



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 09 August 2022**, in the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

COUNCILLORS-

Cllr Beech, Cllr Boreham, Cllr Greenwood, Cllr Kirk, Cllr Ledger, Cllr Letchford, Cllr Newton Chance, Cllr Polglase, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chair), Cllr Warwick, Cllr Wells.

Miss Clare Bullimore (Deputy Clerk – minutes).

198/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Westwood (childcare), Cllr Alford (poorly), Cllr Wilkes (working), Cllr Ashley (ill).

Miss Sue Lemon, Clerk (sick leave).

199/22 DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None.

200/22 PUBLIC PARTICIPATION

Some members of the public were present.

201/02 APPROVE MINUTES OF LAST MEETING – 12-07-2022

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

202/22 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS

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

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

- Amenities Committee, 12-07-2022
- Planning Committee, 19-07-2022, 02-08-2022
- Forest for Calstock Parish, 22-07-2022
- Finance and General Purposes Committee, 26-07-2022
- Personnel Committee, 26-07-2022 and 02-08-2022
- Burial Committee, 02-80-2022
- Notes from a meeting about Delaware Outdoor Education Centre, 19-07-2022

203/21 MATTERS ARISING

Cemetery Vegetation Clearance – thanks to Cllr Ledger for contacting the Tesco Community Champion – they have said they will provide a team, date to be confirmed. Also to follow up on potential grants for restoring/conserving RAF graves that Cllr Ledger has found out about.

Planning Application – Tamar Trails – the Parish Council and the TV AONB objected to this application.

Response received from Cllr Barbara Ellenbroek re Delaware Outdoor Education Centre – request that she answers the question posed as to the financial reason for closing the service.



204/22 NEW CORRESPONDENCE

NALC briefing paper: Short Term Holiday Lets – agreed to delegate to Cllr Tinto/Newton Chance and Wells to suggest a response in line with the NALC statement and for the items to be on the website and forum pages.

Request from Brodie Hall about use of Calstock field the weekend of 13/05/2023 for camping for wedding guests – approved (proposed Cllr Tinto, seconded: Cllr Polglase – 1 abstention all others in favour).

Let Cornwall Decide: Calstock's View on a Mayor of Cornwall – consultation – to support the motion that Calstock Parish Council believes that the way Cornwall is governed is extremely important to our local residents. We note the emerging proposals for a possible change to a powerful Mayor of Cornwall with their own staff, budget and choice of Cabinet. We believe that such a system should only be implemented if the people of Cornwall support it. We call on Cornwall Council and our local Cornwall Councillors to ensure that there is a referendum of all voters in Cornwall on whether to introduce this significant change, as set out in the relevant legislation referendum should be held (proposed: Cllr Tinto, seconded: Cllr Wells – unanimous).

Consultation on the Schedule of Modifications to the Climate Emergency Development Plan Document Submission Document – agreed for this to be delegated to Cllrs Newton Chance and Tinto to draft and disseminate via email.

Grant request, £300 from Cotehele Quay Gig Club – agreed to defer to F&GP for consideration.

205/22 CLERK'S INFORMATION

Update on The Clerk's health – Sue Lemon will be on sick leave until at least the end of August.

Casual vacancies – an election has not been called for either vacancy so the vacancies to co-opt will now be advertised with a deadline of 19-08-2022 and interview on 23-08-2022, 1900.

Community Network Highways Schemes update – July 2022 - noted

Car park machine, Gunnislake – the machine has been serviced and some faults fixed but has run out of ticket rolls, these have been ordered but not arrived. Cornwall Council are due to send details about an enhancement to the SLA which will enable technical officers to do some basic fixes – this to be deferred to Amenities.

Go Bus timetable changes – concerns now resolved from September.

Toilets – some leaks had been reported, a plumbing company has taken a good look at all toilets and made some recommendations – for Amenities

206/22 TERMS OF REFERENCE TO BE APPROVED: PERSONNEL, FOREST FOR CALSTOCK ADVISORY COMMITTEE, BURIAL COMMITTEE, DELAWARE OUTDOOR EDUCATION CENTRE ADVISORY COMMITTEE:

Proposal/resolution to approve en bloc the terms of reference for the following committees: Personnel, Forest for Calstock Parish, Burial and Delaware Outdoor Education Centre. Proposed: Cllr Trapp, seconded: Cllr Tinto – unanimous.

