



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 09 October 2018**,
in the Tamar Valley Centre commencing at **7.00pm**.

Those present were: -

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

239/18 **CHAIRMAN'S OPENING REMARKS**

Cllr Latham welcomed everybody. In line with GDPR and local government legislation; members were reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime and Disorder; Health and Safety and Human Rights. She asked people to speak clearly and explained that all meetings may be recorded covertly or overtly.

240/18 **APOLOGIES**

Miss Lemon (Clerk).

241/18 **DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS**

Cllr Polglase explained that item number 19 is to do with her own business but it would be for the benefit of the community.
Cllr Wells explained that his wife will be speaking in item 23.

242/18 **PUBLIC PARTICIPATION**

Mr Harding – to speak during item 7: Matters Arising
Mrs Wells – to speak during item 23: St Ann's Play Park

Mr Sillitoe addressed the Parish Council to explain he is applying for funding from Sport England for the Tamar Valley Nomads Canoe Club to help - predominantly - with marathon canoe racing events.

243/18 **APPROVE MINUTES OF LAST COUNCIL MEETING – 11-09-2018**

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

244/18 **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 Wells).

- Amenities Committee – 11-09-18



- Planning Committee – 18-09-18 & 02-10-18
- Finance Committee – 12-09-18
- Cemetery Chapel Working Party – 11-09-18
- Remembrance Day Working Party – 02-10-18
- Personnel Committee – 02-10-18

245/18 MATTERS ARISING

Section 106 Monies – latest correspondence

A further letter has been sent to Cllr Egerton highlighting that the issues of transparency and decision-making processes have still not been made clear. Cllr Kirk reported that she contacted Bruce Forrest who is the officer designated to represent this area on the Plymouth Estuaries Forum and he visited Cllr Kirk who showed him the riverside path at Calstock; she also told him of the plans for St Ann’s Chapel park.

Gambling Act Consultation

No further action.

Response to Mr Harding

The Clerk had sent a letter with further information to Mr Harding following the last Council meeting. Mr Harding addressed the Council. He explained that it was always his intention to look at the audit trails for the system rather than personalise councillors. He felt the system did not give a good impression of the Chair as the minutes did not contain all relevant information. Mr Harding said he would like the Chair to remain on the NDP Committee because she is hard working. He pointed out that NDP minutes had contained the wording ‘resignation’ from a Committee not ‘withdrawal’ which also led to misunderstanding. Mr Harding feels the public would be interested if Councillors resigned and this should be better publicised. He acknowledged that the Code of Conduct had been sent to other Parishes and felt that staff have taken the blame for issues on the website when previously one person administered it.

Gunnislake Football Club

The Deputy Clerk confirmed that she and Cllr Woolford have contacted Gunnislake football club who confirmed that they are generally happy with the new pitch (there are some issues with grass cutting but the Clerk will look into this). They were not forced out of Gunnislake and will approach the Parish Council with any concerns or requests. Cllr Woolford also said that there are working showers at the new site. The Deputy Clerk will respond to Mrs Ely who raised the issues at the last meeting.

246/18 NEW CORRESPONDENCE

Gunnislake GLAD – a letter was received thanking the Parish Council for temporary use of the Albaston Cemetery Chapel to store costumes in.

Gunnislake Community Matters – email received from Mr Hanley thanking the Parish Council for offering a grant of up to £400 for the cost of a new shed. However, he asked the council whether they would consider allowing the Gunnislake pavilion at King George V field to be used as a village store or the storage underneath the Albaston Cemetery Chapel now that GLAD no longer require this – agreement that this is discussed at the next Amenities Committee.



Email from Mr Harding – an email had been received from Mr Harding acknowledging receipt of a letter and information from the Clerk.

Letter of support for Tamar Valley Nomads Canoe Club – the Parish Council unanimously agreed that a letter of support should be written (Deputy Clerk to action).

247/18 STANDING ITEM – CLERK’S INFORMATION/TRAINING

Email system – Cllr Polglase has set up a few more councillors on the new email system but at least 7 councillors are still not linked to the new system. It is now costing the Parish Council extra money as our support package deadline has expired (and the agreed extension of this date). Councillors were urged to liaise with Cllr Polglase as a matter of urgency.

