

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 3<sup>rd</sup> December 2020 at 7:00 p.m.

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

**ALSO PRESENT:** 2 Members of the Public, Reverend B Anderson, Cornwall Councillors – H Frank, S Tamlin, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillors G Challen, S Gillies (late arrival), J Rance. 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.

**204/20/21** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None

**205/20/21** **PRAYERS**

Reverend B Anderson led prayers.

**206/19/20** **TO VOTE A VICE CHAIR**

Following a vote, it was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to elect Councillor Dent as Vice Chairman of the Committee due to the absence of the Deputy Mayor.

**207/20/21**     **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.

None.

- c. To consider dispensations required.

**To approve a dispensation to Committee Members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.**

It was proposed by Councillor P Samuels, seconded by Councillor Phillips and unanimously **RESOLVED** a dispensation be granted to Committee Members to allow the setting of budgets and the precept.

**208/20/21**     **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**209/20/21**     **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

Councillor Gillies joined the meeting.

**210/20/21**     **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**211/20/21**     **CNP REPORT FOR NOTING OR MATTERS ARISING**

No Report.

**212/20/21**     **CNP ACTION POINTS FOR REPORTS**

No Actions.

**213/20/21 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

It was **RESOLVED** to note.

**214/20/21 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

It was **RESOLVED** to note.

**215/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**216/20/21 QUESTIONS FROM THE PUBLIC TO BE RECEIVED**

I write with a question for Town Council members regarding the Library

Dear Councillors,

When the precept was raised by 57%, part of the justification given for the rise was to cover the future cost of running the library.

The Council is now proposing taking out a large loan, part of which will cover the cost of incorporating a cafe and offices in the library.

Published budget forecasts suggest the future income generation from the cafe will be approximately £3,000 per annum from rent.

No business plan has been published so it is not possible to know how much the Council is paying to rent offices they do not own but I have heard it is approximately £2,000 per annum.

Over the ten years of the loan, additional library income is therefore expected to be £30,000, plus a very modest annual inflationary rise from the cafe. The saving from external office rent will be £20,000 if the £2,000 figure is correct.

Can the Council please explain why it is good value for Saltash to spend over £100,000 on fitting out the cafe and offices?

Saltash Resident

It was **RESOLVED** a written response will be sent in due course.

**217/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 5<sup>th</sup> NOVEMBER 2020 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor P Samuels, seconded by Councillor Dent unanimously **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 5<sup>th</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.

**218/20/21 FINANCE**

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

It was **RESOLVED** to note.

- b. To advise the following payments in:
- ii. October 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 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to defer to the Full Town Council to be held on Thursday 14<sup>th</sup> January 2021.

- 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.

**219/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

None.

**220/20/21 CORRESPONDENCE**

None.

**221/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Extraordinary Services held on Thursday 12<sup>th</sup> November 2020.

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

It was **RESOLVED** to note with recommendations superseded due to the precept approval process.

**RECOMMENDATION 1:**

53/20/21 FINANCE:

It was resolved to **RECOMMEND** to the Policy and Finance Committee to approve the Services Committee budgets of £606,837.00 representing an 8.4% decrease for 2021/2022 as attached.

It was proposed by Councillor Parker, seconded by Councillor Phillips and **RESOLVED** to approve the recommendation.

**RECOMMENDATION 2:**

- b. To set the fees and charges for the year 2021/2022.

It was resolved to **RECOMMEND** to the Policy and Finance Committee to approve the Services Committee fees and charges 2021/2022 as attached.

It was proposed by Councillor Parker, seconded by Councillor Phillips and unanimously **RESOLVED** to approve the recommendation.

- b. Extraordinary Joint Burial Board held on Thursday 19<sup>th</sup> November 2020.

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

It was **RESOLVED** to note with recommendations superseded due to the precept approval process.

**RECOMMENDATION:**

It was resolved to **RECOMMEND** to the Policy and Finance Committee to approve the Joint Burial Board budget for 2021/2022 as attached.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and unanimously **RESOLVED** to approve the recommendation.

- c. Personnel held on Tuesday 24<sup>th</sup> November 2020.

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

It was **RESOLVED** to note.

**RECOMMENDATION 1:**

**68/20/21 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

3. CilCA Training for the Assistant Town Clerk.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and resolved to **RECOMMEND** that the shortfall in the P & F training budget of £710 be vired from the underspent Service Delivery training budget.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 2:**

### 70/20/21 EMPLOYEE SCALE POINT ADJUSTMENT

It was proposed by Councillor B Samuels, seconded by Councillor Rance and resolved to **RECOMMEND** that scale points for two employees be rectified and implemented appropriately.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 3:**

### 76/20/21 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN

2. The Chairman informed members regarding the forthcoming retirement of a member of staff on the 12<sup>th</sup> March 2021.

It was proposed by Councillor Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND** that the employee be offered early release from 1st January 2021 on the terms and conditions agreed by the Personnel Committee.

