



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 08 March 2022**,
In the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Beech, Cllr Boreham, Cllr Brown, Cllr Greenwood, Cllr Jaggard, Cllr Kirk, Cllr Ledger, Cllr Letchford, Cllr Newton Chance, Cllr Polglase, Cllr Tinto, Cllr Wakem (Chairman), Cllr Wells, Cllr Westwood.

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

59/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Warwick (family commitments), Cllr Wilkes (ill), Cllr Trapp (hospital), Cllr Ashley (away).

58/22 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

Dispensation was given for Cllr Greenwood to speak about the item in New Correspondence about Green Lanes.

59/22 PUBLIC PARTICIPATION

Residents of Woodland Way were present.

Pete Thompson was present and participated during the agenda item about the Flood Defence Scheme.

Mr and Mrs Yelland were present and listened to the item on South West Water.

60/02 APPROVE MINUTES OF LAST MEETING – 08-02-2022

Proposal/Resolution: the minutes be approved. Proposed: Cllr Wells, seconded: Cllr Beech – approved by all those present at the last meeting.

61/22 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS

Proposal/Resolution: The actions and expenditure of the following be approved en bloc.

Proposed: Cllr Letchford, seconded: Cllr Alford –unanimous:

- Calstock Waterfront Sub Committee, 15-02-2022
- Forest for Calstock Parish Advisory Committee, 17-02-2022
- Amenities Committee, 22-02-2022
- Planning Committee, 22-02-2022
- Planning Committee, 01-03-2022
- Recreations Committee, 01-03-2022
- F&GP Committee, 01-03-2022

62/21 MATTERS ARISING

Woodland Way Residents Parking – residents spoke of the inadequate parking for residents with disabilities and asked for disabled parking bays – one for each disabled person with 8 in total. Cllr



Kirk expressed concern and sympathy for the residents' situation but felt that she had pursued the enquiry as far as she was able and had been granted the unusual concession, by Cornwall Housing, of two disabled bays. The residents did not feel this was enough. It was explained that the Parish Council have already written to both Cornwall Housing and Highways about the situation to be told that the road is a public highway and therefore cannot be designated as a residents' only, or disabled only, area. Cllr Kirk also explained that the Woodland Way Car Park was never for the sole use of residents but that the centre had been installed for use by people from the village of Gunnislakfe, not just Woodland Way. However, Cllr Wakem was supported in his request that another letter is written to Cornwall Housing highlighting the problem.

Caradon Community Network Highways Scheme – EOI submitted, feedback from Will Glassup has been disseminated, the Parish Council needs to prioritise 2 proposals within it – Amenities meeting to be convened at the earliest opportunity.

Correspondence about holiday lets and second homes – letters and information disseminated as agreed.

Tamar Crossings Consultation – Cllr Kirk gave comments which were passed on and noted by Tamar Crossings.

63/22 NEW CORRESPONDENCE

The following items of correspondence were noted:

- Mevagissey Parish Council Housing Manifesto
- Planning application Pitt Farm, email received from Ian Salisbury
- Consultation on Changes to the Tamar Valley Discovery Trail
- Callington Town Council Queen's Jubilee Beacon invitation to light a beacon on Kit Hill
- Alastair Cameron, National Trust, Invitation to see plans for replacement weir
- Caradon Network Highway Scheme Update

Cllr Greenwood commented on the request from the GLEAM that green lanes are not used by recreational motor vehicles. Cllr Greenwood feels there is already legislation in place that should be enforced through Highways Authorities. Groups that Cllr Greenwood are involved with carry out maintenance of the lanes and without their support the lanes would be in a much worse condition than they are. It was agreed not to support this plea.

64/22 CLERK'S INFORMATION

Application for Street Trading Consent – the Clerk had received 4 responses to this consultation from Councillors, 3 of whom were in favour. She was disappointed with the number of Councillors that had given any feedback and Cllr Letchford was disappointed that more councillors had not commented to express concern.

