



Minutes of **Full Council Virtual Meeting** of the **Calstock Parish Council**
held on **Tuesday 12 May 2020, virtually** using Google Meet at **7.00pm**.

Those present were: -

COUNCILLORS-

Visual and Audio: Cllr Brown, Cllr Greenwood, Cllr Kirk, Cllr Polglase, Cllr Riggs, Cllr Roberts, Cllr Wakem (Chairman), Cllr Warwick, Cllr Wells, Sue Lemon (Clerk), Clare Bullimore (Deputy Clerk – minutes).

Audio: Cllr Alford, Cllr Irons

Present but Technical Difficulties: Cllr Beech, Cllr Kirk

CHAIRMAN'S OPENING REMARKS

Cllr Wakem welcomed everybody and thanked them for their efforts in attending a virtual meeting during this time of Covid-19 restrictions.

61/20 ADOPT SUPPLEMENTARY STANDING ORDERS

Proposal/Resolution: to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, this will last until 07 May 2021, or the repeal of legislation whichever is the earlier. Proposed: Cllr Roberts, seconded: Cllr Greenwood – unanimous (Cllr Kirk and Beech technical issues, unable to vote).

62/20 APOLOGIES

Cllr Hughes is recovering from illness and his apologies were approved.

Cllr Tinto wished his absence to be noted.

No apologies given from Cllr Wilkes and Cllr Woolford, therefore noted as absent.

Cllr Roberts said that wished it to be recorded that he found it unacceptable that a member of this council, who shall remain nameless, should show such contempt as to choose to ignore the summons to this meeting without any excuse. It is especially galling that this member is one who made the most noise about transparency of our meetings and pushed for them to be conducted as a virtual meeting.

63/20 DECLARATION OF MEMBERS' INTERESTS IN AGENDA ITEMS

Cllr Polglase declared an interest in approving the decisions taken under the delegation authority and payments due to being in receipt of a payment.

64/20 PUBLIC PARTICIPATION

None



65/20 APPROVE MINUTES OF LAST MEETING – 10-03-2020

Proposal/Resolution: the minutes be approved (proposed: Cllr Irons, seconded: Cllr Roberts all in favour apart from Cllr Kirk and Cllr Beech who due to technical issues were unable to cast a vote).

66/20 APPROVE MINUTES OF BURIAL BOARD AND NOTES THEREIN – 17-03-2020

Cllr Kirk and Cllr Roberts raised concern about the Burial Board agreeing the removal of plastic items currently on graves as part of the ‘plastic free’ initiative.

Proposal/Resolution: approve the minutes subject to full council discussing the issue of removal of existing plastic items on graves at a future meeting (proposed: Cllr Greenwood, seconded: Cllr Wells – unanimous with abstentions from Cllrs Irons, Riggs, Alford, Warwick who were not present at the Burial Board meeting and Cllr Beech who had technical issues and could not cast a vote).

67/20 CHAIRMAN TO SIGN THE ENVIRONMENT AGENCY TRANSFER OF LAND AT CALSTOCK

The transfer of land has been drawn up by the solicitors – the Parish Council at a previous meeting requested that a clause be removed about being able to guarantee the prevention of infiltration of invasive species – the document now reflects this.

Proposal/Resolution: The Chairman sign the transfer for the land along the footpath and intertidal habitat once the intertidal habitat is in place. Proposed: Cllr Roberts, seconded: Cllr Alford – unanimous (Cllr Warwick abstained, Cllr Beech unable to cast a vote due to technical issues).

68/20 MOTION TO PAY THE ANNUAL INSURANCE POLICY TO ZURICH FOR £3560.19

Proposal/Resolution: to pay Zurich Insurance Policy which covers all council business. Proposed: Cllr Greenwood, seconded: Cllr Letchford (all in favour apart from Cllrs Kirk and Beech who had technical difficulties and were unable to cast a vote).

69/20 MOTION TO PAY MARK HUSSEY FOR THE WORK ON THE CHAPEL (APPROVED BY THE CEMETERY CHAPEL WORKING PARTY) UP TO £4000

Proposal/Resolution: to pay for the refurbishments of the Cemetery Chapel as moved by the Cemetery Chapel Working Party. Proposed: Cllr Alford, seconded: Cllr Irons (all in favour apart from Cllr Beech who was unable to cast a vote).

70/20 APPROVE ALL DECISION TAKEN UNDER THE DELEGATION AUTHORITY SINCE THE LAST FULL COUNCIL MEETING

Proposal/Resolution: to approve the decisions taken under the delegation authority (see end of minutes). Proposed: Cllr Wells, seconded: Cllr Roberts – Cllr Beech unable to vote due to technical difficulties, Cllr Polglase abstained having declared an interest; all others in favour).



