



Minutes of **The Annual Meeting** of the **Calstock Parish Council**
held on **Wednesday 17 May 2017**,
in the Tamar Valley Centre commencing at **7.00pm**.

Those present were: -

COUNCILLORS -Cllr Alford, Cllr Hoile, Cllr Irons, Cllr Kirk, Cllr Latham (Chair), Cllr Letchford, Cllr McLachlan, Cllr Riggs, Cllr Roberts, Cllr Rooker, Cllr Wakem, Cllr Woolford.
Cllr Flahsman arrived 1930.
Miss Susan Lemon (Clerk),
Miss Clare Bullimore, Deputy Clerk (*minutes*).

85/17 ELECTION OF CHAIR/VICE CHAIR FOR 2017/2018

Proposal: Cllr Latham be elected as Chair, **proposed:** Cllr Alford, **seconded:** Cllr Hoile,
Resolution: Cllr Latham elected (unanimous)

Proposal: Cllr Wakem be elected as Vice Chair, **proposed:** Cllr Latham, **seconded:** Cllr Hoile,
Resolution Cllr Wakem elected as Vice Chair.

Cllr Latham received the Chains of Office and thanked Cllr Alford for his sterling work as Chairman for the Council. She also welcomed the Parish Council's new Councillor, Cllr Robert Riggs.

86/17 DECLARATION OF ACCEPTANCE OF OFFICE/REGISTER OF INTEREST

The Declaration of Acceptance of Office was signed by Cllr Latham and Cllr Wakem and the Register of Interest forms disseminated, signed and collected back in.

87/17 APOLOGIES

Apologies were accepted from Cllr Wells and Cllr Greenwood who were on holiday.

88/17 DECLARTIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

Cllr Roberts explained that he had offered technical advice on Planning Application PA17/02735 but he had no pecuniary interest in the application.

89/17 PUBLIC PARTICIPATION

Two members of the public were present for agenda item 22 (Tamar Way)

90/17 FEEDBACK ON PARISH COUNCIL ELECTIONS FROM CLERK'S OFFICE

The Clerk reported that some local residents had felt that there was not enough information about those standing for Parish elections and as a result had not voted.

91/17 APPROVE MINUTES OF LAST MEETING 12-04-17

Proposal: the minutes be approved **proposed:** Cllr Roberts, **seconded:** Cllr Hoile
Resolution: the minutes were unanimously approved.



92/17 NOTE MINUTES AND ASSOCIATED ACTIONS/EXPENDITURE/RECOMMENDATIONS OF COMMITTEE MEETINGS:

- Planning Committees: 05-04-17, 19-04-17, 03-05-17 – proposed Cllr Hoile, seconded Cllr Roberts
- Cemetery Chapel Project Team: 12-04-17, 26-04-17 – proposed Cllr Hoile
- Amenities Committee, 05-04-17, proposed Cllr Rooker, seconded Cllr Alford

Proposal: all minutes be noted and associated actions/expenditure/recommendations be approved.

Resolution: minutes noted and actions/expenditure/recommendations unanimously approved.

93/17 MATTERS ARISING

Action List

Items outstanding:

- Inventory – Cllr McLachlan to complete in the next two weeks
- Bus Shelters – awaiting a date for the second bus shelter
- Telephone boxes: St Ann’s – undercoat has been applied, Latchley: residents have offered to maintain this one as well.
- Gunnislake additional street enforcement – awaiting a reply.

Neighbourhood Plan

Cllr Rooker explained that Steve Bersford Foster has been appointed as Project Manager for the Neighbourhood Plan and a very productive meeting was held with him recently. The team felt re-motivated. Steve has put together an Action Plan which will be reviewed at each meeting and is keen to see Communication Strategies be in place as soon as possible using social media.

Toilets

One minor issue of the toilet roll holder being taken, otherwise no reports of uncleanliness.

5-Day Planning Update – PA17/02547

Following a 5-day consultation the decision was to support the Planning Officer’s decision as new information on flooding had been brought forward.

