



Minutes of **THE ANNUAL Meeting** of the **Calstock Parish Council**
held on **Tuesday 14 May 2019**,
in the Tamar Valley Centre commencing at **7.00pm**.

Those present were: -

COUNCILLORS - Cllr Alford, Cllr Beech, Cllr Irons, Cllr Kirk, Cllr Letchford, Cllr Polglase, Cllr Riggs, Cllr Roberts, Cllr Tinto, Cllr Wakem (Chair), Cllr Warwick, Cllr Wells, Cllr Wilkes, Cllr Flashman.
Miss Sue Lemon, Clerk and Miss Clare Bullimore, Deputy Clerk (minutes).

99/19 **ELECTION OF CHAIR/VICE CHAIR FOR 2019/2020**

Proposal/Resolution: Cllr Wakem is re-elected as Chairman (proposed: Cllr Alford, seconded: Cllr Wells – unanimous).

Proposal/Resolution: Cllr Greenwood remains as Vice Chairman for the next year (proposed: Cllr Alford, seconded: Cllr Wells – unanimous).

100/19 **APOLOGIES**

Apologies were given from Cllr Greenwood (holiday), Cllr Hughes (recovering from surgery), Cllr Savage (working). No apologies received from Cllr McLachlan or Cllr Woolford.

101/19 **DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS**

None

102/19 **PUBLIC PARTICIPATION**

Lily Russell was granted permission to speak during agenda item 30.

103/19 **APPROVE MINUTES OF LAST COUNCIL MEETING – 09-04-19**

Proposal/Resolution: the minutes be approved (proposed: Cllr Wells, seconded: Cllr Wilkes, - unanimous).

104/19 **NOTE MINUTES AND ASSOCIATED ACTIONS/
EXPENDITURE/RECOMMENDATIONS OF COMMITTEE MEETINGS:**

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

- Planning Committee- 16-04-19 & 07-05-19
- Neighbourhood Plan Committee – 09-04-19
- Amenities Committee – 16-04-19
- Calstock Waterfront Working Party – 30-04-19

108/19 **MATTERS ARISING**

Mispickel, Calstock – Cllrs Tinto and Polglase have met with Mr Siltoe and have also spoken to other residents. Cllr Tinto feels that Mr Siltoe has inadvertently offended some people by



putting notices up (which he is entitled to do). Cllr Tinto feels this is no longer a parish council matter and he and Cllr Polglase will follow this up when Mr Siltoe returns from holiday.

Sheryll Murray, MP visit

Sheryll Murray attended a meeting last month with Cllrs Wakem, Alford and Greenwood and the Clerk. Cllr Wakem expressed disappointment to Cllr Kirk that she was not present and hopes that she will come to a future meeting. Issues that were raised included the EA flood proposals, highway safety issues on the A390, business rates on car parks and the policies and procedures around gaining section 106 monies. Sheryll Murray has written to the Secretary of State for Housing, Communities and Local Government about business rates; she has arranged a meeting with Nigel Blackler from Cornwall Council Highways (Nigel Blackler has since postponed) and written to Cornwall Council about 106 monies.

Callington Civic Service

Cllr Wakem will attend Callington's Civic Service on 19 May 2019, and invited others to join him.

Police Feedback

Two police officers visited the Clerks to talk about recent reported crimes: they felt a public meeting would not be helpful but have been holding surgeries in Gunnislake. They had reiterated to the Clerks that all concerns should be formally reported. Cllr Roberts wished it noted that he is unbelievably disappointed in the police's response to reported drug problems in the Callington and Calstock areas.

Traffic Issues: A390/Newbridge Hill

The Clerk reported that enforcement officers were issuing penalty notices on cars that were parked on double yellow lines on Newbridge Hill when the bridge was closed and reminded councillors that even if the road is closed double yellow lines should not be parked on. Cllr Kirk had heard that Cornwall Council would not be prosecuting but this is not what the Clerk had been told.

