



Minutes of **Full Council Meeting** of the **Calstock Parish Council**  
held on **Tuesday 12 April 2022**,  
In the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

**COUNCILLORS-**

Cllr Alford, Cllr Ashley, Cllr Beech, Cllr Boreham, Cllr Kirk, Cllr Ledger, Cllr Letchford, Cllr Polglase, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chairman), Cllr Warwick, Cllr Wells, Cllr Westwood.  
Miss Sue Lemon (Clerk), Miss Clare Bullimore (Deputy Clerk – minutes).

**88/22 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from:

Cllr Greenwood (covid); Cllr Jaggard (ill), Cllr Newton Chance (away), Cllr Wilkes.

Theo Brown had tendered his resignation before the meeting.

**89/22 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS**

None

**90/22 PUBLIC PARTICIPATION**

Richard Walker spoke about the Tamar Valley Nomads Canoe Club.

Dan Cooke (AONB), Daniel Gay (EA) and Jane Kiely (TCT) spoken about the Calstock Flood Defence, footbridge.

**91/02 APPROVE MINUTES OF LAST MEETING – 08-03-2022**

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

**92/22 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS**

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

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

- Forest for Calstock Parish Advisory Committee, 08-03-2022
- Amenities Committee, 15-03-2022 & 05-04-2022
- Planning Committee, 15-03-2022, 22-03-2022 & 05-04-2022
- Burial Committee, 29-03-2022

**93/21 MATTERS ARISING**

Woodland Way Residents Parking – Cllr Wakem did not feel that Stuart Blackie had directly responded to our request for disabled parking bays – another letter to be written

Queen's Jubilee Mugs – mugs have been received and disseminated to ward members to deliver to schools. The ward members will liaise with Cllr Wakem and the press appropriately about making a formal presentation within the schools



## **94/22 NEW CORRESPONDENCE**

The following items of correspondence were noted:

- Tamar Valley AONB Briefing Note - Response to Government's consultation on the recommendations of the Landscapes Review of Designated Landscapes
- The Motor Cycling Club 'Dick Peachey 3 Day Trial', 24 to 26th April 2022
- The Platinum Jubilee Parade - 12.30pm, Truro, Thursday 2nd June
- Email received (Oz Osborne) requesting clarification on solar panel policy within the NDP; statement uploaded onto the Website – Cllr Tinto felt this statement was useful to state the position of the Parish Council and for parishioners to continue to apply for solar panels and each application will be looked at on an individual basis

The following items were deferred to F&GP:

- Grant request from Harrowbarrow and Metherell Community Association – contribution of £150 towards cost of events to mark the Queen's Jubilee
- Calstock Social Club – Grant Request for £435 for a bouncy castle for the Queen's Jubilee celebration
- Calstock Footpath Society Grant Request for £250 towards public liability insurance

## **95/22 CLERK'S INFORMATION**

Committee Structure 2022-2023 document disseminated, comments required before 06-05-2022.

Cllr Letchford raised concern that there is no identified core group for the planning committee, Cllr Boreham to look into this.

Application made to the Sustainable Development Fund, Tamar Valley AONB for refurbishment work to two paths – applications successful for remedial work on the Rifle Volunteer path and the path at Body's Court, Delaware.

Council Meeting Dates: Parish Meeting (Citizen of the Year Award) 10-05-2022; Annual Meeting 17-05-2022

## **96/22 REQUEST FOR TOILETS TO REMAIN OPEN AND GATE TO REMAIN UNLOCKED ONTO THE FIELD IN CALSTOCK ON 08-05-2022 FOR CANOE RACE**

Richard Walker requested access to the field and gate the evening before and day of the canoe race. Proposal/resolution: to support this request. Proposed: Cllr Tinto, seconded: Cllr Polglase – unanimous.

## **97/22 RECOMMENDATION FROM PERSONNEL: DELEGATED MEMBER OF PERSONNEL COMMITTEE TO WORK WITH THE CLERKS TO REVIEW POLICIES, PROCEDURES AND REGULATIONS TO SUBMIT TO THE FULL COUNCIL FOR APPROVAL BEFORE PUBLISHING ON THE WEBSITE**

Cllr Boreham explained that there are more policies and procedures than first thought. She has offered to work with the clerks to review and update these and ask Full Council for approval. Some will be more appropriate for committees to review. The recommendation was proposed by Cllr Trapp, seconded by Cllr Alford and approved by all.