Devolution Waste Letters: Biffa Contract it was agreed to take up option 1 which offered the same service until April 2023 at a continued charge of 'no fee'.

65/22 PRESENTATION ABOUT BROADBAND ISSUES: DAN MCARTHY, WILDANET

Dan McCarthy was present to outline broadband service provision through Wildanet. Cllr Ledger had made enquiries following concerns from Harrowbarrow residents that their Broadband is very poor and is unlikely to be improved in the next few years. The presentation was noted and Dan left his contact details.



66/22 CITIZEN OF THE YEAR AWARD

The Clerk reminded councillors the deadline for nominations is Friday 08 April 2022.

67/22 SOUTH WEST WATER LIAISON COMMITTEE FEEDBACK

Cllr Tinto reported that despite South West Water hoping to get the programme of work to improve the water treatment completed in July they are still waiting to have the designs signed off. South West Water continue to monitor flow from St Ann's Chapel and also need to ask the Environment Agency if a pipe can be run on the edge of the new wetland field rather than under Harewood Road which would cause disruption to services for residents. They are still hopeful that works will be completed by July 2022.

The recent interruption of water supply across the parish was also discussed. 510 customers will automatically be compensated having experienced loss of water for 12 hours or more. Customers with burst pipes usually claim on their household insurance - individual cases can be reported to the Customer Services department who will look at them on a case by case basis.

The issue of tanker movement was also discussed – unfortunately tankers are required to move sewage and carry out maintenance work and it seems inevitable that treatment works will require regular maintenance. There was no solution to this as there is no other route to the works.

68/22 RECOMMENDATION FROM THE CALSTOCK WATERFRONT COMMITTEE THAT A QUOTE FOR REFURBISHMENTS TO THE PONTOON IS ACCEPTED AT £11,650+VAT

Since the publication of the agenda, the company whose quote was being recommended have had to pull out due to unforeseen circumstances. As time is of the essence to get the pontoon usable by April it was proposed and agreed that the Amenities Committee be delegated to look at the other quotes and decide which one to commission. Proposed: Cllr Polglase, Seconded: Cllr Greenwood – unanimous. A meeting to be convened as soon as possible.

69/22 RECOMMENDATION FROM THE AMENITIES TO APPROVE THE INCREASE IN PRICE FOR THE TOILETS TO BE CLEANED FROM £234.90 PER WEEK TO £297.38 PER WEEK (THIS IS THE PRICE FOR TWO CLEANS PER DAY), HOWEVER FROM 01 APRIL 2022 ONLY ONE CLEAN TO BE REQUIRED REDUCING THE ACTUAL COST TO £165.23 PER WEEK

Proposal/resolution: as above. Proposed: Cllr Greenwood, seconded: Cllr Jaggard – unanimous.

70/22 RECOMMENDATION FROM THE AMENITIES COMMITTEE TO AGREE IN PRINCIPLE THE SITING OF FLOWER BEDS (UPCYCLED BOATS) AROUND THE VILLAGE GREEN AND USE OF THE OUTSIDE TAP FOR A CALSTOCK IN BLOOM COMMUNITY INITIATIVE

Subject to ward members and the amenities committee having sight of suggested locations of the bed, the above recommendation was agreed in principle. Proposed: Cllr Wells, seconded: Cllr Tinto – unanimous.

71/22 RECOMMENDATION FROM THE PLANNING COMMITTEE TO AGREE THE FORMATION OF A PLANNING STRATEGY ADVISORY COMMITTEE AND THE TERMS OF REFERENCE



Proposal /Resolution: From May 2022 to have a Planning Strategy Advisory Committee and to agree the terms of reference subject to an amendment being made that the F&GP Committee oversees CIL monies. Proposed: Cllr Greenwood, seconded: Cllr Tinto – unanimous.