Dropped kerb – Cllr Polglase had asked whether a kerb could be dropped in The Adit, Calstock, for wheelchair access. It was agreed that further information and full costings are required for this and should be given to the Finance Committee for consideration.

Application for LEADER funding – acknowledgement that the application has been received but an email came through earlier highlighting further information that is required – Deputy Clerk to action

Localism Summit – Cllr Polglase is interested in attending the Localism Summit in Bodmin on 01-11-18: Deputy Clerk to book.

248/18 STANDING ITEM – CALSTOCK FLOOD DEFENCE

Cllr Tinto explained that the working group looking at the Public Right of Way along Calstock River path is trying to prove the path is an historical right of way which would mean Cornwall Council taking responsibility for it. The Tamar Community Trust are likely to take on the responsibility of maintaining the breach. Section 106 monies may be available to help with the ongoing associated costs of this. Cllr Tinto reported that a community meeting will be held on 27-10-18 from 2.30pm – 4.30pm to launch the partnership and share further information. Cllr Latham thanked Cllr Tinto for his work in driving this forward and to Cllr Kirk for trying to secure 106 monies for this project.

249/18 POLICE REPORT

The PCSO was unable to provide a report this month.

250/18 STANDING ITEM: 5 DAY PLANNING CONSULTATIONS

None.

251/18 STANDING ITEM: TOILETS UPDATE

There are still some incidents in the toilets at Gunnislake, as a result the Amenities Committee agreed that the toilets should be locked at night as they were last winter and closed over the Christmas period – this was approved with no comments. Some community members are helping with this for which the Parish Council are very grateful.

252/18 STANDING ITEM: FOSTERS FIELD UPDATE

The Localism Team Lead, Scott Sharples has paperwork to sign off for this.



253/18 STANDING ITEM: WOODLAND WAY CENTRE UPDATE

Cllr Kirk reported that the money is still not forthcoming for this, but she is continuing to follow it up.

254/18 STANDING ITEM: CORNWALL COUNCIL REPORT – CLLR KIRK

Newbridge, Gunnislake

Cllr Kirk reported that she was very dissatisfied with the road signs warning of the closure of the bridge and although she received an apology she did not feel this compensate for the chaos that ensued on the first day of the bridge closure.

Sand Hill Park

Cllr Kirk has met with residents to discuss problems with overgrown trees and drainage issues.

Cornwall Council

There is still debate about the taking over of children's services foreseen in the 'One Vision' document. The cabinet recommend that a new directorate is formed but no decision has been made.

South West Water

South West Water emailed Cllr Kirk to say that they would replace the manhole covers with screw down covers but there is no budget for this. Cllr Kirk asked for support from the Parish Council as the covers are a hazard at the moment as children are lifting them and climbing into the drains. Deputy Clerk to write a letter of support.

255/18 STANDING ITEM: REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OR OTHER ORGANISATIONS

Cllr Beech reported that the AGM for the Delaware Community Learning Centre is next week which he will be attending, and he will report back at the next Parish Council meeting.

256/18 STANDING ITEM: APPROVE ACCOUNTS

Proposal/resolution: to approve the accounts (proposed: Cllr Rooker, seconded: Cllr Beech – unanimous).

257/18 PROPOSAL FOR FREE WIFI IN THE VILLAGE CENTRES – CLLR POLGLASE

Cllr Polglase has done some initial costings for Gunnislake and Calstock. It was agreed that she liaise with ward members to see if there is a need for public WiFi in other areas and then submit a full costings report to the Finance Committee for consideration.

258/18 NEIGHBOURHOOD PLAN – A WAY FORWARD

Cllr Latham explained that the NDP Committee is without a Chairman following some resignations. Research was undertaken into what options there are for a way forward. These are:

- 1) The committee becomes a non-budget holding Committee thereby enabling a community member to stand as Chairman
- 2) The Parish Council 'own' the plan so set up a working party to take it forward which would comprise of Councillors only.
- 3) One (or more) other Parish Councillors are elected onto the Committee with a view to standing as Chairman.



Proposal/Resolution: another Parish Councillor is elected onto the Committee – proposed: Cllr Wilkes, seconded: Cllr Rooker – unanimous.