106/19 NEW CORRESPONDENCE

Gunnislake 500th Celebrations – Peter Conium

An email had been received asking if celebrations planned for the Gunnislake Newbridge's 500th anniversary – Cllr Kirk reported that Gunnislake Community Matters are planning to mark it in some way.

Countryside Access Team initiative - £12,500 for footpath remediation

The Clerk reported that Calstock and Mevagissey Parish Councils have been selected for a pilot scheme that will focus on improving the PROW networks within them - £12,500 will be available in addition to the capital funding for footpath 15 (Gunnislake). The workmen have met with the Clerks to draw up a priority list which has been disseminated to the Calstock Footpath Society for comment.

Van Lease

The small van's is being replaced this month as its contract is up for renewal.

High Street Heroes, Mai Evans

Mai Evans emailed to ask the Parish Council to support a community project to 'Green Up Calstock Village' – this would involve the planting of fruit trees/bushes which the group would maintain, and they have asked for additional recycling bins. The Clerk expressed concern about the ongoing costs of emptying bins which can run into thousands of pounds. Cllr Tinto



would like to support the initiative as it will help to off-set the carbon footprint, he would like the Clerk to find out what the actual costs are for the bins. Cllr Wakem expressed concern about the longevity of the group and whether responsibilities will ultimately fall to the Parish Council. Cllr Polglase feels that Calstock will have enough interested residents to take on the maintenance of the trees. Cllr Kirk supports the initiative in theory but feels a public consultation is necessary. It was agreed that a meeting is set up with the Community Group to find out more about the initiative and then hold a consultation event.

Environment Agency/Game and Wildlife Conservation Trust

The Environment Agency is working in partnership with the Wildlife Conservation Trust to improve their knowledge of sea trout migration. They wish to install a small receiver on the Pontoon at Calstock. This was agreed by the Council.

Queries regarding Council Policy

The Clerk had received an email from Juliet Hilary regarding council policy. She has responded but not had any subsequent feedback.

Calstock Excavation

The first day of excavation will be on Monday 03 June 2019 with a public day being held on Saturday 22nd June 2019 and the last day of excavation scheduled for Friday 28th June 2019.

107/19 COUNCILLOR ATTENDANCE

Councillor attendance was noted. Discussion took place about how apologies are received – it was agreed that all apologies should be made directly to the Clerk’s office. If a member does not turn up – or offer apologies – for 6 consecutive months they automatically lose their membership. It was discussed whether Standing Orders should be altered to enable disqualification for a certain number of apologies received and that the Council could choose not to accept apologies. However, it was felt it would be too difficult to determine a general code for apologies as each person’s situation and circumstances will vary. It was agreed that the Chairman will contact councillors who have attended 5 or fewer meetings and discuss their commitment. Attendance and recording of apologies will be reviewed.



Councillor Attendance 2018/2019

Councillor	Full Council Meetings Attended	Apologies given direct to Clerk's Office	No apology received
R Alford	7	5	0
I Beech	11	1	0
M Greenwood	9	3	0
R Hughes	7	5	0
J Irons	8	4	0
D Kirk	9	3	0
T Letchford	11	1	0
D McLachlan	5	1	6
A Polglase	10	2	0
R Riggs	12	0	0
J Roberts	11	1	0
L Savage	2	0	0
A Tinto	10	2	0
J Wakem	10	2	0
M Warwick	2	0	0
J Wells	11	1	0
C Wilkes	8	3	1
N Woolford	3	4	5

108/19 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 Wilkes, seconded: Cllr Wells – unanimous support.

A list of dates will be circulated.

109/19 AGREE COMMITTEES AND WORKING PARTIES

The Committees and Working Parties to remain as they are (Amenities Committee, Burial Board, Calstock Waterfront Working Party, Cemetery Chapel Working Party, Finance



Committee, Footpaths Committee, Neighbourhood Development Plan Committee, Personnel Committee, Planning Committee, Recreation Committee, Skate Park (St Ann’s) Working Party.

110/19 APPOINTMENT OF MEMBERS TO ALL COMMITTEES

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

Gill Court and Theo Brown to be appointed onto the Neighbourhood Development Plan (proposed: Cllr Tinto, seconded: Cllr Roberts -unanimous).