72/22 RECOMMENDATION FROM THE RECREATIONS COMMITTEE THAT PLANNING PERMISSION IS NOT REQUIRED FOR THE NEW ALLOTMENTS, AND THEY CAN BE ALLOCATED WITH IMMEDIATE EFFECT (LOCAL COUNCIL ADMINISTRATION, ARNOLD BAKER 12TH EDITION, PAGE 274 CITED FROM THE TOWN AND COUNTRY PLANNING ACT, 1990: “THE USE OF LAND FOR AGRICULTURE AND THE USE OF BUILDINGS OCCUPIED TOGETHER WITH AGRICULTURAL LAND IS NOT TO BE TAKEN TO INVOLVE DEVELOPMENT, FOR WHICH, THEREFORE, DEVELOPMENT PERMISSION IS UNNECESSARY...”)

Proposal/resolution: the Clerk advised that the Town and Country Planning Act, 1990, states planning permission is not required for allotments and it was resolved that the new allotments could be allocated with immediate effect. Proposed: Cllr Alford, seconded: Cllr Well – unanimous.

73/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE CAPITAL WORKS PROGRAMME IS ADOPTED

Proposal/resolution: following confirmation that money can be carried forward from one fiscal year to the next if it is allocated for a specific purpose it was resolved to implement the Capital Works Programme as a process. Proposed: Cllr Wells, seconded: Cllr Polglase – unanimous.

74/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE RELEVANT POLICY/PROCEDURE/REGULATION IS SENT TO COMMITTEES AS INDICATED BELOW FOR THEIR COMMENTS AND THEN PASSED TO THE CHAIR OF PERSONNEL TO BE CHECKED FOR CONSISTENCY/GOVERNANCE THEN BE RECOMMENDED FOR APPROVAL AT FULL COUNCIL

Proposal/resolution: the following policies/procedures/regulations will be reviewed by the delegated Committee and then checked by the Chair of Personnel for consistency/governance before being recommended to the full council for approval:

Standing Orders - PERSONNEL
Code of Conduct - PERSONNEL
Procedure for Dealing with the Press and Media – PERSONNEL
Social Media Policy - PERSONNEL
Committee Structure Policy - PERSONNEL
Complaints Policy- PERSONNEL
Health and Safety Policy- PERSONNEL
Data Protection Policy- PERSONNEL
Freedom of Information Policy for requests for handling information- PERSONNEL
Freedom of Information Publication Scheme- PERSONNEL
Equal Opportunities Policy- PERSONNEL
Citizen of the Year guidelines- PERSONNEL
Abandoned Items policy – PERSONNEL/CALSTOCK WATERFRONT SUB COMMITTEE
Delegation Scheme- PERSONNEL



Co-option Procedure Policy- PERSONNEL
Financial Regulations- F&FP
Grant Awarding Policy and application form - F&GP
Audit Procedures – F&GP
Single Use Plastic Policy – ENVIRONMENT AND CLIMATE EMERGENCY COMMITTEE
Planning Protocol, Preapplications – PLANNING COMMITTEE
NDP Intentions and Policies – PLANNING COMMITTEE/PLANNING ADVISORY STRATEGY COMMITTEE
Mooring Regulations – CALSTOCK WATERFRONT SUB COMMITTEE
Cemetery Regulations – BURIAL COMMITTEE
Bench policy and application form - AMENITIES

Proposed: Cllr Polglase, seconded: Cllr Alford- unanimous

75/22 RECOMMENDATION FROM FOREST FOR CALSTOCK PARISH ADVISORY COMMITTEE THAT A TREE IS REMOVED IN THE MILLENNIUM GREEN THAT IS DISEASED (SUBJECT TO A SECOND OPINION BEING RECEIVED IN EARLY SPRING)

To agree in principle the removal of a tree after further investigation to see how diseased it is.

Proposed: Cllr Wells, seconded: Cllr Tinto – all.