Proposal/Resolution: Cllr Tinto is elected onto the NDP Committee, with the intention of standing as Chairman – proposed: Cllr Latham, seconded: Cllr Wells – unanimous (abstention from Cllr Tinto).

Cllr Tinto assured the Parish Council that his focus would be on ensuring there is an effective consultation process. Cllrs Latham and Rooker offered support with the consultation process.

In addition, the Project Manager, Steve Besford Foster has advised that the NDP goes back to Zoe Bernard John for the next level of screening and a grant is sought for Technical Support in carrying out a Strategic Environment Assessment – this could be undertaken now, and the Plan could go out for consultation with a robust screening assessment behind it. Deputy Clerk to action.

260/18 PROPOSAL FROM PERSONNEL COMMITTEE TO RECORD ALL COUNCIL AND PLANNING MEETINGS IN LIGHT OF PREVIOUS MEETING

Moved to part II.

261/18 ANNUAL RETURN – MATTERS TO NOTE

The Deputy Clerk read out a statement from Sue Lemon, the Clerk:

The auditors report says that the bank statements did not add up and were not dated 31st March 2018 – statements have been sent off with the correct dates and as they did not include the petty cash of £80 this has also been sent off with the bank reconciliation.

The amount in box 9 was incorrect as assets of the new bus shelters and play equipment were not included – this has now been rectified. Also, the dates on the exercise of public rights were incorrect from last year so Assertion 4 should be been ‘no’. This will be remedied for next year’s audit.

There were no comments from the Parish Councillors on this statement, but Cllr Rooker stated that she will not be available for the internal audit in October however Cllr Roberts is.

262/18 ST ANN’S PLAY PARK – MRS LYNNE WELLS

Mrs Wells explained that she is part of Your St Ann’s Community Group which has been running various fundraising activities to try to secure pre-school equipment for St Ann’s Chapel park (a quote for which has been received for £21,000). Mrs Wells asked that the Parish Council consider this when setting the budget for next year. Cllr Latham said that she, on behalf of the Parish Council, will write to support any bid that requires a statement of support. Mrs Wells was encouraged to use the grant awarding application process for pieces of equipment.

263/18 DATES OF FUTURE COMMITTEE MEETINGS

- Calstock Waterfront Working Party, 16-10-18, 6.15pm.
- Planning Committee, 16-10-18, 7.00pm



The meeting closed at 8.20pm

Signed (Chairman) Dated

October 2018 Accounts

Oct-18			
UK Fuels	DD	Pearce's Septmeber fuel bill	276.17
Salaries and pensions	TFR	bank transfers – 14 September 2018	7366.59
Clerks mileage	TFR	April - September 2018	112.2
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
Cornwall Council	VISA	Wasp nests Calstock Cemetery	100
British Gas	DD	Electric toilets calstock monthly	33.05
EDF	visa	electric at pavillion Gunnislake	29.89
EDF	VISA	electric at pavillion St Anns	20.2
Biffa	DD	Waste Collection	47.14
Google	DD	Web site services	2.75
Google	DD	Web site services	62.7
Perfect Pastures	BACS	Grass cutting contract	1372.59
o2	DD	4 X MOBILES	99.88
Voip phone	DD	2 X WORK PHONES	4.8
Ford van leases	DD	Courier and Custom	533.02
South West Water	DD	Calstock Toilets	90.5
South West Water	DD	Gunnislake Toilets	321
South West Water	DD	St Anns Playing field	32.33
South West Water	DD	Burial Ground Calstock	22.87
South West Water	DD	Burial ground albaston	30.79
South West Water	DD	Pavillion Bealswood Road	17.59
J Pote	BACS	Grass cutting Harrowbarrow	200
Drakewalls Marketing	bacs	print invitations for Remembrance Day	75
Seadog IT	BACS	WEBSITE HOSTING	50
PKF Littlejohn	BACS	External Audit	720
JHB	BACS	Line marking Harrowbarrow car park	870
GB tool Hire	visa	5 ltrs cleaner	10.74
Plan Support	BACS	NDP S Beresford Foster	3500
Neighbourhood Plan			
Cemetery Chapel			
Ear Marked reserves			
			16799.8