



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 11 May 2021, in Harrowbarrow Village Hall, at 7.00pm.**

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Ashley, Cllr Beech, Cllr Brown, Cllr Greenwood, Cllr Kirk, Cllr Polglase, Cllr Roberts, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chairman), Cllr Warwick, Cllr Wells, Cllr Westwood, Cllr Wilkes.
Miss Sue Lemon (Clerk), Clare Bullimore (Deputy Clerk – minutes).

93/21 ELECTION OF CHAIR/VICE CHAIR FOR 2021/2022

Proposal/resolution: Cllr Wakem be re-elected as Chairman. Proposed: Cllr Wells, seconded: Cllr Roberts – unanimous.

Proposal/resolution: Cllr Greenwood be re-elected as Vice Chairman. Proposed: Cllr Wells, seconded: Cllr Roberts – unanimous.

Cllr Wakem accepted the Chairmanship and said how privileged he felt to be re-elected. Cllr Greenwood also accepted the Vice Chairmanship.

Cllr Wakem welcomed Ken Trapp and Sophie Westwood onto the council. He congratulated Dorothy Kirk on her re-election as Cornwall Councillor and sent his commiserations, on behalf of the Council to Rob Riggs who had been an excellent Calstock Ward Member. The Clerks were also presented with some flower to show his appreciation for their work over the last year which had been a difficult year with the pandemic.

94/21 APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Boreham (family commitments) and Cllr Letchford (family commitments/medical appointments).

95/21 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None

96/21 PUBLIC PARTICIPATION

Jim Flashman was present

97/21 APPROVE MINUTES OF LAST MEETING – 13-04-2021

Proposal/Resolution: the minutes be approved. Proposed: Cllr Wilkes, seconded: Cllr Polglase – unanimous.

98/21 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS

Proposal/Resolution: The actions and expenditure of the following be approved en bloc.
Proposed: Cllr Wilkes, seconded: Cllr Wells:



- Environment and Climate Emergency Committee – 30-03-2021 & 20-04-2021
- Planning Committee – 13-04-2021 & 27-04-2021
- Forest for Calstock Parish (notes) – 14-04-2021

99/21 MATTERS ARISING

- Cornwall Council Transfer of funds – paperwork has been signed for the transfer of £30,000 from Cornwall Council to the Parish Council for use by the Tamar Community Trust for the building of a bridge. The Clerk explained that Tim Dart has written to stakeholders to inform them that grants have not been successful as yet. Cllr Tinto said that he feels concerned that time is running out for the Trust to secure funding for the bridge which is one of the conditions of the planning application.
- Tender for the refurbishment of the path behind the Rifle Volunteer – a further quote has now been submitted, to be delegated to the Amenities Committee.

100/21 NEW CORRESPONDENCE

- Calstock Footpath Society Grant Request - £500 – approved (proposed: Cllr Greenwood, seconded: Cllr Alford – unanimous)
- Freedom of Information Request – the Clerk was asked by a researcher on how many reports of fly-tipping and littering had been made
- The Clerk had received a request from a member of the public asking for the number of Parish Council meetings that Jim Flashman has attended over the last 5 years.

101/21 CLERK'S INFORMATION

- Two casual vacancies - one in Chilsworthy and one in Harrowbarrow - to be advertised in the local press and across social media
- Training opportunities – there are training opportunities for Code of Conduct and Good Councillor – details have been disseminated. New councillors are encouraged to attend and to reattend if they undertook the training some years ago. In-house induction training will be offered to new councillors.
- The toilets will be reopened as usual next week but they will need to be cleaned twice a day.
- The Non-domestic rating for public lavatories bill has received royal assent so business rates should cease.
- The Car Park meter will be switched back on again in Gunnislake on 17 May 2021.

102/21 COUNCILLOR ATTENDANCE

Cllr Wakem noted the excellent attendance of the Councillors with many recording 100% in the last year.



103/21 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING

It was agreed to continue to meet at 7.00p on the second Tuesday of the month, using the Tamar Valley Centre where possible and Harrowbarrow Village Hall as an alternative (subject to availability).

104/21 ELECTION OF STANDING COMMITTEES, COMMITTEES, SUB COMMITTEES AND ADVISORY COMMITTEES:

Proposal/Resolution: the following committees are elected to carry out council business.

Proposed: Cllr Wilkes, seconded: Cllr Polglase – unanimous.

