



Minutes of the **Annual Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 17 May 2022**,
In the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

COUNCILLORS-

Cllr Ashley, Cllr Boreham, Cllr Kirk, Cllr Ledger, Cllr Letchford, Cllr Newton Chance, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chairman), Cllr Warwick, Cllr Wells, Cllr Wilkes, .
Miss Clare Bullimore (Deputy Clerk – minutes).

109/22 ELECTION OF CHAIR AND VICE CHAIR AND DECLARATION OF OFFICE

Nominations for Chair were received for:

Cllr Wakem (proposed: Cllr Tinto, seconded: Cllr Newton Chance);

Cllr Wells (proposed: Cllr Kirk, seconded: Cllr Trapp).

Proposal/resolution: following a ballot of 6-5 in favour of Cllr Wakem and one spoilt ballot paper Cllr Wakem was elected as Chair.

Nominations for Vice Chair were received for Cllr Wells. Proposed: Cllr Kirk; seconded: Cllr Trapp – unanimous.

Proposal/resolution: Cllr Wells be elected as Vice Chair.

The acceptance of office forms were signed by both.

Cllr Wakem suggested written nominations be received in March for the two posts and a written ballot take place in May – this was agreed.

110/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Alford (prior engagement), Cllr Beech (away), Cllr Greenwood (away); Cllr Polglase (conference).

Cllr Westwood sent apologies via email having had trouble with her car.

Sue Lemon was unable to attend due to ill health.

111/22 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None

112/22 PUBLIC PARTICIPATION

A member of the public was present but did not speak.

113/22 APPROVE MINUTES OF LAST MEETING – 12-04-2022

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

114/22 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 Letchford – unanimous:

- Planning Committee – 19-04-2022 & 10-04-2022
- Recreations Committee – 26-04-2022
- Finance – 19-04-2022

115/21 MATTERS ARISING

Jubilee mugs – mugs have been disseminated to all schools and pre-schools in the parish with some holding presentations.

116/22 NEW CORRESPONDENCE

The following items of correspondence were noted:

- Tamar Valley AONB Annual Forum date of 14-06-2022
- CALC invoice for Annual Membership £2197.43
- Steve Jaggard resignation – verbal, waiting for written confirmation
- BIFFA invoice for £4200 for annual cost of emptying 13 dog bins – agreed to pay

Actioned:

- Homes for Cornwall event invitation – Cllrs Tinto and Wilkes attended
- Cornwall's Climate Emergency DPD Hearing, 21-06-2022- deferred to ECE Committee

117/22 CLERK'S INFORMATION

The Clerk's absence The Deputy Clerk updated the Council on Sue's condition, explaining she is currently in hospital but responding well to medication.

Vacancy at Harrowbarrow– an election has not been called for Theo Brown's vacancy so this can be advertised as a co-option. It was agreed to wait and advertise the two posts (including Steve Jaggard's) when written confirmation of his resignation has been received from Steve.

Vandalism of apple trees the apple trees in St Ann's Chapel that were planted as part of the Forest for Calstock Parish project have been deliberately cut. The trees can be replaced through the Forest for Cornwall (if needed to). The matter has been reported to the police and local press.

118/22 COUNCILLOR ATTENDANCE 2021/2022

Councillors' attendance had been disseminated. Cllrs Westwood, Wakem, Polgase and Wells attended all Full Council meetings last year. Cllr Wilkes was welcomed back after a period of ill health.

119/22 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING

Proposal/resolution: to continue to hold Full Council meetings on the second Tuesday of the month and other committees on Tuesdays. The Parish Meeting to be the first Tuesday of May 2023 (02-05-2023) and the Annual Meeting to be the second Tuesday of May 2023 (09-05-2023). Proposed: Cllr Tinto, seconded: Cllr Letchford – unanimous.

120/22 ELECTION OF STANDING COMMITTEES, COMMITTEES, SUB COMMITTEES AND ADVISORY COMMITTEES



Proposal/resolution: to elect the following standing committees, committees, sub committees and advisory committees:

Standing Committees:

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

Committees:

- Environment and Climate Emergency

Sub Committees:

- Calstock Waterfront (reporting to Amenities), Footpaths (reporting to recreation), Planning Strategy (to report to the Planning Committee) and to create an A390 Sub Committee (reporting to Amenities).

