



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 08 June 2021, in Harrowbarrow Village Hall, at 7.00pm.**

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Ashley, Cllr Beech, Cllr Brown, Cllr Boreham, Cllr Greenwood, Cllr Letchford, Cllr Kirk, Cllr Polglase, Cllr Tinto, Cllr Wakem (Chairman), Cllr Warwick, Cllr Wells, Cllr Westwood, Cllr Wilkes.

Miss Sue Lemon (Clerk), Clare Bullimore (Deputy Clerk – minutes).

115/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr Roberts (prior engagement); Cllr Trapp (medical appointment).

116/21 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None

117/21 PUBLIC PARTICIPATION

Jim Flashman was present

118/21 APPROVE MINUTES OF LAST MEETING – 11-05-2021

Proposal/Resolution: the minutes be approved. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

119/21 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:

- Planning Committee, 11-05-2021 & 01-06-2021
- Environment and Climate Emergency Committee, 18-05-2021
- Burial Committee, 25-05-2021
- Recreation Committee, 25-05-2021
- Forest For Calstock Parish Advisory Committee, 26-05-2021
- Amenities Committee, 01-06-2021
- Calstock Waterfront Sub Committee, 01-06-2021

120/21 MATTERS ARISING

- The £30,000 has now been received from Cornwall Council for the Tamar Community Trust to use on the bridge for the defence scheme.
- Calstock Footpath Society sent a thank you for the grant received.



121/21 NEW CORRESPONDENCE

- Recordings of the recent Code of Conduct Training events are now available for anyone to view

122/21 CLERK'S INFORMATION

- So far 2 people have applied for the casual vacancy in Harrowbarrow and 5 in Chilsworthy and the deadline is not until next week.
- The local paper has asked that a monthly round up of Parish Council news be included in the paper– all agreed this was a good idea.

123/21 RECOMMENDATION FROM EACH COMMITTEE TO APPROVE COMMITTEES' MEMBERSHIP AND THEREFORE VOTING RIGHTS FOR EACH COMMITTEE:

Proposal/Resolution: to approve the following members for each committee, en bloc, for voting rights:

- Burial: Cllrs Alford, Beech, Greenwood (Chair), Polglase, Wells, Wilkes
- Recreations: Cllrs Alford, Boreham, Greenwood, Polglase, Roberts, Wakem (Chair), Wells, Warwick
- F4CP: Cllrs Boreham, Brown, Tinto (Chair), Wells: Community members/Advisors: Gill Court, Lesley Strong (Forest for Cornwall/AONB) Stuart Wood (Forest for Cornwall)
- ECE: Cllrs: Brown, Polglase, Tinto (Chair), Wakem, Warwick, Westwood. Community Members: Ken Finn (Calstock resident), Peter Bloomfield (Gunnislake resident).
- Amenities: Cllrs: Alford, Beech, Boreham, Brown, Greenwood, Letchford, Polglase, Roberts, Tinto, Wakem, Wells (Chair), Warwick.
- CWWP: Cllrs: Beech, Polglase (Chair), Tinto. Community member: Chris Sillitoe.
- Planning: Cllrs Alford, Ashley, Beech, Greenwood (Chair), Letchford, Polglase, Roberts, Tinto, Trapp, Wells, Wilkes

Cllrs Wakem and Greenwood to have voting rights on all committees.

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

The Deputy Clerk asked that all councillors had seen the list and checked whether anyone wished to be included in the committees who were not otherwise listed. No-one came forward.

124/21 DAN COOKE, TAMAR VALLEY AONB MANAGER - INTRODUCTION

Dan Cooke was welcomed to the meeting and explained some of the projects that AONB are working on.

125/21 REQUEST FOR VISITOR/AONB ROAD SIGNS

Following on from a request at a recent Amenities meeting when David Harding suggested AONB signs to encourage visitors to the area; Dan Cooke explained that there is a survey being carried out on the current branding with a view to re-branding. A longer-term plan is to have signage, which will need to be carried out in conjunction with Cornwall Council.



126/21 TENURE OF COUNCIL CHAIRMAN – CLLR ROBERTS

Deferred in Cllr Roberts' absence.

127/21 APPROVE THE ANNUAL GOVERNANCE STATEMENT

Proposal/resolution: The annual governance statement be approved. Proposed: Cllr Wilkes, seconded Cllr Wells – unanimous.

This Annual Governance Statement is approved at the Parish Council meeting, 08-06-2021.

128/21 CERTIFY THE YEAR ENDING 31 MARCH 2021 ACCOUNTING STATEMENTS IN THIS ANNUAL RETURN PRESENT FAIRLY THE FINANCIAL POSITION OF THIS SMALLER AUTHORITY AND ITS INCOME AND EXPENDITURE

Proposal/resolution: to certify for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a practitioners Guide to Proper Practices - and present fairly the financial position of this authority. Proposed: Cllr Wilkes, seconded: Cllr Wells – unanimous. The Chairman, Jim Wakem, signed.