## **98/22 CIL FUNDING STREAM**



The Clerks reported that there is some CIL funding available to apply for. Cllr Westwood reminded the council that she is sending out a survey about what facilities people would like and an expression of interest may be submitted thereafter, as appropriate. The deadline for the expressions of interest is June.

#### **99/22 STANDING ITEM: CALSTOCK FLOOD DEFENCE**

Following a presentation at last week's Amenities Committee there was further discussion about the ongoing liability, maintenance and inspection of the bridge. Cllr Tinto felt it is important to know what the annual costs are likely to be should the Parish Council find themselves responsible for this – which he believes they will. After a discussion it was proposed by Cllr Warwick that the Parish Council take on the insurance of the bridge and the responsibility for the insurance of the bridge. Proposed: Cllr Warwick, seconded: Cllr Kirk – unanimous.

#### **100/22 STANDING ITEM: 5 DAY PLANNING APPLICATION: PA22/01985**

**Proposal/resolution:** to agree with the Planning Officer's recommendation to support this in line with the removal of the dormer windows. Proposed: Cllr Trapp, seconded: Cllr Alford – unanimous.

#### **101/22 STANDING ITEM: TOILETS**

Nothing to report.

#### **102/22 STANDING ITEM: A390**

Cllr Wells reported that he will have a meeting the week after Easter to finalise the training for Speedwatch.

Cornwall Council have undertaken a survey despite promising the working group that they would let them know beforehand. Cllrs Wells, Trapp and Kirk will continue to try and secure a pedestrian crossing and for money for surveys not to be taken out of the allocated funding that they believe should be spend on the actual proposals.

#### **103/22 STANDING ITEM: FOSTERS FIELD**

Nothing to report.

#### **104/22 STANDING ITEM: CORNWALL COUNCIL REPORT – CLLR KIRK**

Visit from Martin Worth, Tamar Bridge and Torpoint Ferry Committee- Cllr Kirk reported that Cllr Work (Deputy Portfolio Holder for Transport) had been on a walk around Gunnislake with Cllr Kirk. He acknowledged the frustration felt that our area of East Cornwall is often overlooked. He told Cllr Kirk that he would- from now on -refer to three Tamar Crossings, not just two.

Bus Service cuts – Cllr Kirk told the Parish Council that she has complained bitterly about the cutting of bus services and asked for support with this – agreed a letter would be written.

Delaware Outdoor Education Centre – Cllr Kirk understands that the centre has now closed and that the site is being looked at for building affordable dwellings on. Although having reservations about more housing in the Delaware Ward, Cllr Kirk did wonder if negotiations could take place as there is the old school house which could serve as a community centre if a community group could be established on a sustainable basis.

Community Chest Monies- some successful bids have yet to receive their grants from last year: the Link Officer is chasing this up and the new tranche of Community Chest money (£3000 in total) is open for requests.



Cornwall Council votes: the council voted to declare solidarity with Ukraine and also voted to support giving the vote to 16 year olds.

**105/22 STANDING ITEM: REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS**

Cllr Beech reported that he has not been able to visit the Delaware Community Learning Centre much but is hoping to do so regularly soon, but will not be able to attend next week's AGM.

**106/22 STANDING ITEM: APPROVE PAYMENT LIST**

**Proposal/resolution:** to approve payment list. Proposed: Cllr Alford, seconded: Cllr Trapp – 4 abstentions (Cllrs Tinto, Polglase, Westwood, Wells) all other in favour.

**107/22 DATES OF FUTURE MEETINGS**

Recreation Committee – 19-04-2022, 1800

F&GP Committee – 19-04-2022, 1900

Planning Committee – 19-04-2022

Parish Meeting (including Citizen of the Year) 10-05-2022, 1900

Annual Meeting 17-05-2022, 1900

**108/22 URGENT INFORMATION**

Theo Brown has resigned from the Council. This leaves a vacancy for Chairman on the Skate Park Advisory Committee

An Easter Trail is to take place on St Ann's Chapel Playing Field on Saturday 16-04-2022.

The £500 donated to the Disaster Emergencies Committee was match funded by the Co-operative Bank so £1000 was donated in total.

The meeting closed at 2020

Signed: ..... Date: .....



