



# CALSTOCK PARISH COUNCIL

**Miss Sue Lemon**

Clerk to the Council

Tamar Valley Centre

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Wednesday 07 May 2019

Dear Member

You are summoned to an annual meeting of Calstock Parish Council which will be held on **Tuesday 14 May 2019** in the Tamar Valley Centre commencing at 7.00pm.

Yours sincerely

*SJ Lemon*

Clerk

*Members are 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 & Disorder, Health & Safety and Human Rights.*

## A G E N D A

1. **Election of Chair and Vice Chair for 2019/2020**  
**Declaration of acceptance of office**
2. **Apologies**
3. **Declarations & Dispensations of members' interests in agenda items**  
**(Any Dispensations must be sent to the Clerk prior to the meeting).**
4. **Public participation** (limited to 15 minutes) *Please note items discussed in public participation should only relate to agenda items. If you wish to speak about anything else, please contact the clerk or a councillor to arrange for it to be included on an appropriate agenda.*
5. **Approve Minutes of last meeting\*** 09 April 2019
6. **Note minutes and associated actions/expenditure/recommendations of Committee meetings\*:**
  - NDP Committee – 09 April 2019
  - Amenities Committee – 16-04-19
  - Planning Committee – 16-04-19 & 07-05-19
  - Calstock Waterfront Working Party – 30-04-19
7. **Matters Arising:**



- Mispickel, Calstock
  - Sheryll Murray visit
  - Callington Civic Service, 19<sup>th</sup> May 2019: confirmation of attendance
  - Police feedback
  - Traffic issues: A390/Newbridge Hill
8. **New Correspondence**
- Peter Conium, Gunnislake Newbridge 500<sup>th</sup> celebrations
  - Countryside Access Team initiative - £12,5000 for footpath maintenance/upkeep
  - Van lease
  - High Street Heroes, Calstock – Mai Evans
  - Environment Agency/Game and Wildlife Conservation Trust – sea trout migration count
  - Queries regarding Council Policy – Juliet Hilary (previously circulated)
  - Calstock Excavation – Chris Smart
9. Councillor Attendance 2018/2019\*
10. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting
11. Agree Committees and Working Parties: Amenities, Burial, Calstock Waterfront Working Party, Cemetery Chapel Working Party, Finance Committee, Footpaths Committee, Neighbourhood Development Plan Committee, Personnel Committee, Planning Committee, Recreation Committee, Skate Park Working Party
12. Appointment of members to all committees
13. Appointment of Chairman to Existing/New Committees and Working Parties (and Vice Chair if necessary):– *delegate to Committees to agree at next meeting*
14. Review of the terms of reference for committees - *delegate to Committees for agreement at Personnel Committee*
15. Review of representation on or work with external bodies\* and arrangements for reporting back
16. Instruct the Personnel Committee and Finance Committee 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 (Personnel)
  - Review of the council's complaints procedure (Personnel)
  - Review of the council's procedures for handling request made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018 (Personnel)
  - Review of the council's policy for dealing with the press/media (Personnel)
  - Review and adoption of appropriate standing orders and financial regulations (Finance)
  - 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 (Finance)
  - Review of inventory of land and assets including buildings and office equipment (Finance)
  - Review of the council's and/or staff subscriptions to other bodies (Finance)
17. Approval of the Annual Governance Statement



18. Certify that the year ended 31 March 2018 accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure
19. **Standing Item:** Clerk's Information
  - Audit feedback
20. **Standing Item:** Calstock Flood Defence
21. **Standing Item:** Police Report and local vandalism
22. **Standing Item:** 5 Day Planning Consultations - none
23. **Standing Item:** Neighbourhood Plan Update
24. **Standing Item:** Toilets Update
25. **Standing Item:** Fosters Field update
26. **Standing Item:** Cornwall Council Report
27. **Standing Item:** Reports from Members Representing the Council on the Committees or at Meetings of other Organisations
28. **Standing Item:** Approve Accounts
29. **Serious Outdoor Skills signage: Jack Hendry**
30. **Declaration of Climate Change emergency: Cllr Polglase\***
31. **Replacement Tree, Calstock: Christmas Lights Committee**
32. **Rifle Volunteer – future use: Cllr Wakem**
33. **Staff Pay Rises – recommendation from Personnel Committee: Cllr Tinto – Part 2**
34. Dates of Future Committee Meetings:
  - Cemetery Chapel Working Party
  - CWWP
  - Recreations
35. Urgent Information

#### Part 2 – If required

After resolution to exclude the Press and Public to consider items which the Council considers being of a confidential nature

\*Indicates information enclosed

#Information is available on Councillor Website