94/17 COUNCILLOR ATTENDANCE 2016/2017

Councillor	Attended	Apology received with reason	No Apology
R Alford	11	1	n/a
I Beech	10	2	n/a
M Greenwood	10	3	n/a
R Hoile	10	2	n/a
J Irons	10	1	1
S Jaggard	7	5	n/a
D Kirk	8	4	n/a
K Latham	10	2	n/a
T Letchford	10	1	1
D McLachlan	3	5	4



Mrs J Moore	11	1	n/a
J Roberts	10	2	n/a
Mrs G Rooker	8	4	n/a
J Wakem	11	1	n/a
N Woolford	6	6	n/a
M Wright	3	8	1
M Yates	3	7	2

95/17 APPOINTMENT OF MEMBERS TO ALL COMMITTEES

Amenities: Cllrs Hoile, Roberts, Letchford, Riggs, Wakem, Kirk, Woolford, Alford, Latham

Cemetery Chapel: Cllrs Hoile, McLachlan, Iron, Kirk, Latham

F&GPP: Cllrs Hoile, Rooker, Roberts, McLachlan, Irons, Wakem, Kirk, Woolford, Alford, Latham

Neighbourhood Plan: Cllrs Hoile, Rooker, Roberts, Letchford, Wakem, Woolford, Alford, Latham, Riggs

Recreations: Cllrs Roberts, McLachlan, Irons, Wakem, Woolford, Alford, Greenwood

Burials: Cllrs Rooker, Alford, Woolford, Greenwood

Footpaths: Cllrs Rooker, McLachlan, Riggs, Wakem, Woolford, Greenwood

96/17 APPOINTMENT OF CHAIRMAN TO EXISTING/NEW COMMITTEES

Burials: Cllr Greenwood (proposed Cllr Hoile, seconded Cllr Rooker)

Footpaths: Cllr Greenwood (proposed Cllr Hoile, Cllr Rooker)

Recreations: Cllr Woolford (proposed Cllr Hoile, seconded Cllr Latham)

Planning: Cllr Alford (proposed Cllr Hoile, seconded Cllr Woolford)

Amenities: Cllr Latham (proposed Cllr Hoile, seconded Cllr Alford)

F&GPP: Cllr Hoile (proposed Cllr Rooker, seconded Cllr Kirk).

97/17 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

Proposal: The TOR's are agreed at the Committee meetings and recommended to the Full Council (unanimous support).

98/17 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL

ORGANISATION	COUNCILLOR REPRESENTATIVE(S)
Archive Trust	Cllr Irons (Trustee)
Caradon Community Network	Cllr Latham, Miss S Lemon (Clerk)
CALC – Larger Local Council (LLC) Meetings	Cllr Latham, Miss S Lemon (Clerk)
Cornwall Council Planning Partnership	Cllr Roberts
Delaware Community Learning Centre (DCLC)	<i>deferred</i>
Devon and Cornwall Rail Partnership	Cllr Kirk & Cllr Woolford
Harrowbarrow Hall Committee	Cllr Roberts
Kit Hill Advisory Forum	Cllr McLachlan
Port of Plymouth Marine Liaison Committee (PPMLC)	Cllr Latham
Tamar Valley AONB	Cllr D Kirk
Tamar Valley Centre	Miss S Lemon (Clerk)



99/17 CONFIRMATION OF ARRANGEMENTS OF INSURANCE COVER IN RESPECT OF ALL INSURED RISKS AND APPROVAL OF INSURANCE RENEWAL POLICY

Proposal: The Parish Council approve the insurance cover with Zurich which is a three-year deal, costing £2958.02 this year (already in place)

Proposed: Cllr Hoile, **seconded:** Cllr Rooker, **unanimous support**

100/17 ANNUAL INSURANCE PREMIUM TO BE APPROVED – THREE YEAR DEAL WITH ZURICH

Approved as in previous agenda item

101/17 INSTRUCT F&GPP TO REVIEW THE FOLLOWING POINTS AND MAKE RECOMMENDATIONS ON EACH TO THE COUNCIL:

- Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- Review and adoption of appropriate standing orders and financial regulations
- Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities
- Review of inventory of land and assets including buildings and office equipment
- Review of the council's and/or staff subscriptions to other bodies
- Review of the council's complaints procedure
- Review of the council's procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- Review of the council's policy for dealing with the press/media

Proposal: This is delegated to F&GPP (proposed: Cllr Hoile, Seconded Cllr Kirk) **unanimous support.**

102/17 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING

It was agreed to keep to the same timescale and that Full Council meetings will remain on the 2nd Wednesday of the month. The Parish Meeting for this year will be on Wednesday 31 May 2017 at 7.00pm.

