



Minutes of **THE ANNUAL Meeting** of the **Calstock Parish Council**  
held on **Wednesday 09 May 2018**,  
in the Tamar Valley Centre commencing at **7.00pm**.

Those present were: -

**COUNCILLORS** -Cllr Alford, Cllr Beech, Cllr Kirk, Cllr Latham (Chair), Cllr Letchford, Cllr Polglase, Cllr Riggs, Cllr Roberts, Cllr Tinto, Cllr Wells, Cllr Wilkes. Miss Clare Bullimore, Deputy Clerk (minutes).

**102/18**            **ELECTION OF CHAIR/VICE CHAIR FOR 2018/2019**

**Proposal:** Cllr Latham remains as Chairman for the next year

**Proposed:** Cllr Wilkes, **Seconded:** Cllr Wells

**Resolution:** Cllr Latham is re-elected as Chairman for 2018/2019 – unanimous.

**Proposal:** Cllr Wakem remains as Vice Chairman for the next year

**Proposed:** Cllr Alford, **Seconded:** Cllr Latham

**Resolution:** Cllr Wakem remains as Vice Chairman for the next year – unanimous.

**103/18**            **APOLOGIES**

Apologies were accepted from Cllr Greenwood, Cllr McLachlan and Cllr Rooker and the Clerk, Sue Lemon.

**104/18**            **DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS**

None

**105/18**            **PUBLIC PARTICIPATION**

None

**106/18**            **APPROVE MINUTES OF LAST COUNCIL MEETING – 11-04-18 & EGM 02-05-18**

**Proposal/Resolution:** the minutes be approved (**Proposed:** Cllr Wilkes, **seconded:** Cllr Letchford, approved unanimously).

**107/18**            **NOTE MINUTES AND ASSOCIATED ACTIONS/  
EXPENDITURE/RECOMMENDATIONS OF COMMITTEE MEETINGS:**

**Proposal/Resolution:** all minutes be noted, and associated actions/expenditure/recommendations be approved (proposed: Cllr Wilkes, seconded: Cllr Beech – unanimously supported)

- Planning Committee- 18-04-18 & 02-05-18
- Neighbourhood Plan Committee – 27-03-18 & 24-04-18
- Recreations Committee – 18-04-18
- Cemetery Chapel Working Group (site visit notes) – 19-04-18
- Burial Board – 25-04-18
- Personnel Committee – 24-04-18
- F&GPP – 11-04-18 & 25-04-18



## **108/18            MATTERS ARISING**

### White Hart Inn, Chilsworthy

A referral was made to Planning Enforcement but as the activities advertised are not actually taking place on site there is no change of use, so the case has been closed. Any concerns over birds should be referred to animal/bird welfare agencies. The parishioner has been emailed who raised the concerns.

### Insurance Cover

As approved at the last meeting, the insurance cover is in place for the next year.

## **109/18            NEW CORRESPONDENCE**

### Minerals Consultation

Following a consultation some time ago, there is now a consultation document on the Schedule of Modifications to the Cornwall Minerals Safeguarding Development Plan Submission Document – *information only*.

### Letter of support for the Lynher Barge

Barbara Bridgman has written to ask whether the Parish Council will write a letter of support for their application to the LEADER project to carry out refurbishments on the Lynher Barge – unanimously supported.

### HLF Final Payment

A final payment of £2590 has been received from HLF

### Ernest Terrel

The Clerk was contacted by Mr Len Jones to ask if the whereabouts of a portrait of a mining engineer could be located: Mr Ernest Terrel – at some point the portrait had hung in the Young Men's Institute. Contact had already been made with the Gunnislake Village Hall and the Parish Archives to no avail. Unfortunately, nobody had any information.

### Civic Service, Callington, 13-05-18

Cllr Latham is able to attend this

### Historic England Registering Albaston War Memorial

Historic England have applied to have Albaston War Memorial listed as a Building of Special Architectural or Historic Interest. This news was welcomed and prompted a discussion about marking the 100<sup>th</sup> anniversary of the great war. Cllr Wilkes offered to lead a working group to look at whether a bigger event than usual can be organised and see if the Parish Council can work with the Archives if they are planning an exhibition.

NJC Pay Scales 2018 – this was unanimously agreed to be delegated to the Personnel Committee

Gunnislake Community Matters and Calstock Christmas Lights Grant Request – both organisations have completed the recently approved Grant Policy and Application Form – this was delegated to the Finance Committee.

Boundary Commission Consultation – the consultation period has been extended to 15 weeks, running from 05 June – 17 September 2018.