Advisory Committees:

- St Ann's Skateboard Park, Forest for Calstock Parish

Proposed en bloc by Cllr Newton Chance, seconded by Cllr Wilkes – unanimous.

121/22 APPOINTMENT OF MEMBERS TO ALL COMMITTEES

Proposal/resolution to appoint the following committee membership (to include the Chair and Vice Chair on all and for the Cornwall Councillor to be included on all but Personnel):

Amenities Committee

Cllr Beech, Cllr Wells, Cllr Warwick, Cllr Polglase, Cllr Wakem, Cllr Letchford, Cllr Tinto

Burial Committee

Cllr Beech, Cllr Ledger, Cllr Wells, Cllr Greenwood, Cllr Wakem, Cllr Alford, Cllr Wilkes

F&GP Committee

Cllr Warwick, Cllr Boreham, Cllr Newton Chance, Cllr Tinto

Recreation Committee

Cllr Westwood, Cllr Boreham, Cllr Wakem, Cllr Trapp, Cllr Warwick, Cllr Alford, Cllr Polglase, Cllr Wells, Cllr Greenwood

Personnel* Committee

Cllr Boreham, Cllr Ledger, Cllr Trapp, Cllr Warwick, Cllr Wakem

Environment and Climate Emergency Committee

Cllr Westwood, Cllr Newton Chance, Cllr Polglase, Cllr Tinto, Cllr Warwick – plus two members of the public to have voting rights

Calstock Waterfront Sub Committee

Cllr Tinto, Cllr Polglase, Cllr Beech – plus one member of the public with voting rights

Footpaths Sub Committee

Cllr Boreham, Cllr Newton Chance, Cllr Polglase, Cllr Wells, Cllr Greenwood, Cllr Wakem

Planning Strategy Sub Committee

Cllr Newton Chance, Cllr Tinto, Cllr Trapp, Cllr Greenwood, Cllr Wilkes, Cllr Ashley

A390 Sub Committee

To be decided

St Ann's Skate Park Advisory Committee

Cllr Westwood, Cllr Polglase, Cllr Trapp – plus two members of the public with voting rights

Forest for Calstock Parish Advisory Committee

Cllr Boreham, Cllr Tinto, Cllr Wells – plus one member of the public with voting rights



*applications had been made in writing for this membership but in the event was not required as the maximum number of 7 (as approved previously) was not exceeded.
Proposed/seconded en bloc: Cllr Wilkes/Cllr Newton Chance – unanimous.

122/22 APPOINTMENT OF CHAIR TO EXISTING/NEW COMMITTEES

Delegated to committees

123/22 REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES

Delegated to committees

124/22 REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Proposal/resolution: to approve the representatives as shown below en bloc. Proposed: Cllr Warwick, seconded: Cllr Trapp

Calstock Riverwalk Partnership	Cllr Kirk
Calstock Parish Archive Trust	Cllr Alford
Caradon Community Network	The Clerk, Cllr Kirk, Cllr Wells
Cornwall Council Planning Partnership	Cllr Wilkes
South West Water and Environment Agency Liaison Committee	Cllr Kirk, Cllr Tinto, CPC Chair, Deputy Clerk
CALC	The Clerk
Delaware Community Learning Centre/Preschool	Cllr Beech
Devon and Cornwall Rail Partnership*	Cllr Kirk, Cllr Alford, Cllr Trapp
Tamar Valley Line Forum*	Cllr Kirk, Cllr Alford, Cllr Trapp
Harrowbarrow Hall Committee	Cllr Ledger
Calstock Village Hall Committee	Cllr Polglase
Woodland Way Centre Committee	Cllr Greenwood
Kit Hill Advisory Forum	Cllr Alford
Port of Plymouth Marine Liaison Committee	Cllr Polglase
Tamar Valley AONB Partnership	Cllr Kirk, Cllr Ashley
Tamar Valley Centre	The Clerk
South East Cornwall Economic Development Sub Group	Cllr Wells, Cllr Newton Chance
Office Police and Crime Commissioner Councillor Advocate	Cllr Wells

125/22 CONFIRMATION OF INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – ZURICH RENEWAL £3673.43 (3RD YEAR OF A 5 YEAR DEAL)

Noted and approved expenditure – Cllr Warwick, Cllr Wilkes – unanimous.

