at the St Anne's stop.

It was **RESOLVED** that:

1. The Clerk would ring First Bus Company and Citybus Company to find out why.
2. The Clerk would write to Morrisons to request the gas works be expedited as quickly as possible.

135/11/12 MINUTES

The minutes of the meetings held on 7th July and 19th July 2011 were confirmed and signed as a correct record subject to:

Page 2532 Cornwall Council report be amended to read:
Conservatives 47
Liberal Democrats 40

136/11/12 MATTERS ARISING

- a. Cornwall Council – Public Convenience Review** – update from Councillors Austin and A Killeya

Councillors A Killeya and Austin reported that the review was ongoing.

It was **RESOLVED** to note the report.

- b. Proposed Plymouth Incinerator** – update on responses – Councillor Bickford and Town Clerk

Councillor Bickford reported that he attended the road show and that he had learnt that the Environment Agency were not entirely supportive of the application, due to the proposed location and the impact increased levels of traffic would have on the health of the local residents.

It was **RESOLVED** that Councillor Bickford draft a response to the Environment Agency consultation for the Council to consider.

- c. Grenfell Avenue allotments** – update on costs of transfer

The Clerk reported no further information had been received from Cornwall Council despite further requests.

It was **RESOLVED** to note the report.

- d. Olympic Torch 2012** – update from Councillor Mrs Frank

Councillor Mrs Frank reported that a meeting had been held with the organiser of the route, but no further information had been given as to its definite route as yet.

It was **RESOLVED** to note the report.

- e. Yellowtor** – update

The Chairman reported that this item would be taken under agenda item number 22.

137/11/12

FINANCE

- a. The following receipts in June/July 2011 were **NOTED**:

	£	p	
Guildhall Hire	1446	.15	Guildhall hire
Burial Board	780	.00	Burial fees
Sage UK Ltd	570	.00	Refund re duplicate payment
Barclays Bank	112	.01	Refund of charges

- b. The following payments in June/July 2011 were **NOTED**:

	£	p	£	p	Remarks
	Gross		Excl VAT		
Staff salaries	91	.29			Adjustment
Cornwall Council	617	.00			Guildhall rates
Eclipse Networking	23	.94	19	.95	Broadband

EDF Energy	12	.43	11	.84	Christmas lights
EDF Energy	12	.43	11	.84	Christmas lights
ICOM SW	50	.62	42	.19	Telephone bill
EDF Energy	9	.08	8	.65	Christmas lights
Information Commissioner	35	.00			Data protection registration
EON	537	.71	448	.09	Gas bill
BNP Paribas Lease	513	.84	428	.20	Photocopier lease
Barclays Bank	122	.01			Commission charges
Morris Leslie	153	.60	128	.00	Bowser hire
IRQ Systems Ltd	907	.20	756	.00	IT Support & supply of new pc
Mr Sticker	84	.00	70	.00	Car park banner
Petty cash	200	.00			Petty cash top up
Cornwall Blind Association	250	.00			Community Chest Grant
Youngstagers	500	.00			Community Chest Grant
J&M Garden Machinery	55	.08			
GoPak Ltd	1097	.71	1199	.35	Tables
Cornwall Council	210	.00			Green refuse bags
FD Builders	286	.75	238	.96	Work to Guildhall
Saltash Window Cleaner	45	.00			Window cleaning
Hine Brothers	1000	.00			Grounds maintenance
Cornwall Council	616	.00			Free Christmas parking
Sage UK	570	.00	475	.00	Support
Sage UK	570	.00	475	.00	Support
Consortium	149	.12	124	.24	Cleaning materials
PWS Ltd	51	.72	43	.10	Safety equipment
Cornwall Council	991	.82			Superannuation (ref March 2011)
Cornwall Council	992	.09			Superannuation (ref March 2011)
HMRC	2044	.63			Tax & NIC
S Trevorrow	115	.00			Bench slats
Viking Direct	156	.75	144	.29	Stationery
Viking Direct	150	.60	139	.17	Stationery/cleaning materials
Consortium	138	.48	115	.38	Stationery
SRUG	500	.17			Timetables
Archer Signs & Panels Ltd	706	.76	588	.97	Road closure signs
Otis Ltd	480	.04	400	.04	Lift maintenance
SLCC Ltd	96	.00	80	.00	Branch conference (Clerk)
SLCC Ltd	212	.00			Membership
Powerline TS Ltd	67	.64	53	.37	Emergency call out
SLCC Ltd	95	.00	19	.00	CPD (Clerk)
SW Regional Board	324	.00	270	.00	Membership
Powerline TS Ltd	328	.45	273	.71	Annual maintenance
Hine Brothers	1000	.00			Grounds maintenance May
Access Engineering	1004	.04	836	.70	Hanging basket brackets
PWS	40	.82	34	.02	Safety equipment

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders

None.