111/19 APPOINTMENT OF CHAIRMAN TO EXISTING/NEW COMMITTEES

Agreed that this is to be done as the first agenda item at each Committee’s next meeting.

112/19 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

Agreed that Committees review TOR’s at their next meeting.

113/19 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES

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

Cllr Wells and Cllr Kirk applied to be on the South Est Cornwall Economic Development Subgroup but were unsuccessful – Cllr Wells was disappointed that the 4 candidate’s names were selected randomly.

114/19 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 of Risk Management arrangements



- 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 General Data Protection Regulations 2018
- 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 Tinto – unanimous).

115/19 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).

116/19 CERTIFY THAT THE YEAR ENDING 31-03-18 ACCOUNTING STATEMENTS IN THIS ANNUAL RETURN PRESENT FAIRLY THE FINANCIAL POSITION OF THIS SMALLER AUTHORITY AND ITS INCOME AND EXPENDITURE

Proposal/Resolution: the year end 31-03-18 accounting statements present fairly the financial position of this smaller authority and its income and expenditure (proposed: Cllr Wilkes, seconded: Cllr Roberts – unanimous).

117/19 CLERKS INFORMATION

Internal Audit- the audit was carried out by Helen Dowdall – no issues were found, and it will be sent off by the end of the month.

LCCP Show – a request for £50.00 has come in – agreed to delegate to the Finance Committee

Pethick Builders- Pethick General Builders have been given the contract for the Albaston Cemetery Chapel – they need the first payment in advance by 03 June 2019 – approved.

118/19 CALSTOCK FLOOD DEFENCE

Cllr Tinto reported that it appears as though the Partnership no longer wish there to be a Parish Council representative following the Council's stance on the EA's planning application which they objected to. Cllr Tinto would like to pursue this with the Partnership, and it was felt by all that the Parish Council should continue to be represented. Cllr Kirk is not sure whether she is being included on mailing lists and feels she should also remain on it as a Cornwall Councillor.

119/19 POLICE REPORT

PCSO Addems submitted the following report:



Crimes Recorded - 09/04/2019 to 13/05/2019 - Calstock

Offence	Recorded Crime 09/04/2019 to 13/05/2019	Recorded Crime 09/04/2018 to 13/05/2018	Recorded Crime % Difference
Violence with Injury	5	2	150.0%
Violence without Injury	5	3	66.7%
Rape	1	1	0.0%
Burglary Non-Dwelling	1	1	0.0%
Vehicle Offences	1	1	0.0%
Other Theft	1	3	-66.7%
Criminal Damage	6	2	200.0%
Public Order Offences	3	0	-
Other Offences	0	2	-100.0%
Total	23	15	53.3%

Non Notifiable Offences 2 1 100.0%



Incidents Recorded - 09/04/2019 to 13/05/2019 - Calstock

Incident Closing Category	Incidents - 09/04/2019 to 13/05/2019	Incidents - 09/04/2018 to 13/05/2018	Incidents % Difference
Anti Social Behaviour	10	6	66.7%
Crime Not Recorded	0	2	-100.0%
Crime Recorded	6	3	100.0%
Public Safety	24	17	41.2%
Transport	3	6	-50.0%
Total	43	34	26.5%

The Clerk reported that the workman's stores have been broken into, but a CCTV camera has been put up and there have been no further incidents.

120/19 5 DAY PLANNING CONSULTATIONS - PA18/09586 – Separation of existing residential plot to create one single-storey dwelling with access – Hame, Bealswood Road, Gunnislake, PL18 9DA



Proposal/Resolution: to accept the officer's recommendation to support this application (proposed: Cllr Roberts, seconded: Cllr Wilkes – 3 abstentions all others in favour).