126/22 ITEMS TO REVIEW:

- 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

Agreed to delegate to F&GP to oversee and/or delegate to Personnel. Proposed: Cllr Wilkes, Seconded: Cllr Newton Chance – unanimous.

127/22 REVIEW ALL STANDING ITEMS ON THE AGENDA FOR THE NEXT COUNCIL YEAR

Proposal/resolution en bloc to approve:

- Calstock Flood Defence
- 5-day planning
- A390
- Fosters Field
- Cornwall Council Report
- Approve payments
- Reports from other members Representing the Council on the Committees or at Meetings of other organisations – *for these reports to be meaningful and relevant*

To remove:

- Police, Forest for Calstock Parish and have separate agenda items for these when necessary.

Proposed: Cllr Wilkes, Cllr Wells – unanimous.

128/22 STANDING ITEM: APPROVE APRIL 2022 PAYMENTS

Cllr Warwick was thanked by Cllr Wakem for his explanatory notes.

Proposal/resolution: to approve the payments. Proposed: Cllr Wilkes, seconded: Cllr Newton Chance – one abstention (Cllr Tinto) all others in favour.

129/22 ST ANN'S CHAPEL FETE – 04-06-2022

Cllr Wells reminded people of the fete to be held at St Ann's Chapel Recreation Field on 04-06-2022. Any profits will be shared to good works around the Parish.

130/22 ROWING CLUB REGATTA

It was noted the rowing club will hold their regatta on 09/10 July 2022 – they will submit risk assessments and insurance details. No issues raised.

131/22 DATES OF FUTURE MEETINGS

- ECE – 24-05-2022, 1800
- F&GP Committee – 24-05-2022, 1900
- Waterfront – 31-05-2022 1730 at Calstock Waterfront



132/22 URGENT INFORMATION

Cllr Kirk had prepared a Cornwall Council report so shared it:

Tamar Valley Community Fridge – congratulations to Alex Polglase for her work on this, Cllr Kirk will be attending the inauguration

Cornwall Council Planning Committee – refused the application for 6 homes at Harrowbarrow (PA22/09916)

Community Chest money – there are some funds carried over from last year and an increase this year due to larger geographical size (£5000 in total)

Bridge View Nurseries – concern that the affordable homes will not be built due to financial viability

Portfolio for Transport -due to visit on 30/05/2022

Fred Pote, aged 100 has died and his life achievements were noted.

Cllr Wells explained that negotiations are ongoing about safety measures on the A390.

There was discussion about submitting an Expression of Interest for a Community Right to Bid application for the Delaware Outdoor Education Centre which is closing. It was agreed that the matter needs further discussion in a meeting in its own right and a recommendation be made to the Full Council.

The meeting closed at 2030

Signed: Date:



3 May 2022 (2022-2023)

Calstock Parish Council**PAYMENTS - APRIL 2022**

Voucher Cheque	Code	Name	Description	Amount
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	21 - Car Parks Business Rates	Cornwall Council	Rates Harrowbarrow CP	163.75
5	64 - Pontoon Repairs	PF&CO	Pontoon Repairs	4,895.10
6	16 - Toilets Utilities - Water	South West Water	Water Calstock toilets	61.57
7	26 - Utilities - Electric	EDF Energy	Electric Workshop	9.00
8	46 - Subscriptions & Fees	Cornwall ALC Ltd	CALC Annual Subscription	2,197.43
9	11 - Consultancy General	task-it.com	Consultancy Support	378.00
10	28 - Fees	Kathleen Jennings	Refund	200.00
11	24 - Consumables & Maintenanc	ARB-MASTERS	Ground Works	290.00
12	14 - Toilets Equipment & Consur	Wallgate	Wallgate Contract	882.00
13	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
14	41 - IT Running Costs	Microshade Business Consultants Ltd	DPO Service	450.00
15	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	158.43
16	45 - Vehicle Running Costs	Snell's Garage	Vehicle service	72.00
17	41 - IT Running Costs	Google	Google G Suite	9.20
18	41 - IT Running Costs	Google	Google G Suite	96.60
19	41 - IT Running Costs	Google	Google G Suite	69.30
20	30 - Consumables & Maintenanc	Pete Maunder	Materials for Workmen	130.00
21	30 - Consumables & Maintenanc	R Sprosen	Gunnislake Garden	170.00
22	9 - Staff Training, Expenses & M	Chagos Consulting Ltd	Training Course	15.00
23 - 26	5 - Salaries	Salaries	Salary	8,983.61
27	6 - Pensions	Cornwall Council	Pensions	1,919.34
28	22 - Street Lighting	SSE Enterprise	Street Lighting Maintenance	97.20
29	30 - Consumables & Maintenanc	Kite Vision	Aerial Photography	120.00
30	64 - Pontoon Repairs	PF&CO	Pontoon Repairs	6,853.14
31	31 - Utilities - Water	South West Water	Water St Annes PF	12.03
32	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	14.80
33	39 - Tools, Equipment, Consuma	Viking	Stationery & stamps	226.93
34	42 - Insurance	South West Brokers Ltd	Pontoon Insurance	1,576.00
35	13 - General Repairs & Maintena	Defibstore Ltd	Defibrillator Items	242.40
36	44 - Vehicles Leases & Purchase	Ford Lease	Van Leases	638.98
37	14 - Toilets Equipment & Consur	Impact Laundry & Cleaning Ltd	Toilet Hygiene	16.80
38	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	77.18
39	7 - Tax & NI	HMRC	Tax & NI	1,995.10
40	28 - Fees	Squareup.com	Square processing fee	12.50
41	22 - Street Lighting	EDF Energy	Public Lighting Gunnislake	279.62
42	22 - Street Lighting	EDF Energy	Public Lighting Calstock	961.41
43	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	20.02
44	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	49.44
45	47 - Waste Removal	Biffa	Waste Collection	129.98
46	9 - Staff Training, Expenses & M	Chagos Consulting Ltd	Training Course	15.00
47	9 - Staff Training, Expenses & M	Chagos Consulting Ltd	Training Course	15.00
48	24 - Consumables & Maintenanc	R & J Yelland Contracting	Ground Works	350.40
49	30 - Consumables & Maintenanc	South West Play	Repairs to play ground equipment	1,424.40
50	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	70.00
51	9 - Staff Training, Expenses & M	Cornwall ALC Ltd	Training Course	36.00
52	9 - Staff Training, Expenses & M	Chagos Consulting Ltd	Training Course	15.00
53	39 - Tools, Equipment, Consuma	Avery UK	Stationery & stamps	37.59
54	25 - Utilities - Water	South West Water	Water Calstock Cemetery	6.48
TOTAL				36,872.63

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Calstock Parish Council

Accounts Summary 30 April 2022

Current Account	£123,515.09
Petty Cash	£59.22
General Reserves Account	£60,010.39
Earmarked Reserves Account	£38,437.16
<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>Skateboard Park</i>	£3,000.00
Forecast Expenditure for year remaining	£286,538
Forecast Income for year remaining	£193,962
Estimated end of year General Reserves	£91,009
Recommended Minimum General Reserve	£80,255
<i>(25% of total income)</i>	



Calstock Parish Council

03-May-22

Summary of Receipts and Payments for April 2022

All Cost Centres and Codes

Amenities

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
1 Precept	42,450.00	21,225.00	-21,225.00			
2 Parking Charges & Permits	4,800.00	332.70	-4,467.30	50.00		50.00
3 Pontoon & Moorings	1,700.00	286.00	-1,414.00	1,500.00		1,500.00
12 General Equipment Purchase				950.00		950.00
13 General Repairs & Maintenance				2,450.00	202.00	2,248.00
14 Toilets Equipment & Consumables				3,500.00	749.00	2,751.00
15 Toilets Repairs & Maintenance				8,900.00		8,900.00
16 Toilets Utilities - Water				750.00	61.57	688.43
17 Toilets Utilities - Electric				1,050.00	61.19	988.81
18 Toilets Business Rates						
19 Car Parks Equipment & Consumables				350.00		350.00
20 Car Parks Repairs & Maintenance				1,600.00		1,600.00
21 Car Parks Business Rates				4,100.00	405.90	3,694.10
22 Street Lighting				5,600.00	1,262.93	4,337.07
23 Bins				3,650.00		3,650.00
59 Calstock Car Park Ground Work	8,000.00		-8,000.00	15,000.00		15,000.00 £8000 form NPD ear
64 Pontoon Repairs	9,000.00		-9,000.00	16,500.00	9,790.20	6,709.80 £9000 form Pontoon
SUB TOTAL	65,950.00	21,843.70	-44,106.30	65,950.00	12,532.79	53,417.21