129/21 APPROVE QUOTES FOR REMEDIAL WORK ON CALSTOCK PLAYBOAT (£3024) AND HARROWBARROW ZIPWIRE (£3057.60)

Proposal/resolution: to accept and pay the Zipwire quote, but to request a more detailed breakdown of the quote for the playboat. Proposed: Cllr Alford, seconded Cllr Wells – unanimous.

130/21 APPROVE MOORINGS LEASE AGREEMENTS

Proposal/resolution: to approve the mooring lease agreements following advice from a retired Harbour Master and feedback from the community at a recent Calstock Waterfront Sub Committee meeting. Proposed: Cllr Tinto, seconded: Cllr Polglase.

131/21 UPDATE ON BURIAL COMMITTEE

Signs have been ordered to put on the entrances to the cemeteries, once these are installed we will publicise the date the ban starts on plastic; we have the support of the AONB and will seek to recycle as much of the waste that we clear as possible.

132/21 STANDING ITEM – POLICE REPORT

None received

133/21 STANDING ITEM – CALSTOCK FLOOD DEFENCE SCHEME

Cllr Tinto and Cllr Kirk attended a partnership meeting earlier. Cllr Tinto reported that an engineering company will be commissioned to complete the bridge this year. The EA need to have the project completed and have found a contingency fund to do so. The bridge needs planning



approval and the Planning Officer has delegated authority to sign this off – the Clerk will make contact with Patrick James and outline the Parish Council’s support for this.

133/21 TOILETS

A price is being sought for a new toilet otherwise nothing to report.

134/21 STANDING ITEM – 5 DAY PLANNING CONSULTATION

None

135/21 STANDING ITEM - NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE

Cllr Tinto reported that the examiner has signed the plan off, we are now waiting for Cornwall Council to organise the referendum which is likely to take place in September. Appropriate publicity will be sent out regarding this.

136/21 STANDING ITEM – A390 REPORT, CLLR WELLS

Cllr Wells reported that he has had communication from Adam O’Neil from Transport and Infrastructure who explained that Cormac are progressing the scheme – they are still waiting for the camera guidance to be signed off (hopefully a decision will be forthcoming at the end of July/early August). All being well the cameras will be combined with the rest of the works into a single public consultation and the same with the construction – the programme is being sorted out. Another meeting will be convened, and Cllr Wells will report back on this.

137/21 STANDING ITEM – FOREST FOR CALSTOCK PARISH UPDATE – CLLR TINTO

Cllr Tinto reported that quotes are now being sought for the trees following planting schemes having been drawn up by Gill Court and John Wells. Gill Boreham is helping to turn the planting scheme plans into more technical drawings and she is also liaising with Delaware Primary School about involving school children in gathering seeds for a wildflower area in the Millennium Green.

138/21 STANDING ITEM – FOSTERS FIELD

The Clerk now has a management agreement and site plan – she is querying the site plan, but approval was given for her to meet with the solicitor to go through the management agreement.

139/21 STANDING ITEM – CORNWALL COUNCIL REPORT – CLLR KIRK

Cllr Kirk reported on the following:

Collapse of Mine Shaft, Drakewalls – a mine shaft has collapsed at Drakewalls. Investigations are underway into the stability of the mining structure next to it. The area has been fenced off for safety reasons.

Level crossings- Okeltor and Sandways – Cllr Kirk remains concerned that these may be closed because they are dangerous. A letter from the Clerks had previously been sent following concerns raised in December – it was suggested a Freedom of Information request be made asking for the number of accidents that have taken place at these sites.



A390 – the funding for the improvements is secured but the future of the Community Networks through which this programme of work has been progressed is not secure.

CORMAC – the ditch created by CORMAC on the riverpath at Gunnislake is a hazard, and has been reported.

Tamar Bridge and Torpoint Ferry Committee and Strategic Planning Committee – Cllr Kirk is a member of both of these forums.

Planning Appeal - Cllr Kirk will let us know when the appeal date is for the 5 detached houses behind Cemetery Road which have been refused by Cornwall Council

Cornwall Housing – properties owned by Cornwall Housing were said to have been recognised as having unacceptable levels of radon – this was three years ago and action is only now beginning on rectifying this.

140/21 STANDING ITEM – REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEE OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Beech reported that he had attended the Delaware Learning Community Centre’s AGM. The pre-school is full to capacity for the summer holidays and September. Some evening use of the premises is being undertaken to boost funds which were depleted during the Covid-19 pandemic.

141/21 STANDING ITEM APPROVE PAYMENT LIST

Proposal/resolution: approve the payment list. 2 abstentions (Cllrs Tinto and Wells) all others in favour.