121/19 NEIGHBOURHOOD PLAN UPDATE

The working party will be meeting consultants who have undertaken the Strategic Environment Assessment on Thursday morning. It is hoped the plan will be ready for consultation by the end of July and will have a consultation period of 8 weeks. The NDP Committee agreed the broad parameters of the process. An Extra Care policy has been agreed with strong evidence from the latest demographic figures to support such a policy: over 50% of the parish are over the age of 49 which is unique to Calstock Parish and bucks the national trend and that of Cornwall generally. The Plan is also responding to Climate Change issues and editing the plan to draw these out more explicitly.

122/19 TOILETS UPDATE

There are ongoing issues in Calstock toilets with graffiti but nothing to report in Gunnislake.

123/19 FOSTERS FIELD UPDATE

Nothing to report – the Clerk is waiting for an email from Scott Sharples, Devolution Manager.

124/19 CORNWALL COUNCIL REPORT

Road Closure, Newbridge Hill

Cllr Kirk reminded everyone that the road will be closed from 03 June for 10 nights – 7.00pm – 6.00am but single lane access will be maintained throughout the day.

A390

Cllr Kirk has not had a response from Geoff Brown, Portfolio Holder about plans for the A390 but she has heard from Paul Allen, Head of Cormac that road safety initiatives will be implemented – no detailed plans available yet.

Affordable Housing

The first three bedroomed house at Market Garden (£119,000) is now on the market

Calstock Flood Defence

Cllr Kirk has been liaising with Patrick James about the planning application

Cllr Flashman reported that Paul Allen has agreed to trim the hedges from Sandhill down the road so he may be willing to extend this down to Newbridge Hill.

The road surface at Bitthams has been improved.

Cllr Flashman will be holding monthly meetings with representatives from Highways and Footpaths to do site visits and encouraged council members to report any concerns to him.

125/19 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Beech attended the Delaware Community Learning Centre's AGM. He reported that the Forest School continues to grow and there is now a waiting list for the pre-school.

Cllr Wells reminded the councillors that Tesco are running a blue badge scheme to raise funds for the play park improvements at St Ann's Chapel.



126/19 APPROVE ACCOUNTS

Proposal/resolution: to approve the accounts (proposed: Cllr Roberts, seconded: Cllr Wilkes – 1 abstention, all others in favour).

127/19 SERIOUS OUTDOOR SKILLS SIGNAGE

Item postponed as Jack Hendry was unable to attend and present the item.

128/19 DECLARATION OF CLIMATE CHANGE EMERGENCY – CLLR POLGLASE

Cllr Polglase had disseminated a report on Climate Change. She feels it is important to declare an emergency in order to be able to set up a committee to look at ways to mitigate against the council's carbon footprint. She would envisage this initially being an exploratory body to look at evidence and ideas and feels community members should be invited to join this group.

Cllr Beech expressed scepticism at climate change, citing some scientists who dispute it.

Cllr Wilkes feels something needs to happen and supported the notion of a working party chaired by Cllr Polglase.

Cllr Tinto talked of the seriousness of the situation and that the government voted to declare a climate emergency with the Committee on Climate Change advising that the UK should eliminate greenhouse gas emissions by 2050. He, in contrast to Cllr Beech, feels Extinction Rebellion should be congratulated for putting the issue on the agenda and starting a debate about it. He feels that the Parish Council should be supporting Cornwall Council in their declaration. Other councillors (Cllrs Roberts, Warwick, Flashman, Letchford, Wakem, and Kirk) expressed their support of this initiative.

Lily Russell from the public asked how the council would address issues of transport in particular: Cllr Wakem replied that this would be something for them to consider; it would not be in time for the small van's renewal but maybe by the time the bigger van is up for renewal a hybrid or electric option could be considered.

Proposal/Resolution – to declare a climate change emergency and set up a working party to look into mitigation strategies (proposed: Cllr Wilkes, seconded: Cllr Tinto – unanimous). This declaration to be publicised in the local press and on social media.

129/19 REPLACEMENT OF TREE AT CALSTOCK: REQUEST FROM CALSTOCK CHRISTMAS LIGHTS COMMITTEE

Proposal/resolution: a replacement tree to be planted where a diseased tree had to be removed (proposed: Cllr Roberts, seconded: Cllr Tinto – unanimous). Cllr Flashman advised that a native tree be sought to give it [legislative] protection.