Burial

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
24 Consumables & Maintenance				5,150.00	582.00	4,568.00
25 Utilities - Water				130.00	6.48	123.52
26 Utilities - Electric				220.00	8.57	211.43
27 Precept						
28 Fees	16,440.00	1,550.00	-14,890.00	200.00	212.50	-12.50
SUB TOTAL	16,440.00	1,550.00	-14,890.00	5,700.00	809.55	4,890.45

Environment & Climate Emc

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish						
60 Public engagement, publicity & r				2,500.00		2,500.00
62 Precept	2,500.00	1,250.00	-1,250.00			
SUB TOTAL	2,500.00	1,250.00	-1,250.00	2,500.00		2,500.00

Finance

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
38 TVC Rent & Rates				7,000.00	114.75	6,885.25
39 Tools, Equipment, Consumables				4,750.00	234.01	4,515.99
40 IT Equipment				1,600.00		1,600.00
41 IT Running Costs				4,800.00	610.10	4,189.90
42 Insurance				5,500.00	1,576.00	3,924.00
43 Grants Given				1,500.00		1,500.00
44 Vehicles Leases & Purchase				7,200.00	532.49	6,667.51
45 Vehicle Running Costs				6,500.00	220.71	6,279.29
46 Subscriptions & Fees				3,050.00	1,899.60	1,150.40
47 Waste Removal				1,450.00	108.32	1,341.68
48 Miscellaneous Expenses				1,900.00		1,900.00
49 Precept	28,576.00	14,288.00	-14,288.00			
50 Council Tax Rebate	2,404.00	1,202.00	-1,202.00			



51 Donations & Grants Received	15,000.00	13,304.78	-1,695.22			
52 Rents Miscellaneous						
53 Refunds						
54 VAT Refund	10,400.00		-10,400.00			
55 Miscellaneous Income	130.00		-130.00			
56 Covid-19 Shopping						
61 Contingency / Earmarked				11,260.00		11,260.00 £8000 to be transfer to earmarked reserves Oct 2022
SUB TOTAL	56,510.00	28,794.78	-27,715.22	56,510.00	5,295.98	51,214.02

Personnel

Code Title	Budgeted	Receipts		Payments		
		Actual	Variance	Budgeted	Actual	Variance
4 Precept	137,350.00	68,675.00	-68,675.00			
5 Salaries				78,900.00	8,983.61	69,916.39
6 Pensions				23,700.00	1,919.34	21,780.66
7 Tax & NI				26,650.00	1,995.10	24,654.90
8 Staff Clothing & PPE				350.00		350.00
9 Staff Training, Expenses & Mile:				300.00	90.00	210.00
10 Councillor Costs & Allowances				1,300.00		1,300.00
11 Consultancy General				6,150.00	378.00	5,772.00
SUB TOTAL	137,350.00	68,675.00	-68,675.00	137,350.00	13,366.05	123,983.95

Recreation

Code Title	Budgeted	Receipts		Payments		
		Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs						
30 Consumables & Maintenance				9,300.00	1,587.00	7,713.00
31 Utilities - Water				70.00	10.89	59.11
32 Utilities - Electric				900.00	140.17	759.83
33 Precept	28,970.00	14,485.00	-14,485.00			
34 Fees & Rents	1,300.00	460.00	-840.00			
58 2023 Improvement Schemes	22,000.00		-22,000.00	30,000.00		30,000.00
63 2023 Footpath Improvements				12,000.00		12,000.00
SUB TOTAL	52,270.00	14,945.00	-37,325.00	52,270.00	1,738.06	50,531.94

Summary

NET TOTAL	331,020.00	137,058.48	-193,961.52	320,280.00	33,742.43	286,537.57 £10740 inc over exp because of Burial forecasts
V.A.T.					3,130.20	
GROSS TOTAL		137,058.48			36,872.63	

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