Standing Committees:

- Amenities
- Burial
- Finance and General Purposes
- Recreation
- Planning
- Personnel

Committees:

- Neighbourhood Development Plan
- Environment and Climate Emergency

Sub Committees:

- Calstock Waterfront (reporting to Amenities)
- Footpaths (reporting to recreation)

Advisory Committees:

- St Ann's Skateboard Park

Forest for Calstock Parish

105/21 APPOINTMENT OF MEMBERS TO ALL COMMITTEES

Some councillors are still to choose committees to sit on. The Clerks will liaise with Councillors.

Proposal/resolution: for this item to be delegated to the committees to recommend its members to the next Council meeting after the committee has met. Proposed: Cllr Wilkes, seconded: Cllr Wells – unanimous.

106/21 APPOINTMENT OF CHAIRMAN TO EXISTING/NEW COMMITTEES AND VICE CHAIR AS NECESSARY

Proposal/resolution: for this item to be delegated to the committees to recommend its Chairman (and vice if necessary) to the next Council meeting after the committee has met. Proposed: Cllr Wilkes, seconded: Cllr Wells – unanimous.



107/21 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

Proposal/resolution: for this item to be delegated to the committees to recommend its Terms of Reference to the Personnel Committee. Proposed: Cllr Wilkes, seconded: Cllr Wells – unanimous.

108/21 REVIEW OF REPRESENTATION OF OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

To approve the following representations and for the representatives to report back in the relevant agenda item at a full council meeting:

Parish Archive Trust – Cllrs Alford, Brown and Ashley

Caradon Community Network – Cllr Wells to attend as formal representative

CALC – Sue Lemon

Cornwall Council Planning Partnership – Cllr Wilkes to apply as necessary

Delaware Community Learning Centre – Cllr Beech

Devon and Cornwall Rail Partnership – Cllr Kirk

Harrowbarrow Hall Committee – Cllr Roberts

Kit Hill Advisory Forum – Cllr Roberts

Port of Plymouth Marine Liaison Committee – Cllr Polglase

Tamar Valley AONB – Cllr Kirk

Tamar Valley Centre – Sue Lemon

Tamar Valley Line Forum – Cllr Kirk and Cllr Wells

SE Cornwall Sub Economic Group – Cllr Wells

Office for Police and Crime Commissioner East Cornwall Councillor Advocates – Cllr Wells

109/21 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

This was approved last month.

110/21 ITEMS TO REVIEW

Proposal/resolution – to delegate the following items to the Finance and General Purposes Committee or Personnel Committee, respectively. Proposed Cllr Wilkes, seconded: Cllr Tinto

- Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- Review of the council's complaints procedure
- Review of the council's procedures for handling requests 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
- 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

111/21 REVIEW ALL STANDING ITEMS ON THE AGENDA FOR THE NEXT COUNCIL YEAR

Proposal/resolution: to keep the following as standing items on the agenda for the next council year. Proposed: Cllr Wilkes, seconded Cllr Polglase – unanimous.

- Calstock Flood Defence
- Police Report
- 5-day planning
- Neighbourhood Plan update
- Toilets
- A390
- Fosters Field
- Cornwall Council Report
- Reports from other members Representing the Council on the Committees or at Meetings of other organisations

112/21 APPROVE EXPENDITURE

Proposal/resolution: to approve the expenditure of the Parish Council. Proposed: Cllr Wilkes, seconded: Cllr Polglase – 1 abstention (Cllr Tinto) all others in favour.

113/21 DATE OF FUTURE COMMITTEE MEETINGS

To be held at the Tamar Valley Centre unless otherwise informed

- Environment and Climate Emergency – Tuesday 18 May 2021, 1900
- Recreation Committee – Tuesday 25 May 2021, **starting at Harrowbarrow Play Park at 1800**
- Planning Committee – Tuesday 01 June 2021, 1800
- Amenities Committee – Tuesday 01 June 2021, 1900
- Burial Committee – to be confirmed
- Calstock Waterfront Advisory Committee – to be confirmed

114/21 URGENT INFORMATION

Permission was approved for the Village Hall to stage two plays on Calstock Playing Field on 02 July and 24 July 2021, the Steamboat Rally is taking place on 02 July 2021, but they are happy to share the space.