76/22 RIFLE PATH – NEEDS WORK COMPLETED BY JUNE 2022

Information had been disseminated with specifications and quotes received last year. The Deputy Clerk had been on a site visit on Friday with James Clapp from Cornwall Countryside Team, Dan Cooke from the AONB and Pete O'Dell from Tavistock Taskforce. There may be money from the AONB's Sustainable Development Fund to put towards this work and James Clapp is responsible for paths across South and East Cornwall. Tavistock Taskforce are a voluntary group who could carry out the work. All present at the meeting held on 04-03-2022 agreed that the following specification should be recommended: *Grips / boltholes into the field are vital every 10m Bring the surface of the path up to a level with 505 (larger stone to allow water to flow). Finish with compacted in 803 with camber towards drainage side. General use top with 10mm depth of 20mm stone. The grips will need clearing into the field annually...*

However Cllr Wells advised that this will be a waste of money and will only last a few years. It was agreed that Cllr Wakem would ask the landlord of the Rifle Path Volunteer for a meeting to be held at the pub to look at the path in daylight.

77/22 PARISH COUNCIL'S POSITION ON OWNERSHIP OF THE WALKWAY (CALSTOCK RIVERPATH)

Cllr Tinto outlined concerns regarding changes to the Walkway since the Parish Council agreed to take it on in the event of the Tamar Community Trust failing as an organisation. He feels that what started off as a project that was going to cost no more than £60,000 has escalated into a project costing hundreds of thousands of pounds. There is an unforeseen problem with scouring which is being investigated. Cllr Tinto proposed that the path is opened as soon as the railings have been installed on it to prevent delay (one of the conditions of the planning application being granted was that the construction of a footbridge was to be made available for pedestrian use within 2 months of the breach) whilst negotiations continue. After a lengthy discussion it was felt that a meeting should be convened at the earliest opportunity with representatives from the Amenities Committee, Tamar



Community Trust, the Environment Agency and the Tamar Valley AONB and a recommendation be made to Full Council following this meeting. The Parish Council has not yet signed the lease regarding the ownership or responsibility of the bridge.

78/22 STANDING ITEM – CALSTOCK FLOOD DEFENCE

Item covered in previous agenda item.

79/22 STANDING ITEM – 5 DAY PLANNING APPLICATIONS: PA21/12385, THE POPPIES, CALSTOCK

Proposal/resolution to agree with the Planning Officer to support the application – proposed: Cllr Tinto, seconded: Cllr Greenwood – unanimous.

80/22 STANDING ITEM - TOILETS

Nothing to report

81/22 FOSTERS FIELD

Nothing to report – the Clerk reported that a meeting had been scheduled for earlier today but was cancelled.

82/22 A390

Cllr Wells reported that the 9 proposals listed in the consultation document EDG1995 have been approved. Cllr Wells, Cllr Trapp and Cllr Kirk continue to negotiate for a crossing near the school in lieu of one or two of the smaller proposals.

The Highways department are due to carry out a survey of pedestrian traffic.

Cllr Wells has ordered equipment and requested a second training day for the Speedwatch initiative.

Cllr Wakem thanked Cllr Wells for his ongoing work on this.

83/22 CORNWALL COUNCIL REPORT – CLLR KIRK

Ukrainian refugees – Cllr Kirk was very proud to report that local efforts to provide essential supplies to Ukrainian refugees have been tremendous with the Koffee Lodge in Gunnislake and Darren's Cabs in particular being inundated with contributions from the community. Darren Tait is taking supplies to refugees and his journey has been reported in the local and national press.

Solar Panels- Woodland Way – the incorrect installation of the control boxes has been rectified.

Solar panels – The Orchard – scaffolding erected more than 2 months ago around a bungalow in The Orchard is due to be removed following Cllr Kirk's requests.

Newbrige Hill – traffic control measures are in place on Newbrige Hill while a retaining wall that has collapsed is rebuilt and strengthened. Cllr Kirk expressed concern that the site appears unstable as a retaining wall on the other side of the road had collapsed a few years before. Cllr Kirk feels the number of HGV's that use Newbrige are exacerbating the problem.

30mph extension – Cllr Kirk has had it confirmed that the 30mph limit will be extended to cover Whiterocks and the new development.