It was proposed by Councillor B Samuels seconded by Councillor Peggs and **RESOLVED** to approve the recommendation.

d. Extraordinary Policy and Finance held on Thursday 26<sup>th</sup> November 2020.

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

It was **RESOLVED** to note.

## **RECOMMENDATION 1:**

### 117/20/21 FINANCE

a. To set the Policy and Finance budgets for the year 2021/2022

It was proposed by Councillor Phillips, seconded by Councillor Fox and unanimously resolved to **RECOMMEND** to Full Council the Policy and Finance budget (as attached) for 2021/2022.

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 2:**

- b. To set the fees and charges for the year 2021/2022

It was proposed by Councillor Fox, seconded by Councillor P Samuels and unanimously resolved to **RECOMMEND** to Full Council the P&F fees and charges (as attached) for 2021/2022.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 3:**

- c. To set the level of contingency for the year 2021/2022

It was proposed by Councillor P Samuels, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to Full Council a 5-month level of statutory contingency for 2021/2022 (as attached).

It was proposed by Councillor Fox, seconded by Councillor Peggs and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 4:**

- d. To recommend to Full Council the budgets for the year 2021/2022

It was proposed by Councillor Fox, seconded by Councillor Phillips and unanimously resolved to **RECOMMEND** to Full Council the budgets (as attached) for the year 2021/2022.

It was proposed by Councillor Fox, seconded by Councillor Parker and **RESOLVED** to approve the recommendation.

## **RECOMMENDATION 5:**

- e. To recommend to Full Council the fees and charges for the year 2021/2022

It was proposed by Councillor Yates, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to Full Council the fees and charges (as attached) for the year 2021/2022.

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve the recommendation.



**RECOMMENDATION 6:**

f. To recommend to Full Council the Precept for 2021/2022

It was proposed by Councillor Fox, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to Full Council the 2021/2022 Precept of £1,171,123.00.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve.

**222/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON WEDNESDAY 18<sup>TH</sup> NOVEMBER 2020 AND CONSIDER RECOMMENDATIONS.**

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

It was **RESOLVED** to note.

**RECOMMENDATION:**

**5/20/21 TO RECEIVE A CURRENT STATUS REPORT FROM THE COMMUNITY LINK OFFICER - LOCALISM - CORNWALL COUNCIL.**

It was proposed by Councillor Martin, seconded by Councillor B Samuels and unanimously resolved to **RECOMMEND** to Full Town Council to allocate expenditure to appoint STC Tree Officer to conduct a survey at Victoria Gardens and liaise with Cornwall Council's Tree Officer prior to a full report being produced.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to approve allocated expenditure from the Services budget subject to the Chair of Services approval.

**223/20/21 TO APPOINT A MEMBER TO THE FOLLOWING SUB COMMITTEES:**

a. Town Centre Vision  
(Composition 10. Currently 9 Members in place)

It was proposed by Councillor P Samuels, seconded by Councillor Parker and **RESOLVED** to appoint Councillor Dent.

b. Devolution  
(Composition 10. Currently 9 Members in place)

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Gillies.

**224/20/21 TO CONSIDER COVID-19 UPDATES.**

It was **RESOLVED** to note.

**225/20/21 TO REVIEW STC SERVICES AND OPERATIONAL RECOVERY PLAN - PHASE 3 VERSION 1.1.**

It was **RESOLVED** to approve.

**226/20/21 TO APPROVE THE FEES AND CHARGES FOR 2021/22. THIS WILL BE A RECORDED VOTE.**

It was proposed by Councillor Fox, seconded by Councillor Parker and following a recorded vote of 14 in favour and 2 absent:

Bickford	For
Challen	Absent
Dent	For
Fox	For
Gillies	For
Lennox Boyd	For
Martin	For
Miller	For
Parker	For
Peggs	For
Phillips	For
Pinckney	For
Rance	Absent
Samuels B	For
Samuels P	For
Yates	For

It was **RESOLVED** to approve the fees and charges for 2021/22.

**227/20/21 TO APPROVE THE TOWN COUNCIL BUDGET FOR 2021/22. THIS WILL BE A RECORDED VOTE.**

It was proposed by Councillor Parker, seconded by Councillor Fox and following a recorded vote of 14 in favour and 2 absent:

Bickford	For
Challen	Absent
Dent	For
Fox	For
Gillies	For
Lennox Boyd	For
Martin	For
Miller	For
Parker	For
Peggs	For
Phillips	For
Pinckney	For
Rance	Absent
Samuels B	For
Samuels P	For
Yates	For

It was **RESOLVED** to approve the Town Council budget for 2021/22.

**228/20/21 TO SET THE PRECEPT FOR 2021/22. THIS WILL BE A RECORDED VOTE.**

The Chairman informed any Councillor that has an outstanding Council Tax debt of more than two months is unable to participate in the Precept vote.

