



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 14 June 2022, in the Tamar Valley Centre, at 7.00pm.**

Those present were: -

COUNCILLORS-

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

133/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Beech (ill), Cllr Trapp (medical), Cllr Westwood, Cllr Wilkes (meeting elsewhere).
Miss Sue Lemon, Clerk (sick leave).

134/22 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None

135/22 PUBLIC PARTICIPATION

None

136/02 APPROVE MINUTES OF LAST MEETING – 17-05-2022

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

137/22 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS

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

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

- Planning Committee – 17-05-2022 & 07-06-2022
- F&GP Committee – 24-05-2022
- Environment and Climate Emergency Committee – 24-05-2022
- Calstock Waterfront Sub Committee – 31-05-2022
- Planning Strategy Sub Committee – 07-02-2022

138/21 MATTERS ARISING

Delaware Outdoor Education Centre – The Deputy Clerk has had acknowledgement from Cornwall Council that the application to nominate the centre as an asset of community value has been received.

139/22 NEW CORRESPONDENCE

The following items of correspondence were noted:

- Letter of thanks received from the Tamar Valley Nomads Canoe Club*
- Email from Alan Hicks re Latchley Show and stalls available – express interest in having a stall



- Email from Karen John, Cornwall AONB – Management Plan

Communication had been received from Bere Ferrers Parish Council about potential collaborative work on promoting walks to receive a share of £1500 from GWR – unfortunately the Footpath Society do not have the capacity to help with their request and it was felt due to staff shortages the Parish Council does not either.

140/22 CLERK'S INFORMATION

Notification received that an Off Site Public Open Space contribution of £30,681.28 in respect of PA19/00256 to be spent on *provision to facilitate better access to and improvement at St Ann's Chapel Playing Field* with a spend deadline of 04/04/2027 – agreed that the Recreations Committee and F&GP will be delegated to recommend the spending to Full Council.

Callum McGingley, Work Placement: 29, 30 June and 01 July 2022 – a draft schedule has been drawn up; Deputy Clerk to confirm times with key members of the Council to spend time with Callum. The Deputy Clerk highlighted that she is looking forward to working with Callum but over the three days, much of her time will be spent with him.

To note committee membership, quorate numbers and Chairs- the Deputy Clerk received notification from Cllr Westwood that she does not wish to sit on the Planning Committee.

141-145/22 RECOMMENDATION FROM THE FOLLOWING COMMITTEES THAT THE TERMS OF REFERENCE BE APPROVED:

Proposal/resolution to approve en bloc the terms of reference for the following committees: F&GP, Environment and Climate Emergency, Calstock Waterfront Sub Committee, Planning, Planning Strategy Sub Committee. Proposed: Cllr Tinto, seconded: Cllr Alford – unanimous.

146/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE ANNUAL INTERNAL AUDIT REPORT FOR 2021-2022 BE APPROVED, SIGNED AND SUBMITTED TO THE EXTERNAL AUDITORS

Cllr Warwick explained that he and Helen Dowdall (internal auditor) had met prior to the F&GP Committee to go through the Annual Governance Statement and F&GP recommended it be signed off by Full Council.

Proposal/resolution: that the Annual Internal Audit Report for 2021-2022 be approved, signed and submitted to the external auditors. Proposed: Cllr Warwick, seconded: Cllr Polglase – unanimous.

147/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE ANNUAL GOVERNANCE STATEMENT 2021-2022 BE APPROVED, SIGNED AND SUBMITTED TO THE EXTERNAL AUDITORS

Proposal/resolution: that the Annual Governance Statement for 2021-2022 be approved, signed and submitted to the external auditors. Proposed: Cllr Warwick, seconded: Cllr Polglase – unanimous.

148/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE ACCOUNTING STATEMENTS FOR 2021-2022 BE SIGNED AND SUBMITTED TO THE EXTERNAL AUDITORS



Proposal/resolution: that the Accounting Statements for 2021-2022 be approved, signed and submitted to the external auditors. Proposed: Cllr Warwick, seconded: Cllr Polglase – unanimous.