Community Link Officer – Helen Fincham will be moving to a different locality and Catherine Thomson will take over the Caradon network area while retaining her current locality which is the Gateway area.

Delaware Outdoor Education Centre – the future of this centre is still in doubt. Other similar centres in Cornwall have been closed as they are not seen as viable.



Lower Metherell to Clampits Road Closure – a road closure will be in place from 14-18 March 2022 for road surface improvements.

Elected Mayor – Cllr Kirk reported that Cornwall Council is under pressure from the Government to agree to having an elected mayor – if rejected, the government may decide to have a joint regional authority with Devon and Cornwall merging.

Meeting with Luke Pollard – Cllr Kirk has a meeting with Plymouth MP, Luke Pollard, next week to discuss the prospect of a campaign to persuade Highways England to take on the running and maintenance of the Tamar Bridge. Other councillors expressed support for this campaign.

Social Housing – Cornwall Council are reviewing the future of social housing in Cornwall and will be asking tenants and leaseholders what their views are on Cornwall Council’s proposal to enter into a new agreement for Cornwall Housing to manage council homes.

Cllr Kirk was thanked for her work for the parish.

84/22 REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Polglase attend the Port of Plymouth Marine Liaison Committee meeting. Some items of note included the forthcoming installation of an updated sign on Calstock slipway; the Tamara Project looking at a feasibility study into reinstalling pedestrian ferries to/from Morwellham and that there had been a drop in antisocial behaviour with personal watercraft use on the River Tamar – the Harbour Master will continue to campaign for responsible watercraft use.

Cllro Polglase also attended a Caradon Alliance Meeting and met Catherine Thomson the new Community Link Officer.

85/22 APPROVE PAYMENT LIST

Proposal/resolution: the payments be approved – proposed: Cllr Newton Chance, seconded: Cllr Kirk – 3 abstentions: Cllr Tinto, Polglase and Westwood all others in favour.

86/22 DATES OF FUTURE COMMITTEE MEETINGS

- Amenities Committee – 15/03/2022, 1800
- Planning Committee – 15/03/2022, 1900
- Skate Park Advisory Committee – 22/03/2022, 1800
- Burial Committee – 22/03/2022, 1900

87/22 URGENT INFORMATION

It was unanimously agreed to sign a statement of support, as set out in a CALC guidance document, for Ukraine. It was also agreed to donate £500 to the Disasters Emergency Committee.

The meeting closed at 2115

Signed: Date:



1 March 2022 (2021-2022)

Calstock Parish Council**DRAFT PAYMENTS LIST FEBRUARY 2022**

Voucher	Code	Name	Description	Amount
478	40 - IT Equipment	Voipfone	VOIP Phone	126.00
479	16 - Toilets Utilities - Water	South West Water	Water Calstock toilets	79.22
480	26 - Utilities - Electric	EDF Energy	Electric Workshop	9.00
481	41 - IT Running Costs	SeaDog IT	Web Site Service	13.75
482	11 - Consultancy General	task-it.com	Consultancy Support	351.00
483	24 - Consumables & Maintenance	The Art Frame Centre	Picture Framing	52.00
484	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	67.00
485	11 - Consultancy General	HR Support Consultancy	Consultancy Support	75.60
486	13 - General Repairs & Maintenance	ARB-MASTERS	Ground Works	350.00
487	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	181.35
488	22 - Street Lighting	EDF Energy	Public Lighting Calstock	811.34
489	22 - Street Lighting	EDF Energy	Public Lighting Gunnislake	238.32
490	14 - Toilets Equipment & Consumables	Impact Laundry & Cleaning Ltd	Toilet Hygiene	65.88
491	14 - Toilets Equipment & Consumables	Impact Laundry & Cleaning Ltd	Toilet Hygiene	27.46
492	15 - Toilets Repairs & Maintenance	Impact Laundry & Cleaning Ltd	Toilet Hygiene	939.60
493	41 - IT Running Costs	TownsWeb Archiving	IT running costs	354.00
494	12 - General Equipment Purcahse	The Defib Pad	Defibrillator Items	71.99
495	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
496	41 - IT Running Costs	Google	Google G Suite	94.07
497	41 - IT Running Costs	Google	Google G Suite	9.20
498	41 - IT Running Costs	Google	Google G Suite	67.48
499 - 502	5 - Salaries	Salaries	Salary	5,845.13
503	6 - Pensions	Cornwall Council	Pensions	1,789.71
504	30 - Consumables & Maintenance	Mole Valley Farmers	Ground Works	261.00
505	30 - Consumables & Maintenance	Mole Valley Farmers	Ground Works	133.24
506	48 - Miscellaneous Expenses	Cornwall Council	Election Costs	2,674.17
507	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	17.30
508	39 - Tools, Equipment, Consumables & F	Tavistock Woodland Sawmill	Materials for Workmen	108.00
509	12 - General Equipment Purcahse	The Defib Pad	Defibrillator Items	71.99
510	39 - Tools, Equipment, Consumables & F	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	15.98
511	41 - IT Running Costs	Voipfone	VOIP Phone	0.50
512	41 - IT Running Costs	Voipfone	VOIP Phone	-0.50
513	25 - Utilities - Water	South West Water	Water Calstock Cemetery	3.52
514	31 - Utilities - Water	South West Water	Water St Annes PF	9.77
515	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	67.17
516	28 - Fees	Squareup.com	Square processing fee	12.50
517	44 - Vehicles Leases & Purchase	Ford Lease	Van Leases	638.98
518	7 - Tax & NI	HMRC	Tax & NI	1,995.50
519	47 - Waste Removal	Biffa	Waste Collection	129.98
520	46 - Subscriptions & Fees	Amazon	Amazon Prime	7.99
521	41 - IT Running Costs	Dropbox	Dropbox	95.88
522	48 - Miscellaneous Expenses	Harrowbarrow & Metherell Village Hall	Venue Hire	252.00
523	10 - Councillor Costs & Allowances	Cornwall ALC Ltd	Training Course	36.00
524	39 - Tools, Equipment, Consumables & F	Dartprint Ltd	Stationery & stamps	66.00
525	30 - Consumables & Maintenance	S Pote	Ground Works	200.00
526	15 - Toilets Repairs & Maintenance	Impact Laundry & Cleaning Ltd	Toilet Hygiene	1,158.60
527	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	44.35
528	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	170.74
529	45 - Vehicle Running Costs	PSP Group	Insurance	1,189.72
530	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	70.00
TOTAL				21,121.48

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Calstock Parish Council

Accounts Summary - 28 February 2021

Current Account	£36,393.08
Petty Cash	£78.46
General Reserves Account	£60,010.39
Earmarked Reserves Account	£38,450.14
<i>Calstock Village Pontoon</i>	£9,000.00
<i>Neighbourhood Plan</i>	£8,437.16
<i>Fosters Field Playground Equipment</i>	£9,000.00
<i>Calstock Cemetery Extension</i>	£9,000.00
<i>Skatepark</i>	£3,000.00
Forest for Calstock	£0.00
Forecast expenditure for year remaining	£17,045
Forecast Income for year remaining	£1,563
Estimated end of year General Reserves	£81,000
Recommended Minimum General Reserve	£56,520
<i>(25% of total income)</i>	

Budget Holding Committees

Committee	Total Budget	Spent	Forecast Spend	Variance	Notes
Amenities	32,325.00	22,706.73	2,693.76	6,924.51	Business rates removed
Burial	10,100.00	4,634.35	621.24	4,844.41	Headstone safety pending
Environment & C E	3,592.88	3,645.24	0.00	-52.36	
Finance	56,978.12	41,180.85	2,881.67	12,915.60	Election expenses paid
Neighbourhood Del Plan	3,500	3,024.00	0.00	476.00	
Personnel	120,000	112,325.65	10,000.01	-2325.66	
Recreation	6,680	11,728.99	556.67	-5605.66	Higher than expected repair & maintenance costs