4 April 2022 (2021-2022)

## Calstock Parish Council

### DRAFT PAYMENTS LIST MARCH 2022

Voucher Cheque	Cod	Name	Description	Amount
531	25 - Utilities - Water	South West Water	Water Albaston Cemetery	47.59
532	16 - Toilets Utilities - Water	South West Water	Water Calstock toilets	44.93
533	31 - Utilities - Water	South West Water	Water Gunnislake Pavilion	17.07
534	26 - Utilities - Electric	EDF Energy	Electric Workshop	9.00
535	41 - IT Running Costs	SeaDog IT	Web Site Service	25.00
536	48 - Miscellaneous Expenses	H M Land Registry	Land Registry Check	6.00
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538	41 - IT Running Costs	SeaDog IT	Web Site Service	155.00
539	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	132.33
540	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
541	41 - IT Running Costs	Google	Google G Suite	96.60
542	41 - IT Running Costs	Google	Google G Suite	69.30
543	41 - IT Running Costs	Google	Google G Suite	9.20
544	29 - Capital Costs	Notice Me	Noticeboard	161.88
545-548	5 - Salaries	S Lemon	Salary	5,844.93
549	6 - Pensions	Cornwall Council	Pensions	1,789.71
550	48 - Miscellaneous Expenses	Dash (UK) Ltd	Jubilee Mugs	1,908.00
551	57 - Forest for Calstock Parish	Vizid	Forest for Calstock	742.80
552	11 - Consultancy General	task-it.com	Consultancy Support	378.00
553	39 - Tools, Equipment, Consu	Trewartha, Gregory and Doidge L	Materials for Workmen	206.47
554	14 - Toilets Equipment & Cons	Impact Laundry & Cleaning Ltd	Toilet Hygiene	57.04
555	25 - Utilities - Water	South West Water	Water Calstock Cemetery	3.95
556	31 - Utilities - Water	South West Water	Water St Annes PF	10.94
557	43 - Grants Given	Co-operative Bank	Grant	500.00
558	7 - Tax & NI	HMRC	Tax & NI	1,995.10
559	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	16.33
560	14 - Toilets Equipment & Cons	Impact Laundry & Cleaning Ltd	Toilet Hygiene	52.80
561	44 - Vehicles Leases & Purch	Ford Lease	Van Leases	638.98
562	47 - Waste Removal	Biffa	Waste Collection	162.48
563	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	239.89
564	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	42.24
565	39 - Tools, Equipment, Consu	Huck Nets	Materials for Workmen	22.48
566	9 - Staff Training, Expenses &	S Lemon	Staff Mileage	83.00
567	24 - Consumables & Maintena	Claire Roper	Wreath Workshop	340.00
568	10 - Councillor Costs & Allowa	Calstock Parish Council	Councillor Expenses	30.00
569	14 - Toilets Equipment & Cons	Impact Laundry & Cleaning Ltd	Toilet Hygiene	43.18
570	24 - Consumables & Maintena	First 4 Magnets	Office Equipment	8.98
571	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	77.70
572	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	70.00
573	28 - Fees	Squareup.com	Square processing fee	7.50
574	8 - Staff Clothing & PPE	K Ninnis	Protective Clothing	17.99
575	41 - IT Running Costs	SeaDog IT	Web Site Service	29.95
576	39 - Tools, Equipment, Consu	Post Office Ltd	Stationery & stamps	19.24
			<b>TOTAL</b>	<b>16,191.58</b>

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<b>Current Account</b>	£23,329.24
<b>Petty Cash</b>	£59.22
<b>General Reserves Account</b>	£60,010.39
<b>Earmarked Reserves Account</b>	£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
<b>Forest for Calstock</b>	£0.00
<b>Forecast expenditure for year remaining</b>	£0
<b>Forecast Income for year remaining</b>	£0
<b>End of year General Reserves</b>	£83,399
<b>Recommended Minimum General Reserve</b>	£56,520
<i>(25% of total income)</i>	

#### Budget Holding Committees

Committee	Total Budget	Spent	Forecast Spend	Variance	Notes
Amenities	32,325.00	22,934.96	0.00	9,390.04	Business rates removed
Burial	10,100.00	5,049.44	0.00	5,050.56	Headstone safety pending
Environment & C E	5,093.88	4,264.24	0.00	829.64	
Finance	56,978.12	44,915.99	0.00	12,062.13	Election expenses paid
Neighbourhood Del Plan	3,500	3,024.00	0.00	476.00	
Personnel	120,000	122,464.38	0.00	-2464.38	
Recreation	6,680	11,728.99	0.00	-5048.99	Higher than expected repair & maintenance costs