103/17 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT

Helen Dowdall carried out the Internal Audit and found no issues with the standard of financial recording and auditing.

104/17 CERTIFY THAT THE YEAR ENDED 31 MARCH 2017 ACCOUNTING STATEMENTS IN THIS ANNUAL RETURN PRESENT FAIRLY THE FINANCIAL POSITION OF THIS SMALLER AUTHORITY AND ITS INCOME AND EXPENDITURE

Proposed: the annual return be approved (proposed Cllr Hoile, seconded Cllr Irons)

Unanimous agreement: the annual return was signed off.



105/17 POLICE REPORT

The PCSO, Joanne Addems had sent through a report of crimes reported from 09/04/17 – 17/05/17:

Common Assault	Delaware Road	Victim not supporting further Police action
Harassment	Delaware Road	Offender Identified and Charged
Criminal Damage	Harewood, Calstock	Filed No Suspects
Dog out of control	Harrowbarrow	Victim not supporting further Police action
Burglary	St Ann’s Chapel	Under Investigation
Theft	St Ann’s Chapel	Under Investigation
Assault	The Quay, Calstock	Under Investigation
Assault	Honicombe Park	Filed No Suspects
Assault	All Saints Park	Victim not supporting further Police action
Theft	Woodland Way	Under Investigation
Criminal Damage	Dimson	Filed
Criminal Damage	Russell Close	Victim not supporting further Police action
Attempt Burglary	St Ann’s Chapel	Under Investigation
Theft fm. Motor Vehicle	St Ann’s Chapel	Filed. No suspects
GBH	Fore St, Calstock	Under Investigation
Criminal Damage to Vehicle	St Ann’s Chapel	Under Investigation

106/17 NEW CORRESPONDENCE

Harrowbarrow and Metherell Community Association: the Parish Council were thanked by the association for repairs done to the zip wire. The Chairman of the Association will ask whether a financial contribution can be made to the Parish Council towards expenses.

Gunnislake Public Hall- Cornwall Council have communicated that the Devolution Grant that had been applied for has been successful but still waiting for the money to show up: the Parish Council will be the accountable body

Devolution Fund – Steve Foster, Cornwall Council, confirmed that the application for £5000 was successful and he is

107/17 POP UP SHOP IN CALSTOCK – FRAN WALKER, PARISHIONER

Fran Walker was absent but Cllr Hoile explained to the Council that a public meeting had been held about what the village would like in the form of a shop. Over 150 people turned up and a report is currently being written from the findings. Cllr Kirk has also been in touch with Premier Stores in Gunnislake who may be able to be involved.

108/17 RECOMMENDATION FROM NEIGHBOURHOOD PLAN COMMITTEE THAT THE COUNCIL APPROVES THE PROPOSED BUDGET TO PRODUCE THE PLAN AND MOVES THE £25,000 FROM ITS EARMARK RESERVES TO THE COMMITTEE BUDGET AND ADDS AN ADDITIONAL £5,000 TO THE BUDGET FROM THIS YEAR’S ACCOUNTS TO ACT AS CONTINGENCY



Cllr Hoile reminded the Council that they had approved the spending of £6500 for a Project Manager for the Neighbourhood Plan and that the Strategy Board would be able to manage their own budget in line with the usual financial constraints. The Project Manager had also listed other expenditure required in order to support the writing of the Plan which amount to £25,370 (if the Project Manager were required to write the plan, this would be an additional amount). There is £25,000 in earmarked reserves already for this.

Proposal: a further £5000 is taken from the reserves to give the Neighbourhood Plan Board £30,000 for the writing of the plan on the proviso that the group must try to obtain grants from the Government (between £9000 - £16,000 may be available). **Proposed:** Cllr Hoile, **Seconded:** Cllr Latham.

Resolution: the recommendation unanimously approved.

109/17 RECOMMENDATION FROM AMENITIES THAT AFTER MAY 24TH, 2017 THE COUNCIL PROVIDES 4 FREE MOORINGS ON THE RIVER FOR USE BY VISITING VESSELS WITH A MAXIMUM STAY OF 24 HOURS AT A COST OF £750 PER MOORING IN THE FIRST YEAR AND £250 PER MOORING IN SUBSEQUENT YEARS. AN INVITATION HAS BEEN ISSUED TO THE BOATYARD TO PROVIDE THE COUNCIL WITH A PRESENTATION AT THE NEXT MEETING.