207/22 RECOMMENDATION FROM THE PERSONNEL COMMITTEE THAT THE STAFF ABSENCE MANAGEMENT POLICY AND STAFF ABSENCE MANAGEMENT GUIDANCE BE APPROVED AT FULL COUNCIL



A policy had been received from the HR company – Cllr Trapp has amended it but feels it needs to be sent to CALC for comment/approval – Cllr Kirk and Tinto had a few queries about wording. It was agreed to approve it for the short term (as there is currently no approved policy) and ask for feedback from CALC on its contents. Proposed: Cllr Trapp, seconded: Cllr Tinto – 1 abstention (Cllr Kirk) all others in favour.

208/22 ZIPWIRE INSPECTION AND OTHER REMEDIAL WORKS: QUOTE FOR ZIPWIRE REPAIRS

£1400.40 QUOTE FOR OTHER REMEDIAL REPAIRS: £1701.60 & £2515.20

Following the commissioned inspection of the Zipwire, a quote for repair work was submitted for £1400.40 (plus VAT). Whilst on site other repairs were noted at a total cost of £4216.8.

Proposal/resolution: to approve all repairs. Proposed: Cllr Wakem, seconded: Cllr Newton Chance – 9 in favour; 3 objections, 1 abstention.

Cllr Warwick objected saying that he felt confirmation should have been sought that the work on the other repairs needed doing.

The Deputy Clerk confirmed that the Parish Council does not own the land or the equipment but in looking through a file held in the office, a letter had been sent to the Harrowbarrow Community Association committing the Parish Council to carrying out inspections and maintenance from 2010.

209/22 DELAWARE OUTDOOR EDUCATION CENTRE - UPDATE

Cllr Trapp reported that he has put two potential bidders in contact with each other who may be interested in running the centre. There has been some interest shown in purchasing the buildings but not the land. Cllr Boreham has completed a form for the building to be listed. Cllrs Wells, Wilkes and Trapp are still working on a business case. A survey has been published for people's feedback on the need/use of a community centre and 45 responses have been received so far.

210/22 DESIGNATED BATHING WATER STATUS

The Deputy Clerk reminded councillors that Cllr Westwood has asked that everyone sign up for at least one survey to determine how many people are not just using the water but the whole waterfront area.

211/22 BUS SHELTER: CALSTOCK

The Deputy Clerk sought clarification on where the council is with the process as The Clerk had started it before being taken ill. It was confirmed that a replacement bus shelter had been approved for Calstock (Sand Lane). A grant of £3000 towards it has been approved by Cornwall Council. The quotation received from Euroshel is for £4503 (including installation). Proposal/resolution: to accept the quote and order the shelter. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

212/22 STANDING ITEM: CALSTOCK FLOOD DEFENCE

A Geomorphology report has been received. It does not appear to offer any advice on the stability of the bridge itself but has studied the erosion, scouring, watercourse, channel and banks of the river. It states that the erosion happened much quicker than envisaged but seems to have plateaued. Concern was raised by councillors who feel that the footings of the bridge are far too exposed. Cllr Tinto wished it to be noted that the Parish Council should be consulted before any lease of any description is signed.



213/22 STANDING ITEM: 5 DAY PLANNING APPLICATION

None

214/22 STANDING ITEM: TOILETS

See Clerk's Information.

215/22 STANDING ITEM: A390

Cllr Wells and Trapp reported on ongoing frustrations in dealing with Cornwall Council and Cormac on this matter who they have found to be obstructive and un-cooperative. There have been significant price changes since the pandemic although the cost of fixed speed cameras has reduced. However, there are underground utilities in some of the preferred locations for cameras which will send the costs soaring. Looking at the money available and rising costs it was proposed that the westbound bus shelter currently situated between All Saints Park and Whiterocks is moved further back toward the village centre, nearer the current location for the eastbound bus shelter, by doing this no new shelter west of All Saints would need to be installed as the existing one could be used, saving up to £10,000. With this, it was proposed that the speed camera near Whiterocks and the installation of a new bus shelter should proceed as soon as possible. Other measures that were originally put forward can be considered if there is money left in the budget after these strategies are in place. Proposed: Cllr Wells, seconded: Cllr Boreham – 1 abstention (Cllr Beech) all others in favour.

Thanks to Cllrs Wells, Trapp and Kirk were voiced for their continued efforts with this.

216/22 STANDING ITEM: FOSTERS FIELD

The Deputy Clerk is in contact with Catherine Thompson from Cornwall Council who has sent out an action list for Cornwall Council officers to follow up on. The Deputy Clerk will continue to communicate with Catherine to progress this.