71/20 APPROVE LIST OF PAYMENTS MADE SINCE LAST MEETING APRIL AND MAY 2020

Proposal/Resolution: to approve the list of payments (see end of minutes) made in April and May 2020. Proposed: Cllr Irons, seconded: Cllr Alford – Cllr Polglase abstained having declared an interest and Cllr Beech unable to vote – all others in favour.

72/20 BRIEF UPDATE ON THE NEIGHBOURHOOD PLAN

Cllr Roberts, in the absence of the Chairman of the Neighbourhood Plan, reported that: Referendums have been delayed until May 2021, however NDP's will carry substantial weight once submitted to CC so we continue to progress this. The project manager (Steve Besford Foster) and the Deputy Clerk have been working on finalising documents - it is not just the NDP that has to be submitted but various other reports:

- Conditioning Statement
- Consultation Report
- Equality Statement
- Settlement Boundary Assessment
- Strategic Environment Assessment

The Settlement Boundary Assessment was approved by the NDP Committee and subsequently the Full Council - this will be circulated back to you as it has had a minor alteration following a planning permission that has recently been granted so the Committee and Council will need to note this.

73/20 VIRTUAL ANNUAL MEETING, CHAIRMANSHIP AND EXISTING COMMITTEES

Before moving onto the Planning Applications, Cllr Wells asked whether there would be an annual meeting held virtually and whether the Chairmanship, Deputy Chairmanship and Committee Structure can remain the same. The Clerk confirmed that legislation has been now been passed that enables us to keep the current structures in place until May 2021 thereby not requiring an Annual Meeting. Cllrs Wakem and Greenwood confirmed that they are happy to remain as Chairman and Deputy Chairman respectively.

74/20 PLANNING APPLICATIONS

PA20/03450 – Harrowbarrow

Single storey Oak frame and glass extension to the South side of Oak Cottage, Callington Road, Harrowbarrow, PL17 8AL. Mr and Mrs Dart.

Proposal/resolution: to support this application. Proposed: Cllr Roberts, seconded: Cllr Letchford – 1 abstention (Cllr Warwick), 1 technical difficulty (Cllr Beech), 1 inaudible (Cllr Kirk).

PA20/03418 – Harrowbarrow

Conversion of an existing barn building into ancillary accommodation. Oak Cottage, Callington Road, Harrowbarrow, PL17 8AL. Mr and Mrs Dary.



Proposal/resolution: to support this application. Proposed: Cllr Roberts, seconded: Cllr Alford. 4 abstentions (Cllrs Warwick, Polglase, Kirk and Wells), 1 technical difficulty (Cllr Beech) all others in favour.

PA20/02894 – Delaware

Crown lift and 10% to 15% thinning of branches above to Sycamore T1 at rear of garden. 4 Raven Close, St Anns Chapel.

Proposal/resolution: to delegate to the Tree Officer. Proposed: Cllr Wells, seconded: Cllr Letchford – unanimous (Cllr Beech unable to vote due to technical difficulties).

Before closing the meeting, Cllr Wakem wished to thank all the Parish Council staff for their work during this difficult time, to Dick Hoile for helping with the technology and all councillors for their efforts.

The meeting closed at 1933.

Signed: Date:



Delegated Decisions – Planning

Application	Area	Case Officer	Date sent out	Support	Agree to Disagree	Objections with rea	Abstentions	Comments	DECISION
PA20/02239	Calstock	Steve Jefferson	19/03/2020	IB, RR,			MW	REFER TO TREE OFFICER JW, RR, IB	Refer to tree officer
PA20/01798	Gunnislake	Steve Jefferson	19/03/2020	JW, RR, IB, TL			MW	Agree with Planning Officer	Agree with Planning Officer
PA20/01905	Harrowbarrow	Davina Pritchard	31/03/2020	AT, IB, RR, DK, JR, TL			JW		Agree with Planning Officer
PA20/00840	Harrowbarrow	Davina Pritchard	30/03/2020	AT, TL, RR, MG, JR	JW		DK	5 DAY RESPONSE	Agree with Planning Officer
PA20/02080	Johnson Park	George Shirley	08/04/2020	JIM, JR, JW, MG, CW		RR, IB, AT, TL		See John Roberts comment	Support with conditions
PA20/02057	St Ann's Chapel	Steve Jefferson	08/04/2020				JW	AT, MG, JIMW, IB, RR, TL, JR Tree officer	Defer to Tree officer decision
PA20/02082	Delaware	George Shirley	08/04/2020	JR, JIMW		AT, JW, RR, TL, MG	IB	See Alastair comment	Object see Alastair comment
PA20/03083	Harrowbarrow	George Shirley	20/04/2020	JR, AP, TL, MG, RR, JW			IB		Support
PA20/02501	Delaware	Davina Pritchard	20/04/2020	JR, AP, TL, MG, RR, JW, IB				As long as no highways objections	Support
PA20/02443	Delaware	Davina Pritchard	20/04/2020	JR, AP, TL, MG, RR, JW, IB					Support
PA20/03020	Gunnislake	George Shirley	20/04/2020	JR, AP, MG, RR, JW		TL	IB		Support
PA20/03122	DELAWARE	Shauna Vandermuellen	01/05/2020	MG, JR, IB, JI, RR, TL, DK, JW				Support	support
PA20/03052	GUNNISLAKE	Patrick James	01/05/2020	MG, JR, IB, RR, TL, JW		DK	JI	Support	support
PA20/03053	GUNNISLAKE	Patrick James	01/05/2020	MG, JR, IB, RR, TL, JW		DK	JI	Support	support
PA20/02927	HARROWBARROW	Patrick James	01/05/2020	JR, IB, JI, RR, TL, DK, JW			MG	Support	support
PA20/03450	HARROWBARROW	George Shirley	06/05/2020						
PA20/03418	HARROWBARROW	George Shirley	06/05/2020						
PA20/02894	DELAWARE	Davina Pritchard	06/05/2020						



Delegated Decisions - General

Decision/Policy	Date
Burial regulations and prices	17 March 2020
Grant of £500 paid to Calstock Village Hall	20 March 2020
Press Release to ECT & CT	24 March 2020
Ordered SIM for mobile £20 a month	24 March 2020
closed all playparks as per gov advice	24 March 2020
Gunnislake permits - free for next 6 months	24 March 2020
Car Park free as per CC advice	30 March 2020
Paid Kev & Clare holiday pay 2 weeks unused	31 March 2020
Sent 5 day response to planning	31 March 2020
Agreed to set up an Emergency Fund	1 April 2020
Commented on Planning Applications from Cornwall Council	07 April 2020
Sent out latest Planning Applications waiting for comments	08 April 2020
Agreed to distribute leaflets parish wide asking for volunteers and offering support	07 April 2020
Contacted Bishop of Truro office regarding paperwork for the consecration of the new cemetery extension in Calstock	08 April 2020
Contacted Cornwall Council regarding the removal of recycling bins	08 April 2020
Contacted Caradon Community Network regarding double yellow lines in Calstock	08 April 2020
Continue to set up a register of volunteers and people requiring support	4-9 April 2020
Received 5000 leaflets, 100 ID cards and receipt books for distribution	09 April 2020
Completed end of year for tax purposes	08 April 2020
Liaised with Cornwall Association of Local Councils over various matters	09 April 2020
Continue with burial paperwork and marking of graves	4-9 April 2020
Ordered disposable gloves for volunteers etc	14 April 2020
Tried Google Hangouts	15 & 17 April 2020
Sent out 4 more planning applications	20 April 2020
Email re Food bank donation	21 April 2020
Trial google Hangouts for council members	23 April 2020
Food Bank Donation made	24 April 2020
Clerk started end of year accounts and audit	24 April 2020
Workmen grass cutting in cemeteries	23 April 2020
Continue with burial paperwork and marking of graves	20 - 24 April 2020
Workmen busy cutting the grass in the area as per our planned maintenance schedule, also delivering various items around the Parish when required	27 April - 1st May 2020
Clerk continuing with end of year accounts and audit	27 April - 1st May 2020
Continue organising volunteers for the vulnerable in the Parish	27 April - 1st May 2020
Continue with the marking of graves and burial paperwork	27 April - 1st May 2020
Sent out latest Planning Applications for comment	27 April - 1st May 2020
Pay run	04 May 2020
Clerk finishing end of year accounts waiting for internal audit 27 May	4-7 May 2020