The meeting closed at 2000

Signed: Date:



4 May 2021 (2021-2022)

Calstock Parish Council

DRAFT PAYMENTS LIST APRIL 2021

1	21 - Car Parks Business Rates	Cornwall Council	Rates Calstock BR CP	109.85
2	38 - TVC Rent & Rates	Cornwall Council	Rates TVC	114.75
3	21 - Car Parks Business Rates	Cornwall Council	Rates Gunnislake CP	132.30
4	18 - Toilets Business Rates	Cornwall Council	Rates Calstock Toilets	142.10
5	21 - Car Parks Business Rates	Cornwall Council	Rates Harrowbarrow CP	163.75
6	18 - Toilets Business Rates	Cornwall Council	Rates Gunnislake Toilets	172.95
7	26 - Utilities - Electric	EDF Energy	Electric Workshop	12.00
8	6 - Pensions	Cornwall Council	Pensions	1,733.20
9-13	5 - Salaries	Salaries	Salary	6,320.36
14	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	187.07
15	41 - IT Running Costs	O2	Mobile phone	34.09
16	13 - General Repairs & Maintenance	PerspexSheet.uk	Materials for Workmen	312.98
	<i>Replacement sheet for bus shelter Sand Lane Calstock following fire damage</i>			
17	41 - IT Running Costs	Google	Google G Suite	92.00
18	41 - IT Running Costs	Google	Google G Suite	8.28
19	25 - Utilities - Water	South West Water	Water Calstock Cemetery	4.04
20	41 - IT Running Costs	Voipfone	VOIP Phone	72.00
21	39 - Tools, Equipment, Consumables & Postage	Shaw & Son	Stationery & stamps	120.00
	<i>Condolence Books x 4</i>			
22	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	15.77
23	46 - Subscriptions & Fees	Cornwall ALC Ltd	CALC Annual Subscription	2,143.83
24	42 - Insurance	South West Brokers Ltd	Insurance	1,251.00
	<i>Pontoon</i>			
25	42 - Insurance	Zurich	Insurance	3,560.19
	<i>General Council Insurance</i>			
26	7 - Tax & NI	HMRC	Tax & NI	1,919.44
27	44 - Vehicles Leases & Purchase	Ford Lease	Van Leases	638.98
28	45 - Vehicle Running Costs	Snell's Garage	Vehicle service	66.95
	<i>Replacement tyre</i>			
29	39 - Tools, Equipment, Consumables & Postage	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	92.90
	<i>Various tools, fixings & Postcrete</i>			
30	30 - Consumables & Maintenance	ROSPA Play Safety	ROSPA Play Equipment Inspection	370.80
31	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	35.73
32	22 - Street Lighting	EDF Energy	Street Lighting Maintenance	131.64
	<i>Gunnislake</i>			
33	22 - Street Lighting	EDF Energy	Street Lighting Maintenance	451.53
	<i>Calstock</i>			
34	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	87.60
35	47 - Waste Removal	Biffa	Waste Collection	119.23
36	10 - Councillor Costs & Allowances	Francis Firth	Commemorative Gift	113.50
37	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	39.39
38	42 - Insurance	Zurich	Insurance	52.01
	<i>2021 premium increase</i>			
39	39 - Tools, Equipment, Consumables & Postage	Callington Garden Machinery	Strimmer replacement	500.00
40	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	34.00
41	41 - IT Running Costs	SeaDog IT	Web Site Service	25.00
42	41 - IT Running Costs	Zoom Video Communications Inc	IT running costs	14.39
				21,395.60



Calstock Parish Council

Accounts Summary 30 April 2021

Current Account	£124,723.94
Petty Cash	£72.78
General Reserves Account	£40,000.00
Earmarked Reserves Account	£30,461.16
<i>Calstock Village Pontoon</i>	£6,000.00
<i>Neighbourhood Plan</i>	£11,461.16
<i>Fosters Field Playground Equipment</i>	£7,000.00
<i>Calstock Cemetery Extension</i>	£6,000.00
Forest for Calstock	£3,293.66
Expenditure for year remaining	£193,924
Income for year remaining	£112,722
Estimated end of year General Reserves	£80,300
Recommended Minimum General Reserve	£56,520
<i>(25% of total income)</i>	

Budget Holding Committees

Committee	Total Budget	Spent	Forecast	Variance
Amenities	32,325.00	1,589.71	29,631.36	1,103.93
Burial	10,100.00	15.47	6,833.64	3,250.89
Environment & C E	3,293.88	0	3,293.88	0
Finance	56,978.12	8,662.44	33,733.37	14,582.31
Neighbourhood Del Plan	3,500	0	3,500.00	0.00
Personnel	120,000	10,086.50	110,000.11	-86.61
Recreation	6,680	375.41	6,123.37	181.22