149/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE WHOLE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 BE APPROVED, SIGNED AND SUBMITTED TO THE EXTERNAL AUDITORS

Proposal/resolution: that the whole Annual Governance and Accountability Return 2021/22 be approved, signed and submitted to the external auditors. Proposed: Cllr Warwick, seconded: Cllr Polglase – unanimous.

Cllr Warwick was thanked by Cllr Wakem and the Deputy Clerk for the time he spent on this. The Deputy Clerk also wished her thanks to be extended to Callington Town Council for allowing Helen's time. A letter of thanks to be sent.

150/22 RECOMMENDATION FROM F&GP THAT THE CIL PROCESS BE APPROVED

Proposal/resolution: the CIL process be approved. Proposed: Cllr Warwick; seconded: Cllr Tinto – unanimous.

151/22 RECOMMENDATION FROM THE F&GP COMMITTEE THAT THE FOLLOWING POLICIES/PROCEDURES BE FORMALLY APPROVED

Proposal/resolution: following on from the Annual Meeting when F&GP were delegated to review the Complaints Procedure; Policy on Dealing with the Press and Media, Standing Orders and Financial Regulations the proposal is to formally approve them. Proposed: Cllr Boreham, seconded: Cllr Tinto – unanimous.

152/22 REQUEST FROM WILLIAM MATTOS TO HOLD FITNESS SESSIONS ON COUNCIL LAND IN CALSTOCK, NAMELY THE VILLAGE GREEN

Proposal/resolution: having received a risk assessment and copy of Mr Mattos' insurance to support this initiative so long as busy periods are avoided. Proposed: Cllr Tinto, seconded: Cllr Polglase – unanimous.

153/22 RECOMMENDATION FROM THE PLANNING STRATEGY SUB COMMITTEE THAT NOTIFICATION BE SENT TO LANTEGLOS BY FOWEY PARISH COUNCIL TO SUPPORT THEIR CAUSE TO MAKE THE ALLOCATION OF SOCIAL HOUSING FAIRER TO READ "ALLOCATION OF SOCIAL HOUSING IN A PARISH SHOULD ALTERNATE BETWEEN THOSE DEEMED IN DESPERATE NEED, FOLLOWED BY THOSE WITH A CONNECTION TO THE PARISH"

Proposal/resolution: to write to Lanteglos by Fowey Parish Council to support the change of wording for social housing allocation as stated above. Proposed: Cllr Tinto, seconded: Cllr Wells- unanimous.

154/22 TO FORM AN ADVISORY COMMITTEE TO CONSIDER THE FUTURE USE OF DELAWARE OUTDOOR EDUCATION CENTRE AND AGREE MEMBERSHIP

Following a request from Cllr Kirk, the Deputy Clerk has submitted an application to nominate the Outdoor Education Centre as an asset of community value. It was agreed for a committee to be formed to make recommendations on viable uses for the building.



Proposal/resolution: The committee to comprise of Cllrs Boreham, Alford, Wells, Trapp, Letchford, Beech, Newton Chance and Kirk. Proposed: Cllr Wakem, seconded: Cllr Kirk – unanimous. Cllr Newton Chance in a previous meeting had offered to talk to the current managers to ask for more information and Cllr Wakem requested he follow up on this – Cllr Newton Chance has already made contact and is waiting for a date to meet.

155/22 BEATING THE BOUNDS – WALKING THE PARISH BOUNDARY

Cllr Wakem suggested walking the parish boundary. There was enthusiasm for this from some members of the council.

156/22 ST ANN'S CHAPEL FETE

Cllr Wells reported that the fete to mark the Queen's jubilee had been successful with a great turnout. The committee would like to make it an annual event.

157/22 STANDING ITEM: CALSTOCK FLOOD DEFENCE

Cllr Kirk had attended the official opening of the bridge. The scouring does appear to be worse than imagined. Cllr Tinto reminded the council of the potential liability of this in the future and advised caution before signing any lease. Cllr Kirk did thank all those who have worked hard to get the bridge in place and secure a path – in particular to the Tamar Community Trust who are all unpaid. It was felt this item could be removed as a Standing Item.