138/11/12 **PLANNING**

- a. It was noted that Cornwall Councillors will vote 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 Oakes did not vote on planning.

- b. It was noted that where the Cornwall Council Officer wishes to recommend contrary to the Town Council's view, she/he will contact the Council by email.
In light of time constraints the Council will respond by email consensus of Councillors. Interested parties may request of the Clerk to be copied in on this e correspondence, and may make one email submission to all Councillors.

- c. Applications for consideration:

Date received	Application no.	Details of application
19.07.2011	PA11/04869	Mr F Rogers – Site B Burraton Road, Carkeel - Modification/Discharge of Paragraph 1 (3)(b) of agreement dated 2 August 1990 in as far as it relates to site granted planning permission under E2/10/00580/FUL – Erection of three industrial units – B1, B2, B8 uses Ward: Burraton It was resolved to RECOMMEND APPROVAL.
19.07.2011	PA11/05645	Ms S Brown - 11 Higher Port View - application for works to trees covered by a Tree Preservation Order namely to trim bottom four branches of a 1 no. protected lime tree (T1). Ward: Essa It was resolved to RECOMMEND APPROVAL.

28.07.2011 PA11/05702

Miss L Kent - **Nampara, Carkeel** - construction of single storey extension to rear or property.

Ward: Burraton

It was resolved to RECOMMEND APPROVAL.

- d. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting:

PA11/03517 – 12 Milch Park, Latchbrook, Saltash

3rd June 2011 – the Town Council recommended refusal –

1. Enclosing effect on the residential area.
2. Massing against EV9.
3. Out of character with the area.

6th June 2011 – E-mail received from the Planning Officer asking for further comments from Saltash Town Councillors.

10th June 2011 – Comments supplied to Planning Officer.

4th July 2011 – Cornwall Council consented to the proposed works with the following reasons for approval:

“Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. This application has been determined in accordance with approved Development Plan policies 1 and 2 of the Cornwall Structure Plan 2004 and policies ALT2 and EV9 of the Caradon Local Plan First Alteration 2007. The proposal has been approved because it is considered that the development proposal accords with the said policies and there are no other overriding material considerations which justify refusing planning permission.”

It was **RESOLVED** to note.

PA11/03944 – 4 Regal House, Fore Street, Saltash, PL12 6JR

22nd June 2011 – the Town Council recommended refusal due to policy ALT7.

6th July 2011 – Cornwall Council consented to the proposed works without referring back to Saltash Town Council. Our recommendation was e-mailed to Planning and received by them on 22nd June 2011, but no

action was taken by Cornwall Council and nothing was passed to the Planning Officer. The Officer did not query the absence of our comments before making the decision.

The Chairman reported that this item would be taken under agenda item number 22.

PA11/04624 168 Callington Road

Councillor Killeya reported on an online poll he had conducted in relation to the planning application, where Cornwall Council had sought a second opinion from the Town Council, which was in line with the proposed amended protocol for dealing with such matters.

The result of the poll was:

Maintain original position and request call in 44.4%
Accept the officer's position for delegated approval 33.3%
Abstain 22.2%

It was **RESOLVED** to confirm the original decision.

139/11/12

CORRESPONDENCE

a. Cornwall Council e-planning – Efficient, Effective, Electronic

The Chairman reported on a consultation document received from Cornwall Council regarding proposals for an e planning process.

It was **RESOLVED** that:

1. The provision of hard copy planning application documents be maintained.
2. The Chairman and Clerk respond to the consultation.

b. The Royal British Legion, Saltash and District Branch Request to make two minutes silence on November 11th a Civic Event

Members considered a request from the Royal British Legion Saltash to make the two minutes silence of remembrance on 11th day of the 11th month at 11am an official Civic Event, in order to allow the Bearer Party, Town Sergeant and Mace Bearer to stop the traffic.

It was **RESOLVED** to agree to make the occasion an official Civic Event and inform the Saltash Royal British Legion this would entail full robes and regalia.

**c. Cornwall Council
Consultation on possible sale of environmental land adjoining 1
Warraton Close**

Members considered in detail the sale of land proposed by Cornwall Council.

It was **RESOLVED** that the sale of land be agreed to, subject to Cornwall Council being notified that the Council request:

1. Consideration be given to the presence of any utility services being on or beneath the land.
2. The land not be used for any building, erections or planting over one metre in height.

**d. Independent Complaints Advisory Service
Request to raise awareness of service**

Members considered a request from ICAS to display an article regarding the NHS complaint procedure.

It was **RESOLVED** to put the article in the newsletter and notice boards.

**e. Cornwall Council
Local Council Planning Forum – Invitation to Meeting**

Members considered an invitation to attend the forum on Monday 3rd October 2011 at St Austell One Stop Shop.