Cllr Hoile reminded the Council that at the last meeting it was discussion that 4 moorings could be provided for public use (24 hours) to encourage more people to visit Calstock and offer an alternative to the pontoon.

Proposed: the Council provides 4 free deep rooted moorings on the river at a cost of £750 per mooring in the first year and £250 per mooring in subsequent years. **Proposed:** Cllr Hoile, **Seconded:** Cllr Rooker.

Resolution: the proposal was approved.

110/17 FOSTERS FIELD UPDATE

Cornwall Council have said that if the Parish Council take over Fosters Field they must also take responsibility for the access road. There was discussion about how much the road may cost to maintain (unknown at this time) and whether an agreement could be put in place to protect against land collapse.

Proposal: The Parish Council take ownership of Fosters Field. **Proposed:** Cllr Wakem, **Seconded:** Cllr Latham

Resolution: The Parish Council take ownership of Foster Field (2 abstentions).

111/17 5 DAY PLANNING CONSULTATION: PA17/02735 (HANDEL WOOD)

The Clerk reminded the Parish Council that they had supported this application. Cornwall Council have refused it, Cllr Kirk is willing to take it to the South-East Cornwall Planning Committee.

Proposal: Cllr Kirk to support at SE Cornwall Planning Committee, **proposed:** Cllr Latham, **seconded:** Cllr Kirk, unanimous support.



112/17 GENERAL POWER OF COMPETENCE: “THE COUNCIL RESOLVES FROM 18 MAY 2017, UNTIL THE NEXT RELEVANT ANNUAL MEETING OF THE COUNCIL, THAT HAVING MET THE CONDITIONS OF ELIGIBILITY AS DEFINED IN THE LOCALISM ACT 2011 AND THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012 NO. 965, TO ADOPT THE GENERAL POWER OF COMPETENCE”.

Cllr Hoile explained that without the General Power of Competence, the Parish Council can only make decisions and spend money where there is a specific power to do so. Once General Power of Competence is approved the Council can act as an individual would. To gain the GPC 2 conditions are required: two thirds of the Councillors are elected and the Clerk is qualified. The Parish Council is now in a position where at least two thirds of its members are elected and both the Clerk and Deputy Clerk are now qualified having passed the Certificate in Local Council Administration. The Power will stay in place until the next election in 2021.

Proposal: The Parish Council resolves from 18-05-17, until the next relevant Annual Meeting of the Council, that - having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) (prescribed conditions) order 2012 No. 962 - to adopt the General Power of Competence. **Proposed:** Cllr Hoile, **seconded:** Cllr Wakem

Resolution: The General Power of Competence is adopted by Calstock Parish Council (unanimous).

113/17 CORNWALL COUNCIL REPORT

Cllr Flashman

Cllr Flashman explained that no administration is in place in Cornwall Council at present.

Cllr Kirk

Cllr Kirk reiterated what Cllr Flashman had stated with the Conservative Group being the largest group but without a majority. However, Cllr Kirk had the following to report locally:

Woodland Way/Rodda Close: Cllr Kirk walked around these sites with a Housing Officer and a Surveyor. She reported that not all grass cutting had been done satisfactorily and some vegetation is intruding onto the path and trees are overhanging at the back of Woodland Way and need cutting back.

Kingswood Road path – there is still controversy about the use of this path and the footpath is overgrown, she is pursuing this

Tamar Way – as previously mentioned Cllr Kirk is pursuing the issue of Tamar Way which is not listed as a public right of way but has de facto been used and mapped as a road since mapping began. The track is in a poor state of repair but Cornwall Council have stated that if they recognise it as a footpath they will close it due to its poor state. Cllr Kirk has contact Cornwall Council’s legal services and Will Glassup from Cormac who suggested she approach Highways. Cllr Kirk continues to look into this.

Sandhill – the pinch point on Sandhill produced inconclusive results as far as Nitrogen Dioxide levels were concerned but she has been told by local people that lorries could drive more freely and people in Alma Terrace could get in and out of their cars more readily so felt it was worth pursuing to have a pinch point permanently instated.