158/22 STANDING ITEM: 5 DAY PLANNING APPLICATION

There were no 5 day applications but the Clerk, having sought feedback from Councillors via email on PA22/04478 has submitted a comment to say the application is supported. There was not enough time to convene a Planning Committee before the deadline for comments.

159/22 STANDING ITEM: TOILETS

The Deputy Clerk is trying to get electricians to look at the lights in the toilets which are on constantly. The Gunnislake toilets will be open on Sunday 26 June 2022 for the Open Gardens event.

160/22 STANDING ITEM: A390

Cllr Wells reported that all proposal are in abeyance until agreement is reached about where a crossing near the school can be sited. He is also looking for suitable places for Speedwatch cameras.

161/22 STANDING ITEM: FOSTERS FIELD

The Deputy Clerk reported that Catherine Thomson (Caradon Network Manager) has been in contact with her – there is enthusiasm to resolve two issues in order to move the ownership of Fosters Field forward and a meeting will be convened soon.

168/22 STANDING ITEM: CORNWALL COUNCIL REPORT – CLLR KIRK

Radon pumps have been installed in some council properties in the parish.

Visit from Cllr Philip Desmond - Cllr Kirk met with Cllr Philip Desmond, portfolio for Transport who visited Gunnislake. She discussed with him issues of congestion, pollution, possible ground instability, public transport cuts and the discrepancy of concession rates on buses amongst other things.



Woodland Way – some works are being undertaken to clean out Michael’s Shaft.

Community Networks – Cornwall Council plan to reduce the number of community networks – current proposal would see Calstock in the same network as Callington, Southill, Lynher, St Dominck, St Mellion, Looe, Torpoint, Saltash and Liskeard which would make it by far the biggest in Cornwall with a population of 60,000. East Cornwall Councillors have all expressed universal condemnation for the proposal.

Albaston Methodist Chapel – a social centre and meeting place will run from the chapel on a Thursday and Saturday morning for Ukrainian refugees.

Bridge View Nurseries – Cllr Kirk reported that the developer at Bridge View Nurseries, Calstock, is seeking to reduce the number of affordable homes on the site as he claims they will not be viable.

Delaware Pre-School – an extra classroom is required.

Air Quality – on a visit to the area, James Hatton conceded that the strategies originally cited in the Air Quality Management Plan would not be possible e.g. walking or cycling; removal of traffic lights in Gunnislake and the trees whose canopies overhand the road are on private land.

169/22 STANDING ITEM: REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Jubilee Mug presentations – Cllr Wakem reported on how impressed he was with Delaware School and remarked on how well they are supporting Ukrainian children.

Kit Hill Beacon – Cllr Wakem attended the lighting of the beacon to mark the Queen’s jubilee.

Community Larder – Cllrs Kirk and Wakem attended the opening of the community larder.

Calstock Village Hall AGM – Cllr Polglase attended but it was generally very poorly attended.

170/22 STANDING ITEM: APPROVE PAYMENT LIST, SUMMARY OF ACCOUNTS AND SUMMARY OF RECEIPTS AND PAYMENTS

Proposal/resolution: to approve the payments, summary of accounts and summary of payments and receipts. Proposed: Cllr Tinto, seconded: Cllr Polglase – unanimous.

Cllr Warwick was thanked by Cllr Wakem for providing explanatory notes for this agenda item.