It was **RESOLVED** that Councillor A Killeya attend and any other councillors that are available on the date.

140/11/12 STAFFING COMMITTEE 5TH JULY 2011

It was **RESOLVED** that the minutes of the Staffing Committee held on 5th July 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed.

Councillor Austin extended the thanks of the Council to Councillor A Killeya for all his work beyond the call of duty on policy formulation and introduction.

141/11/12 CIVIC AMENITIES COMMITTEE 13TH JULY 2011

It was **RESOLVED** that the minutes of the Civic Amenities Committee held on 13th July 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 76/11/12 RECOMMENDATION. The word 'appoint' be replaced with 'ask'.

142/11/12 **POLICY AND RESOURCES COMMITTEE 19TH JULY 2011**

It was **RESOLVED** that the minutes of the Policy and Resources Committee held on 19th July 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 74/11/12.

It was **RESOLVED** that:

1. The on line poll procedure (as successfully trialled) be adopted for use when secondary opinions are requested by a Planning Officer for planning applications already resolved by the Council.
2. The results of any poll be read out at the following meeting.
3. That a quorum for the poll be a third of the council (6).

The Chairman extended the thanks of the Council to Councillor A Killeya for his work in developing the revised protocol and poll.

143/11/12 **INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE 25TH JULY 2011**

It was **RESOLVED** that the minutes of the Industry, Commerce, Transportation and Tourism Committee held on 25th July 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed.

144/11/12 **CORNWALL COUNCIL 'FUTURE OF THE CODE OF CONDUCT' CONSULTATION.**

Members considered the consultation document and the need for a response by 19th August 2011.

It was **RESOLVED** that the Chairman would hold a meeting to formulate a response on Monday 8th August 2011 at 4.30pm, to be attended by Councillors A Killeya, Mrs Frank, Holley, Clements, Mrs Hooper, Gee and the Clerk.

145/11/12 **TENDERS AND APPOINTMENT OF CONTRACTORS**

The Chairman reported that this item would be taken under agenda item number 22.

146/11/12 **STATION BUILDING AREA**

Councillor Mrs Hooper reported that a meeting had been held with a representative of the owner of the station building with regard to the unacceptable condition of the building and its grounds.

As a result of the meeting she reported that an undertaking had been made by the owner's representative to ensure the building and grounds would be cleaned and made secure within seven days.

It was **NOTED** the clean-up work had already commenced.

It was **RESOLVED** that the report be noted.

147/11/12 **APPLICATION FOR FUNDING FOR THE FESTIVAL OF REMEMBRANCE FROM THE ROYAL BRITISH LEGION (SALTASH & DISTRICT BRANCH)**

It was **RESOLVED** that the application be approved from the Festival Fund subject to:

1. That Saltash Town Council is acknowledged on any literature and any media coverage.
2. Receipts will be required.

148/11/12 **MEET THE PEOPLE**

a. Feedback from last meeting

Councillor Yates reported that he had received two issues, one regarding a grit bin and the other that pedestrians were not allowed access to the recycling centre, due to a health and safety blanket ban policy by SITA.

It was **RESOLVED** that the Clerk contact SITA and the Head of Waste at Cornwall Council to:

1. Request a solution to allow pedestrian access.
2. Incorporate a domestic waste receptacle for household general waste.
3. To confirm people carriers will not be classified as commercial waste vehicles.

b. Arrangements for future meetings.

The Chairman informed Members the next meeting would be on Saturday 6th August 2011.

It was **RESOLVED** that Councillors Yates, Ellison, A Killeya and Phillips would attend.

149/11/12 **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.

150/11/12 **YELLOW TOR LANE**

It was **RESOLVED** that legal advice was awaited from Cornwall Council.

151/11/12 **PA11/03944 – 4 REGAL HOUSE, FORE STREET, SALTASH, PL12 6JR**

It was **RESOLVED** that the issue be pursued with Cornwall Council, where all enquiries should be directed.

152/11/12 **TENDERS AND APPOINTMENT OF CONTRACTORS**

It was **RESOLVED** that:

1. SWBM be appointed to conduct the Guildhall building repairs for the lowest tendered sum of £41,070.96, under the agreed Working Party procedures.
2. Delegated approval be given for the Working Party to arrange works to the disabled toilets within the agreed budget.
3. That the external decorative colour of the Guildhall be a shade darker than the current colour.

153/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

154/11/12 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

155/11/12 **PRESS RELEASES**

It was **RESOLVED** that the Chairman and Clerk issue a press release and letter to neighbours of the Guildhall when the building works programme is known.

156/11/12 **DATE OF NEXT MEETING**

Date of next meeting 1st September 2011.

157/11/12 **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 9.40 pm.