## **110/18            COUNCILLOR ATTENDANCE**

The attendance was noted



Councillor	Attended	Apology received with reason	No Apology
R Alford	12		
I Beech	8	3	
M Greenwood	11	1	
B Hughes	6	1	4
J Irons	10	2	
D Kirk	11	1	
K Latham	12		
T Letchford	7	5	
D McLachlan	7	1	4
A Polglaze	2		
R Riggs	11		
J Roberts	7	5	
G Rooker	8	4	
A Tinto	7	4	
J Wakem	10	2	
J Wells	7	5	
C Wilkes	7	3	1
N Woolford	6	6	

**111/18      DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING**

**Proposal/Resolution:** to hold all Council Meetings and Committee Meetings on a Tuesday evening – proposed: Cllr Wells, seconded: Cllr Alford – unanimous support.

A list of dates will be circulated, with the move to a Tuesday starting in June 2018.

**112/18      APPOINTMENT OF MEMBERS TO ALL COMMITTEES**

A Personnel Committee has been set up and the Amenities Committee deals with ‘general purposes’ so it was suggested that F&GPP be called a Finance Committee. Cllr Kirk raised concern over how a grievance would be carried out. Cllr Tinto explained the policy which had previously been approved by Full Council.

**Proposal:** the F&GPP Committee becomes a Finance Committee – proposed: Cllr Tinto, seconded: Cllr Wilkes.

A list will be circulated with Councillors’ choice of Committees (to include those absent from tonight) and approved at the next Council meeting.

**113/18      APPOINTMENT OF CHAIRMAN TO EXISTING/NEW COMMITTEES**

To be done as first agenda item at the next Committee Meeting.

**114/18      REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES**



To be delegated to the Personnel Committee (proposed: Cllr Tinto, seconded: Cllr Wilkes).

**115/18            REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES**

<b><i>Organisation</i></b>	<b><i>Councillor Representative(s)</i></b>
<b>Archive Trust</b>	Cllr Irons (Trustee)
<b>Caradon Community Network</b>	Cllrs Latham and Miss S Lemon (Clerk)
<b>CALC – Larger Local Council (LLC) Meetings</b>	Cllr Latham and Miss S Lemon (Clerk)
<b>Cornwall Council Planning Partnership</b>	Cllr Roberts
<b>Delaware Community Learning Centre (DCLC)</b>	Cllr Beech
<b>Devon and Cornwall Rail Partnership</b>	Cllr Kirk
<b>Harrowbarrow Hall Committee</b>	Cllr Roberts
<b>Kit Hill Advisory Forum</b>	Cllr McLachlan and Cllr Roberts
<b>Port of Plymouth Marine Liaison Committee (PPMLC)</b>	Cllr Latham
<b>Tamar Valley AONB</b>	Cllr D Kirk
<b>Tamar Valley Centre</b>	Miss S Lemon (Clerk)
<b>Tamar Valley Line Forum</b>	Cllr Kirk, Cllr Wells, Cllr Alford

**116/18            INSTRUCT THE PERSONNEL COMMITTEE TO REVIEW THE FOLLOWING POINTS AND MAKE RECOMMENDATIONS 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/Resolution:** The Personnel Committee to review and report back to the Council (proposed: Cllr Wilkes, seconded: Cllr Latham – 2 abstentions, all others in favour).

**117/18            APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT**

Helen Dowdall carried out the audit and found no issues.

**Proposal/Resolution:** The Chairman sign the Annual Governance and Accountability Return form (proposed: Cllr Wilkes, seconded: Cllr Wells).





**119/18**            **CLERKS INFORMATION**

None

**120/18**            **CALSTOCK FLOOD DEFENCE**

Cllr Tinto reported that the Environment Agency has submitted a Pre-App to Cornwall Council and the Principal Development Officer, in response, has referred to the 'public right of way' and 'footpath' and suggests that if this were protected planning permission may not be required.

**121/18**            **POLICE REPORT**

PCSO has not been able to provide a report for this month.

**122/18**            **5 DAY PLANNING CONSULTATIONS**

None

**123/18**            **NEIGHBOURHOOD PLAN UPDATE**

The NDP has been submitted to Cornwall Council for comments and feedback on further screening.

**124/18**            **TOILETS UPDATE**

Some minor damage had been done to the cistern, but the plumber has fixed the problem.

**125/18**            **FOSTERS FIELD UPDATE**

The Clerk has been in contact with Steve Foster from Cornwall Council. The Parish Council will need to decide whether to lease the land in perpetuity from Cornwall Council or go for a freehold. There are issues around mining and liability if a mine opens up. The Clerk is waiting to hear back from the school as to how much they pay for grass to be cut. The Clerk has arranged for our grass contractors to include this at no extra cost to the Parish Council.