130/19 RIFLE VOLUNTEER FUTURE USE – CLLR WAKEM

Cllr Wakem led discussion about the potential use of the Rifle Volunteer. Cllr Alford reported that it seems as if it is coming back on the business market as a pub. Suggestions were made



about it being listed as a community asset, Cllr Wakem feels it would make a great additional health care centre. Cllr Tinto clarified that it is within the settlement boundaries in the NDP. It was agreed to include it as a standing item on the agenda so that it can be monitored and to find out who owns it and ask their intentions.

131/19 STAFF PAY RISES – RECOMMENDATION FROM PERSONNEL COMMITTEE

Moved to Part 2

132/19 DATES OF FUTURE COMMITTEE MEETINGS

Recreations Committee – Tuesday 21st May 2019, 6.00pm

Planning Committee – Tuesday 21st May 2019, 7.00pm

Cemetery Chapel – Wednesday 22nd May 2019, 2.00pm

133/19 URGENT INFORMATION

Cllr Flashman reported that in his wife’s parish, community buildings have had solar panels installed and this initiative may be worth considering.

The meeting closed at 2115

Signed (Chairman)

Dated



May 2019 Accounts

May-19			
UK Fuels	DD	Pearce's March fuel bill	143.24
	BACS	Salaries and transfers	6036.11
Cornwall Council	BACS	Pensions from March 2019	1725.2
Cornwall Council	DD	Business rates Toilets Gunnislake	166
Cornwall Council	DD	Business rates Toilets Calstock	142
Cornwall Council	DD	Business Rates Car Parks Gunnislake	133
Cornwall Council	DD	Business Rates Car parks Harrowbarrow	160
Cornwall Council	DD	Business Rates car parks Calstock BR	106
Cornwall Council	DD	Business Rates TVC Office	110
HMRC	BACS	PAYE & NI	1710.97
Biffa	DD	Waste Collection	53.71
Google	DD	Web site services	2.75
Google	DD	Web site services	80.7
Perfect Pastures	BACS	Grass cutting contract	1372.59
J Pote	BACS	Grass cutting contract	300
o2	DD	4 X MOBILES	101.5
EDF	visa	Electric pavilion st anns chapel	34.8
EDF	visa	Electric Pavillion Bealswood Road	57.29
British Gas	DD	Alboston chapel 1/4 gas	27.49
British Gas	DD	Electric at Calstock toilets monthly	41.01
Voip phone	DD	2 X WORK PHONES	4.8
Voip phone	DD	Top up	10
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	11.03
South West Water	DD	Burial Ground Calstock	54.28
South West Water	DD	Pavillion Bealswood Road	15.82
Seadog IT	BACS	WEBSITE HOSTING	25
Alastair Tinto	BACS	expenses	29.15
Trewarthas	visa	various for workmen	66.01
Greenhams	BACS	toilet roll dispenser	47.7
Richard Hoile	BACS	12.25 hrs IT consultant	206.25
Noticeboard company	visa	Noticeboard for outside office	1270.8
Shed Scene	visa	pic nic table gunnisake george v	260
Viking	visa	cctv signs, ink, stamp	57.7
South West Play	BACS	repairs HB play park	351.6
Biffa	bacs	11 dog bins yearly charge	3432
zurich insurance	BACS	Parish Insurance	3156.06
Metric	BACS	Ticket machine service contract	460.94
Creative Solutions	visa	notice board for Norris Green	145.18
Amazon	visa	heater for office	18.99
Amazon	visa	3 x dummy cameras	17.97
Ladder sales	visa	1 stepladder	107.95
ROSPA	BACS	PLAYGROUND INSPECTIONS	362.4
CORMAC	BACS	salt bins and refill	257.66
Cornwall Council	BACS	Rent for Tamar Valley office	1705
Tavy Taskforce	BACS	Playing field 2 days	600
Callington Garden Machinery	BACS	service blower mower	121.5
			26244.67
Neighbourhood Plan			
Cemetery Chapel			
Ear Marked reserves			