142/21 DATES OF FUTURE COMMITTEE MEETINGS

To be held at the Harrowbarrow Village Hall unless otherwise informed

- Personnel Committee, 15-06-2021, 1400, Tamar Valley Centre
- Recreations Committee, 15-06-2021, 1800 **AT THE ALLOTMENTS, CROW LANE**
- Forest for Calstock Parish, 16-06-2021, 1230, virtually
- Planning Committee, 22-06-2021, 1800
- Casual Vacancy Interviews, 22-06-2021, 1900
- Neighbourhood Development Plan Committee, 29-06-2021, 1800 – VENUE TO BE CONFIRMED
- Environment and Climate Emergency Committee, 29-06-2021, 1900 – VENUE TO BE CONFIRMED

143/21 URGENT INFORMATION

Tim Dart asked the Clerk to relay his gratitude to Pete Bluett for helping him move pilings for the flood defence scheme, using the Council’s tractor.

The meeting closed at 2032

Signed: Date:



1 June 2021 (2021-2022)

Calstock Parish Council

DRAFT PAYMENTS LIST MAY 2021

43	21 - Car Parks Business Rates	Cornwall Council	Calstock BR CP	107.00
44	38 - TVC Rent & Rates	Cornwall Council	Rates TVC	112.00
45	21 - Car Parks Business Rates	Cornwall Council	Rates Gunnislake CP	135.00
46	18 - Toilets Business Rates	Cornwall Council	Rates Calstock Toilets	145.00
47	21 - Car Parks Business Rates	Cornwall Council	Rates Harrowbarrow CP	162.00
48	18 - Toilets Business Rates	Cornwall Council	Rates Gunnislake Toilets	168.00
49	22 - Street Lighting	SSE Enterprise	Street Lighting Maintenance	97.20
50	39 - Tools, Equipment, Consumables & Postage	Viking	Stationery & stamps	74.89
51	26 - Utilities - Electric	EDF Energy	Electric Workshop	12.00
52	6 - Pensions	Cornwall Council	Pensions	1,523.17
58	5 - Salaries	Salaries	Salary	6,460.58
59	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	216.53
60	41 - IT Running Costs	O2	Mobile phone	34.56
61	41 - IT Running Costs	Google	Google G Suite	92.00
62	41 - IT Running Costs	Google	Google G Suite	8.28
63	38 - TVC Rent & Rates	Cornwall Council	Rent TVC	2,750.00
64	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
65	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	16.71
66	11 - Consultancy General <i>HR Consultancy</i>	HR Support Consultancy	Consultancy Support	72.00
67	25 - Utilities - Water	South West Water	Water Calstock Cemetery	7.06
68	39 - Tools, Equipment, Consumables & Postage <i>Ink cartridges</i>	S Lemon	Stationery & stamps	17.84
69	22 - Street Lighting <i>Replace light cluster Bealswood Road Gunnislake</i>	SSE Enterprise	Public Lighting Gunnislake	1,066.56
70	39 - Tools, Equipment, Consumables & Postage	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	77.09
71	7 - Tax & NI	HMRC	Tax & NI	1,908.08
72	47 - Waste Removal	Biffa	Waste Collection	119.23
73	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	176.89
74	43 - Grants Given <i>Contribution towards Public Liability Insurance</i>	Calstock Footpath Society	Grant	250.00
75	44 - Vehicles Leases & Purchase	Ford Lease	Van Leases	638.98
76	23 - Bins <i>Replacement bin for Woodland Way</i>	British Bins	Salt Bin	104.52
77	13 - General Repairs & Maintenance <i>Repainting signs Norris Green & Cross House</i>	Chris Clarke	Signs	145.00
78	15 - Toilets Repairs & Maintenance	Impact Laundry & Cleaning Ltd	Toilet Hygiene	600.30
79	14 - Toilets Equipment & Consumables <i>Wipes, mops & gloves</i>	Impact Laundry & Cleaning Ltd	Toilet Hygiene	66.70
80	9 - Staff Training, Expenses & Mileage <i>50% cost towards of CALC Councillor training</i>	Callington Town Council	Training Course	54.00
81	24 - Consumables & Maintenance <i>Memorial plate</i>	Abbey Nameplates	Memorial	36.00
82	8 - Staff Clothing & PPE	Regatta	Protective Clothing	191.70
83	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	42.58
84	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	34.00
85	41 - IT Running Costs	Zoom Video Communications Inc	IT running costs	14.39
				17,809.84



Calstock Parish Council

Accounts Summary 31 May 2021

Current Account	£124,723.94
Petty Cash	£72.78
General Reserves Account	£40,000.00
Earmarked Reserves Account	£60,461.16
<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
<i>Bridge Grant from Cornwall Council</i>	£30,000.00
Forest for Calstock	£3,293.66
Forecast expenditure for year remaining	£197,154
Forecast Income for year remaining	£119,495
Estimated end of year General Reserves	£83,844
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	4,120.92	26,937.60	1,266.48
Burial	10,100.00	63.96	6,212.40	3,823.64
Environment & C E	3,293.88	0	3,293.88	0
Finance	56,978.12	13,079.69	32,226.70	11,671.73
Neighbourhood Del Plan	3,500	0	3,500.00	0.00
Personnel	120,000	20,252.08	100,000.10	-252.18
Recreation	6,680	407.79	5,566.70	705.51