April 2020 Payments

Apr-20			
UK Fuels	DD	Pearce's March fuel bill	286.18
Various	BACS	Salaries and transfers and mileage	7472.68
Cornwall Council	DD	Business rates Toilets Gunnislake	172.95
Cornwall Council	DD	Business rates TVC Office	114.75
Cornwall Council	DD	Business Rates Calstock BR	109.85
Cornwall Council	DD	Business rates Gunnislake Car park	132.3
Cornwall Council	DD	Business rates Harrowbarrow Car Park	163.75
Cornwall Council	DD	Business rates Calstock Toilets	142.1
HMRC	BACS	PAYE & NI	1830.3
Biffa	DD	Waste Collection	74.52
Google	DD	Web site services	4.14
Google	DD	Web site services	78.66
EDF Energy	DD	Street Lighting Calstock	454.08
EDF Energy	DD	Street Lighting Gunnislake	132.49
EDF Energy	visa	Pavillion st anns chapel	34.76
o2	DD	1 sx mobile	33.2
British Gas	DD	Electric at Calstock toilets monthly	27.58
British Gas	DD	Electric at Gunnislake toilets monthly	15.93
British Gas	DD	Gas albaston chapel monthly	14.6
Voip phone	DD	2 X WORK PHONES	4.8
Voip phone	DD	Top up	30
Voip phone	DD	New contract	47.69
Ford van leases	DD	Courier and Custom	541.92
South West Water	DD	Calstock Toilets	82
South West Water	DD	Gunnislake Toilets	250
South West Water	DD	St Anns Playing field	5.06
South West Water	visa	Pavillion Bealswood Road	15.17
South West Water	DD	Albaston cemetery chapel	20.57
Seadog IT	BACS	WEBSITE HOSTING	25
Richard Hoile	BACS	consultant fees	385
Trewarthas	BACS	Various	115.44
Viking	BACS	Various	93.64
GB Tool Hire	BACS	surface cleaner 2 stroke oil	39.42
Calstock Village Hall	BACS	Grant request - emergency shop supplies	500
Seadog IT	BACS	Operation London Bridge - website	225
Microshade	BACS	Data Protection Officer	450
Westinsure	BACS	Pontoon Insurance	1245
Blue Moon Printers	BACS	Volunteer ID Cards, receipt books and log sheets	361.4
Paribus Leasing	DD	Tractor payment	1447.46
R Sprosen	BACS	Gunnislake garden	246.5
Wallgate	BACS	Service contract for wallgate machines toilets	679.2
Greenhams	BACS	disposable gloves for volunteers etc	99.45
Pam Cox	BACS	shopping for volunteer	24.05
Zurich	BACS	Tractor insurance	74.1
Sally Hopkins	BACS	shopping for volunteer	22.09
Semantic Solutions	BACS	VARIOUS	320
Neighbourhood Plan			18644.78
Cemetery Chapel			
Ear Marked reserves			



May 2020 Payments

May-20			
UK Fuels	DD	Pearce's April fuel bill	1.2
Allstar Fuel cards	DD	Fuel bill	20
Various	BACS	Salaries and transfers and mileage	7472.68
Cornwall Council	DD	Business rates Toilets Gunnislake	172.95
Cornwall Council	DD	Business rates TVC Office	114.75
Cornwall Council	DD	Business Rates Calstock BR	109.85
Cornwall Council	DD	Business rates Gunnislake Car park	132.3
Cornwall Council	DD	Business rates Harrowbarrow Car Park	163.75
Cornwall Council	DD	Business rates Calstock Toilets	142.1
HMRC	BACS	PAYE & NI	1829.9
Biffa	DD	Waste Collection	59.62
Google	DD	Web site services	4.14
Google	DD	Web site services	78.67
o2	DD	1 sx mobile	34.09
British Gas	DD	Electric at Calstock toilets monthly	35.2
British Gas	DD	Electric at Gunnislake toilets monthly	15.93
British Gas	DD	Gas albaston chapel monthly	14.6
Voip phone	DD	2 X WORK PHONES	4.8
Voip phone	DD	Top up	10
Ford van leases	DD	Courier and Custom	541.92
South West Water	DD	Calstock Toilets	82
South West Water	DD	Gunnislake Toilets	275.83
South West Water	DD	St Anns Playing field	5.27
South West Water	visa	Pavillion Bealswood Road	15.32
South West Water	DD	Albaston cemetery chapel	18.13
Seadog IT	BACS	WEBSITE HOSTING	25
Metric	BACS	Car park machine contract maintenance	467.28
ROSPA	BACS	Play equipment reports	370.8
Skyguard	BACS	Lone worker package	17.05
Calstock School	BACS	Calstock news	44.4
Parabus Leasing	DD	Tractor Payment	1447.46
TOTAL			13726.99
Neighbourhood Plan			
Cemetery Chapel			
Ear Marked reserves			