Tamar Valley Line Forum- Cllr Kirk attended a forum meeting last week, it was reported that numbers of people using the line continue to rise. It seems unlikely that the re-opening of the Tavistock/Bere Alston line will go ahead very soon as both officers working in Devon on the project have moved on and the cost of the project are escalating. Cornwall Council have produced an extra £5000 to match the devolution fund's £5000 for a study of the economic importance to Calstock and Gunnislake of the Tamar Valley Line.

South East Cornwall Community Action Plan – this Plan does not take Calstock Parish into account. It was suggested that Corinna Woodall (from the AONB) is invited to a meeting to explain the Plan as she is the area's only representative.

114/17 ACCOUNTS

Proposal: the accounts be approved, **proposed:** Cllr Hoile, **seconded:** Cllr Alford

Resolution: the accounts were approved.



May-17			
Already Paid			
UK Fuels	DD	Pearce's April fuel bill	131.65
Salaries and wages	TFR	bank transfers – 12 May 2017	6982.47
Cornwall Council	DD	Business rates Toilets Gunnislake	157.00
Cornwall Council	DD	Business rates Toilets Calstock	5.00
Cornwall Council	DD	Business Rates Car Parks Gunnislake	138.00
Cornwall Council	DD	Business Rates Car parks Harrowbarrow	158.00
Cornwall Council	DD	Business Rates car parks Calstock BR	100.00
Cornwall Council	DD	Business Rates TVC Office	105.00
British Gas	DD	Electric toilets calstock	28.61
British Gas	DD	Gas bill albaston chapel	49.80
British Gas	DD	Electric toilets gunnislake 1/4	57.31
British Gas	DD	Electric toilets calstock monthly	27.72
Biffa	DD	Waste Collection	44.16
Google	DD	Web site services	2.75
o2	DD	4 X MOBILES	91.87
Voip phone	DD	2 X WORK PHONES	4.80
EDF	DD	Workshop 1/4ly	37.00
Ford van leases	DD	Courier and Custom	533.02
South West Water	DD	Calstock Toilets	96.50
South West Water	DD	Gunnislake Toilets	96.00
South West Water	DD	St Anns Playing Fields	27.07
South West Water	DD	Albaston burial ground	19.40
Richard Hoile	TFR	IT Support (included in bank transfers)	150.00
ROSPA	BACS	Playground inspections	340.20
MJ Troup	BACS	Calstock car park repair	866.40
MJ Troup	BACS	Gunnislake car park wall repair	950.40
Greenhams	vis	Toilet cleaner and urinal blocks	55.40
PSP	VISA	Extra driver for van Pete Bluett	6.39
Chris Canham	bacs	cistern part for mens toilets Gunni	300.00
Metric	BACS	Ticket machine contract	435.60
Skyguard	BACS	Lone officer protection	207.36
Tavistock News	visa	2 x adverts for co option	324.00
Mower Magic	pay pal	4 x stihl brushcutter heads	45.83
Calstock Church path	BACS	Funding towards the path	1500.00
To be paid			
J Pote	CHQ	Grasscutting Harrowbarrow	200.00
Colins of Callington	CHQ	dish cloths and bleach	6.55
Perfect Pastures	CHQ	Grass cutting contract	1372.59
CALC Membership	CHQ	Membership	1639.76
Zurich	CHQ	LCAS Renewal	114.00
Viking	CHQ	ink and paper	237.11
Trewartha Gregory and Doidge	CHQ	various	78.77
Cornwall Council	CHQ	Rent for office April - Sept	1705.00
Cornwall Council	CHQ	CCTV Installation	798.45
Zurich Insurance	CHQ	Renewal for Insurance	2958.02
J Roberts	CHQ	Councillor expenses	110.00
Harrowbarrow & metherall Play group	CHQ	Community chest funding	100.00
Roger Alford	CHQ	Chairmans Allowance	450.00
			23844.96

115/17 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

None

116/17 DATES OF FUTURE COMMITTEE MEETINGS

- Footpaths – meet at Tamar Way, 24-05-17, 6.00pm
- Planning – 24-05-17, 7.00pm
- Co-option Interviews – 24-05-17 after Planning
- Recreations – 31-05-17, 6.00pm



- Annual Parish Meeting – 31-05-17, 7.00pm
- Amenities – 07-06-17, after Planning
- F&GPP – 21-06-17 after Planning
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117/17 URGENT INFORMATION

None

There being no further business the meeting closed at 2045.

Signed (Chairman)

Dated