**126/18**            **WOODLAND WAY CENTRE UPDATE**

Cllr Kirk reported that senior managers in Cornwall Council are trying to find the money that is owed to the Woodland Way, but it should be available imminently.

Cllr Wilkes expressed gratitude to Cllr Greenwood for his Chairmanship and Cllr Kirk for pursuing the money with Cornwall Council.

**127/18**            **CORNWALL COUNCIL REPORT**

Stadium for Cornwall

This has now been approved by Cornwall Council.

Bridge View Nurseries

Still no news on this application

Transport Portfolio Holder



Cllr Kirk continues to raise the issue of road improvements and that the A390 should be considered in any discussions around A38 improvements. A traffic survey is due to take place in Gunnislake although the objective is not clear.

Economic Viability of the Tamar Valley Railway Line

The report should be published in May but so far there has been no launch which is a bit disappointing.

110<sup>th</sup> Anniversary for Tamar Valley Line

Cllr Kirk will be attending a commemorative event to celebrate the line’s 110<sup>th</sup> anniversary.

Roadworks at St Ann’s Chapel

There had been much concern about the roadworks in St Ann’s Chapel, especially for the loss of business Blades barbers endured.

Children and Families Scrutiny Committee

There is a recommendation to form an in house alternative delivery model for children and family’s services.

**128/18                    REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS**

Cllr Beech – reminded people that Tesco are running a fundraising appeal and DCLC is currently one of the potential recipients.

Parish Councils can apply for funding through Tesco and the Co-operative each year for community projects.

**129/18                    APPROVE ACCOUNTS**

**Proposal/resolution:** to approve the accounts (proposed: Cllr Wilkes, seconded: Cllr Tinto – unanimous).

**130/18                    DATES OF FUTURE COMMITTEE MEETINGS**

CWWP – 16-05-18, 6.00pm

Personnel – 19-06-18, 1.00pm

**131/18                    URGENT INFORMATION**

Chairman’s Dinner – fish and chips after Planning Committee, 16-05-18 – menu to be circulated.

The meeting closed at 8.00pm

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Signed ..... (Chairman)

Dated .....



## May 2018 Accounts

May-18			
UK Fuels	DD	Pearce's April fuel bill	241.05
Salaries and pensions	TFR	bank transfers – 11 May 2018	7610.99
Cornwall Council	DD	Business rates Toilets Gunnislake	162
Cornwall Council	DD	Business rates Toilets Calstock	141
Cornwall Council	DD	Business Rates Car Parks Gunnislake	126
Cornwall Council	DD	Business Rates Car parks Harrowbarrow	156
Cornwall Council	DD	Business Rates car parks Calstock BR	105
Cornwall Council	DD	Business Rates TVC Office	108
British Gas	DD	Electric toilets calstock monthly	58.07
British Gas	DD	Electric toilets Gunni 1/4ly	67.36
British Gas	DD	Albaston chapel	60.16
EDF Energy	DD	Pavillion Bealswood road	19.66
EDF Energy	DD	Workshop	53.17
EDF Energy	DD	Albaston chapel	38
Biffa	DD	Waste Collection	55.2
Google	DD	Web site services	2.75
Perfect Pastures	BACS	Grass cutting contract	1392.29
o2	DD	4 X MOBILES	99.24
Voip phone	DD	2 X WORK PHONES	10
Ford van leases	DD	Courier and Custom	539.02
South West Water	DD	Calstock Toilets	153.04
South West Water	DD	Gunnislake Toilets	401
South West Water	DD	St Anns Playing field	5.68
South West Water	DD	Burial Ground Calstock	0.63
Greenhams	VISA	pine disinfectant	23.88
HMRC	VISA	PAYE National Insurance	4470.64
Sparling recycling	Visa	Refuse from allotments	128
Community Rights	BACS	Repayment of NP grant (unused)	3442.4
JISC Services	BACS	Domain name for Council	80
Radmore & Tucker	VISA	Mower and strimmer	911.26
Callington Garden Machinery	BACS	Chainsaw repairs	124.02
Glasdon Uk Ltd	bacs	Dog bin Rising Sun	103.82
Metric Ltd	BACS	Gunnislake ticket machine maintenance	444.96
J Pote	BACS	Grass cutting Harrowbarrow	200
GB Tool Hire	visa	urinal blocks jumbo toilet roll	40.98
			21575.27
Neighbourhood Plan			
Cemetery Chapel			
Ear Marked reserves			