



# CALSTOCK PARISH COUNCIL

Clerk to the Council: Miss Sue Lemon

Tamar Valley Centre, Cemetery Road, Drakewalls, Gunnislake, PL18 9FE

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Wednesday 11 May 2022

## Annual Meeting of Calstock Parish Council Tuesday 17 May 2022, 1900, Tamar Valley Centre

### A G E N D A

1. **Election of Chair and Vice Chair for 2022/2023**
  - Declaration of acceptance of office
2. **Apologies for Absence**
3. **Declarations & Dispensations of members' interests in agenda items (Any Dispensations must be sent to the Clerk prior to the meeting).**
4. **Public participation** (limited to 15 minutes) *Please note items discussed in public participation should only relate to agenda items. If you wish to speak about anything else, please contact the clerk or a councillor to arrange for it to be included on an appropriate agenda.*
5. **Approve Minutes of last meeting 12-04-2022\***
6. **Note minutes and associated actions/expenditure/recommendations of Committee meetings\*:**
  - Planning Committee – 19-04-2022 & 10-04-2022
  - Recreations Committee – 26-04-2022
  - Finance – 19-04-2022
7. **Matters Arising:**
  - Jubilee mugs – distributed to all schools and preschools in the parish
8. **New Correspondence**
  - Tamar Valley AONB Annual Forum 14<sup>th</sup> June 2022 email sent 11-05-2022, 1239
  - Community Right to Bid – Delaware Outdoor skills Centre – Cllr Kirk  
<https://www.cornwall.gov.uk/people-and-communities/transferring-powers-from-london-to-cornwall/community-right-to-bid/>
  - BIFFA Invoice for dog bins £4200 including VAT (11 Bins)
  - Homes for Cornwall update
  - Cornwall's Climate Emergency DPD Hearings 21<sup>st</sup> June 2022 – email disseminated 09-05-2022, 0908
  - CALC Invoice for Annual Membership £2197.43 inc VAT
  - Cllr Jaggard Resignation
9. **Standing Item: Clerk's Information**
  - Vacancy at Harrowbarrow to be advertised for co option
  - Councillor Training 21<sup>st</sup> June 1830 Teams CALC Code of Conduct – email disseminated 28-04-2022, 1013



- Vandalism of apple trees in St Ann's Chapel
10. Councillor Attendance 2021/22\*
  11. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting
  12. Election of Standing Committees; Committees; Sub Committees and Advisory Committees:
    - 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
  13. Appointment of members to all committees\* (information attached as at 10-05-2021)
  14. Appointment of Chairman to Existing/New Committees and Working Parties (and Vice Chair if necessary) – may be delegated to Committees
  15. Review of the terms of reference for committees\* - *delegate to Committees for agreement at Personnel Committee*
  16. Review of representation on or work with external bodies\* and arrangements for reporting back (as appropriate and when there is information of note to share)
    - Calstock Riverwalk Partnership
    - Calstock Parish Archive Trust
    - Caradon Community Network
    - Cornwall Council Planning Partnership
    - South West Water and Environment Agency Liaison Committee
    - CALC
    - Delaware Community Learning Centre/pre-school
    - Devon and Cornwall Rail Partnership
    - Harrowbarrow Hall Committee
    - Calstock Village Hall Committee
    - Woodland Way Centre Committee
    - Kit Hill Advisory Forum
    - Port of Plymouth Marine Liaison Committee
    - Tamar Valley AONB Partnership
    - Tamar Valley Centre
    - Tamar Valley Line Forum
    - South East Cornwall Economic Development Sub Group
    - Office Police and Crime Commissioner Councillor Advocate



17. Confirmation of arrangements for insurance cover in respect of all insured risks  
Zurich renewal £3673.43 (3<sup>rd</sup> year of 5 year deal)
18. Items to review (delegate to F&GP or Personnel):
  - 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
19. Review all standing items on the agenda for the next Council year:
  - Calstock Flood Defence/Walkway
  - Police report
  - 5-day planning
  - A390
  - Forest for Calstock Parish
  - Fosters Field
  - Cornwall Council Report
  - Reports from other members Representing the Council on the Committees or at Meetings of other organisations
20. **Standing Item:** Approve April 2022 Payments
21. **St Ann's Chapel Fete – Saturday 04 June 2022: Cllr Wells**
22. **Calstock Rowing Club Regatta 09/10 July 2020**
23. Dates of Future Committee Meetings:
  - Environment and Climate Emergency 24-05-2022, 1800
  - F&GP 24-05-2022, 1900
  - Calstock Waterfront Working Party – 31-05-2022, 1730 – Calstock Waterfront
  - Burial Board
  - Amenities
  - Recreations
24. Urgent Information

**Part 2** – After resolution to exclude the Press and Public to consider items which the Council considers being of a confidential nature:

**Election of Personnel Committee Membership**

\*Indicates information enclosed