171/22 DATES OF FUTURE MEETINGS – ALL TO BE HELD AT THE TAMAR VALLEY CENTRE UNLESS OTHERWISE STATED

Amenities Committee – 21-06-2022, 1800

Recreation Committee – 21-06-2022, 1900

Burial Committee – 28-06-2022, 1800 – at Albaston Cemetery

Planning Committee – 28-06-2022, 1900

Environment and Climate Emergency Committee – 05-07-2022, 1800

Forest for Calstock Parish – 07-07-2022, 1100

172/22 URGENT INFORMATION

None

The meeting closed at 2030

Signed: Date:



6 June 2022 (2022-2023)

Calstock Parish Council

PAYMENTS LIST MAY 2022

Voucher Code	Name	Description	Amount	
55	41 - IT Running Costs	SeaDog IT	Web Site Service	29.95
56	26 - Utilities - Electric	EDF Energy	Electric Workshop	9.00
57	16 - Toilets Utilities - Water	South West Water	Water Calstock toilets	93.78
58	21 - Car Parks Business Rates	Cornwall Council	Rates Calstock BR CP	107.00
59	38 - TVC Rent & Rates	Cornwall Council	Rates TVC	112.00
60	21 - Car Parks Business Rates	Cornwall Council	Rates Gunnislake CP	135.00
61	21 - Car Parks Business Rates	Cornwall Council	Rates Harrowbarrow CP	162.00
62	11 - Consultancy General	task-it.com	Consultancy Support	342.00
63	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
64-67	5 - Salaries	Salaries	Salary	6,145.00
68	9 - Staff Training, Expenses & Mi	Chagos Consulting Ltd	Training Course	15.00
69	41 - IT Running Costs	Google	Google G Suite	69.30
70	41 - IT Running Costs	Google	Google G Suite	9.20
71	41 - IT Running Costs	Google	Google G Suite	96.60
72	30 - Consumables & Maintenanc	ROSPA Play Safety	ROSPA Play Equipment Inspection	378.00
73	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	299.37
74	14 - Toilets Equipment & Consur	Impact Laundry & Cleaning Ltd	Toilet Hygiene	23.73
75	39 - Tools, Equipment, Consuma	Trewartha, Gregory and Doidge Lt	Materials for Workmen	56.42
76	6 - Pensions	Cornwall Council	Pensions	1,919.34
77	41 - IT Running Costs	Search Point Ltd	Search Point - Google searches	238.80
78	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	16.91
79	44 - Vehicles Leases & Purchase	Ford Lease	Van Leases	390.15
80	7 - Tax & NI	HMRC	Tax & NI	4,400.02
81	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	20.02
82	47 - Waste Removal	Biffa	Waste Collection	129.98
83	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	42.27
84	48 - Miscellaneous Expenses	H M Land Registry	Land Registry Check	6.00
85	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	70.00
86	41 - IT Running Costs	SeaDog IT	Web Site Service	29.95
87	14 - Toilets Equipment & Consur	Impact Laundry & Cleaning Ltd	Toilet Hygiene	36.06
88	30 - Consumables & Maintenanc	Tamarisk Studios	Skateboard Survey	113.92
89	30 - Consumables & Maintenanc	Kevin Hole	Gunnislake Garden	150.00
90	30 - Consumables & Maintenanc	DBS	Footpath Maintenance	192.00
91	20 - Car Parks Repairs & Maintei	Metric	Car Parking Machine Gunnislake Ma	478.80
92	23 - Bins	Biffa	Dog Bins emptying	4,200.00
93	42 - Insurance	Zurich	Insurance	4,265.28
94	25 - Utilities - Water	South West Water	Water Calstock Cemetery	6.14
95	31 - Utilities - Water	South West Water	Water St Annes PF	8.47
96	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	90.83
97	39 - Tools, Equipment, Consuma	Discounted Cleaning Supplies Ltd	Materials for Workmen	33.00
			TOTAL	24,993.29

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Calstock Parish Council

Accounts Summary 30 April 2022

Current Account	£130,033.45
Petty Cash	£59.22
General Reserves Account	£60,020.51
Earmarked Reserves Account	£21,000.00
<i>Calstock Village Pontoon</i>	£0.00
<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	£328,730
Forecast Income for year remaining	£218,425
Estimated end of year General Reserves	£79,808
Recommended Minimum General Reserve	£80,255
<i>(25% of total income)</i>	