It was proposed by Councillor P Samuels, seconded by Councillor Fox and following a recorded vote of 14 in favour and 2 absent:

Bickford	For
Challen	Absent
Dent	For
Fox	For
Gillies	For
Lennox Boyd	For
Martin	For
Miller	For
Parker	For
Peggs	For
Phillips	For
Pinckney	For
Rance	Absent
Samuels B	For
Samuels P	For
Yates	For

It was **RESOLVED** to set the Precept of £1,171,123.00 for 2021/22.

**229/20/21 TO CONSIDER THE DRAFT PRECEPT INFORMATION LEAFLET 2021/22.**

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to defer this item to the Full Council Meeting to be held on Thursday 14<sup>th</sup> January 2021.

**230/20/21** **TO CONSIDER PLYMOUTH CITY COUNCIL'S TRANSFORMING CITIES FUND (TCF) WORKPLACE TRAVEL GRANTS SCHEME.**

Councillor Bickford requested to further investigate the bid funding opportunity for extra cycle storage and electrical charging points to be situated at the Station Building.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that Councillor Bickford submits a proposal for Members consideration to Full Town Council to be held on Thursday 14<sup>th</sup> January 2021.

**231/20/21** **TO RECEIVE THE FIRST DRAFT PROPOSED RESPONSE TO THE NEIGHBOURHOOD PLAN REG 14 CONSULTATION – COUNCILLOR YATES.**

Councillor Yates briefed Members on the Saltash Neighbourhood Plan draft proposed for submission to Cornwall Council.

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to hold an extraordinary meeting at a date to be decided to further discuss the draft Neighbourhood Plan Consultation document.

**232/20/21** **TO RECEIVE AN UPDATE ON PLASTIC FREE – COUNCILLOR PEGGS.**

Councillor Peggs briefed Members on the report provided regarding the Plastic Free Community in Saltash and a proposal for Council to approve the three objectives:

1. Saltash council agrees to put a member on the local Plastic Free Saltash steering group
2. Saltash council agrees to support all Plastic Free Communities initiatives in its area
3. Saltash council pledges to act by example and remove single-use plastic items from its premises and operations

It was proposed by Councillor P Samuels, seconded by Councillor Parker and **RESOLVED** to defer until an internal review is completed by Councillor Peggs and the Administration Office to ensure compliance is achievable to fulfil the pledge.

**233/20/21**    **PLANNING:**

a. Applications for consideration:

None.

b. Tree applications/notifications:

None.

**234/20/21**    **CONSIDERATION OF LICENSE APPLICATIONS:**

None.

**235/20/21**    **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.

**236/20/21**    **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**237/20/21**    **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

238/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Walking and Cycling Scheme

Cornwall Councillor Frank was invited by the Chair to update members on the scheme. Councillor Frank informed Members the current status of the scheme was to look at the second phase of the walking and cycling routes which aims are to improve access to Saltash secondary schools.

It was proposed by Councillor Miller, seconded by Councillor Phillips and **RESOLVED** that Councillor Miller is to further explore a response on behalf of Saltash Town Council.

Window Wanderland

It was proposed by Councillor P Samuels, seconded by Councillor Phillips and **RESOLVED** to approve the attendance of the Town Sergeant to the Window Wanderland event at the weekend of the 5<sup>th</sup> and 6<sup>th</sup> December 2020 to protect the Civic Regalia.

S106 Application – Loudspeakers

The Chair spoke of the successful S106 application which had been previously submitted and approved for the purchase and installation of loudspeakers to be situated on Fore Street. The Chair added that the S106 panel required confirmation of the following conditions:

A contractor to be appointed. The Chair informed Members Clockwork Audio have been appointed.

An application be completed for necessary consent of the speaker's installation and location. The Chair informed Members this had been applied for.

The noise decibel levels be determined. The Chair informed Members this has been determined at 80-85 decibels.

Saltash Town Council will manage the sound system and offer free use to the community upon application and approval, as previously discussed and resolved at the Full Town Council meeting of 5<sup>th</sup> November 2020



It was proposed by Councillor Dent, seconded by Councillor Martin and following a recorded vote of 9 for, 4 abstentions, 1 against and 2 absent:

Bickford	Abstain
Challen	Absent
Dent	For
Fox	Abstain
Gillies	For
Lennox Boyd	For
Martin	For
Miller	For
Parker	Abstain
Peggs	For
Phillips	For
Pinckney	Against
Rance	Absent
Samuels B	For
Samuels P	For
Yates	Abstain

It was **RESOLVED** to comply with the conditions of the S106 application.

**239/20/21 PRESS AND SOCIAL MEDIA RELEASES**

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

1. To further promote the Plymouth City Council's transforming cities fund (tcf) workplace travel grants scheme.

**240/20/21 DATE OF NEXT MEETING**

Thursday 22<sup>nd</sup> December 2020 at 7:00 p.m.

**241/20/21 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: 8:57p.m.

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

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