Calstock Parish Council

7 June 2022 (2022-2023)

Summary of Receipts and Payments 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	605.70	-4,194.30	50.00		50.00
3 Pontoon & Moorings	1,700.00	1,242.00	-458.00	1,500.00		1,500.00
12 General Equipment Purcahse				950.00		950.00
13 General Repairs & Maintenance				2,450.00	202.00	2,248.00
14 Toilets Equipment & Consumab				3,500.00	798.82	2,701.18
15 Toilets Repairs & Maintenance				8,900.00		8,900.00
16 Toilets Utilities - Water				750.00	155.35	594.65
17 Toilets Utilities - Electric				1,050.00	117.56	932.44
18 Toilets Business Rates						
19 Car Parks Equipment & Consun				350.00		350.00
20 Car Parks Repairs & Maintenanc				1,600.00	399.00	1,201.00
21 Car Parks Business Rates				4,100.00	809.90	3,290.10
22 Street Lighting				5,600.00	1,262.93	4,337.07
23 Bins				3,650.00	3,500.00	150.00 Dog bin emptying fees paid to 1/4/2023
59 Calstock Car Park Ground Worl	8,000.00		-8,000.00	15,000.00		15,000.00 £8000 form NPD earmarked reserve
64 Pontoon Repairs	9,000.00		-9,000.00	16,500.00	9,790.20	6,709.80 £9000 form Pontoon earmarked reserve
SUB TOTAL	65,950.00	23,072.70	-42,877.30	65,950.00	17,035.76	48,914.24



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	12.62	117.38
26 Utilities - Electric				220.00	17.14	202.86
27 Precept						
28 Fees	16,440.00	3,455.00	-12,985.00	200.00	212.50	-12.50
SUB TOTAL	16,440.00	3,455.00	-12,985.00	5,700.00	824.26	4,875.74

Environment & Climate Emc

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish						
60 Public engagement, publicity & i				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	226.75	6,773.25
39 Tools, Equipment, Consumable:				4,750.00	308.53	4,441.47
40 IT Equipment				1,600.00		1,600.00
41 IT Running Costs				4,800.00	1,104.10	3,695.90
42 Insurance				5,500.00	5,841.28	-341.28 Policy paid to 31/05/2023
43 Grants Given				1,500.00		1,500.00
44 Vehicles Leases & Purchase				7,200.00	857.62	6,342.38
45 Vehicle Running Costs				6,500.00	486.86	6,013.14
46 Subscriptions & Fees				3,050.00	1,899.60	1,150.40
47 Waste Removal				1,450.00	216.64	1,233.36
48 Miscellaneous Expenses				1,900.00	6.00	1,894.00
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 transferred to reserves in Oct
SUB TOTAL	56,510.00	28,794.78	-27,715.22	56,510.00	10,947.38	45,562.62



Personnel

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
4 Precept	137,350.00	68,675.00	-68,675.00			
5 Salaries				78,900.00	15,128.61	63,771.39
6 Pensions				23,700.00	3,838.68	19,861.32
7 Tax & NI				26,650.00	6,395.12	20,254.88
8 Staff Clothing & PPE				350.00		350.00
9 Staff Training, Expenses & Mileage				300.00	105.00	195.00
10 Councillor Costs & Allowances				1,300.00		1,300.00
11 Consultancy General				6,150.00	684.00	5,466.00
SUB TOTAL	137,350.00	68,675.00	-68,675.00	137,350.00	26,151.41	111,198.59

Recreation

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs						
30 Consumables & Maintenance				9,300.00	2,325.92	6,974.08
31 Utilities - Water				70.00	18.53	51.47
32 Utilities - Electric				900.00	293.34	606.66
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	2,637.79	49,632.21

Summary

NET TOTAL	331,020.00	140,192.48	-190,827.52	320,280.00	57,596.60	262,683.40	£10740 inc over exp because of Burial forecasts
V.A.T.		10,920.88			4,233.32		
GROSS TOTAL		151,113.36			61,829.92		