217/22 STANDING ITEM: CORNWALL COUNCIL REPORT – CLLR KIRK

Bus service – Cllr Kirk reported that she had lobbied the Portfolio Holder and is pleased that the bus service is to revert to an hourly service in September.

Community Chest Grants - £480 to GCM for putting up plaques on houses in Gunnislake which used to be commercial enterprises; St Ann's Chapel applied for a basketball hoop but a second hand one may be forthcoming; Harrowbarrow have requested a Christmas tree and lights for outside the hall to resurrect some community spirit.

Tavistock to Bere Alston railway line – Cllr Kirk has approved a letter written by Hannah Harris from Cornwall Council in response to the proposed renewal of the Tavistock-Bere Alston line with the proviso that any new link must be separate from the Tamar Valley Line with no shuttle service.

E-Bikes and Docking Stations – Cornwall Council has awarded £584,375 to a London company to provide E-bikes and docking stations at Falmouth, Truro, St Austell and Penzance. Although disappointing that no initiatives are in East Cornwall it was acknowledged that it is a start in supporting a carbon neutral lifestyle.

Rocket, Newquay – a rocket is due to be launched from Newquay next month if health and safety requirements are met. There will be a launch party and costs towards PR and marketing.

LiveWest – bungalows in Illogan are being offered to pensioners from London.



Path from Kingswood Road to the River Path, Gunnislake – a landowner is blocking a path that leads to the riverpath, however this is his land and his vehicle has broken down and the path is not a public right of way so people were urged, by Cllr Kirk, not to take umbrage or challenge him on this.

218/22 STANDING ITEM: REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Beech – reported that the Delaware Preschool held end of term celebrations.
 Cllr Newton Chance- attended the Latchley, Chilsworthy and Cox Park show – some issues raised including making the NDP and SDB maps more easily accessible; and having the link to report issues such as overgrown hedges (all agreed).

219/22 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 Newton Chance, seconded: Cllr Trapp – unanimous.

220/22 DATES OF FUTURE MEETINGS – ALL TO BE HELD AT THE TAMAR VALLEY CENTRE UNLESS OTHERWISE STATED

Planning Committee – 16-08-2022, 1830
 Recreations Committee- 16-08-2022, 1900
 Casual Vacancy Interviews – 23-08-2022, 1900
 TVC unavailable on 30-08-2022 due to an exhibition.

221/22 URGENT INFORMATION

Cllr Newton Chance has looked into concerns about felling in Greenscombe woods – he has found out that there is an unconditional licence to thin.

The meeting closed at 2030

Part 2 required.

Signed: Date:



5 August 2022 (2022-2023)

Calstock Parish Council**PAYMENTS LIST July 2022**

Voucher	Cheque	Cod	Name	Description	Amount
	146	26 - Utilities - Electric	EDF Energy	Electric Workshop	9.00
	147	21 - Car Parks Business Rates	Cornwall Council	Rates Calstock BR CP	107.00
	148	38 - TVC Rent & Rates	Cornwall Council	Rates TVC	112.00
	149	21 - Car Parks Business Rates	Cornwall Council	Rates Gunnislake CP	135.00
	150	21 - Car Parks Business Rates	Cornwall Council	Rates Harrowbarrow CP	162.00
	151	30 - Consumables & Maintena	Lakeland Steel	Materials for Workmen	40.60
	152	10 - Councillor Costs & Allowa	Cornwall ALC Ltd	Training Course	36.00
	153	10 - Councillor Costs & Allowa	Ken Trapp	Councillor Expenses	36.60
	154	43 - Grants Given	Calstock in Bloom	Grant	500.00
	155	24 - Consumables & Maintena	Tavistock Taskforce	Ground Works	600.00
	156	30 - Consumables & Maintena	Tavistock Taskforce	Ground Works	340.00
	157	41 - IT Running Costs	Voipfone	Voip Phone Top-up	72.00
	158	30 - Consumables & Maintena	Pepte UK Ltd	Refund	-21.99
	159	41 - IT Running Costs	Google	Google G Suite	9.20
	160	41 - IT Running Costs	Google	Google G Suite	69.30
	161	41 - IT Running Costs	Google	Google G Suite	96.60
	162	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	295.17
	163	39 - Tools, Equipment, Consur	Viking	Stationery & stamps	35.84
	164	12 - General Equipment Purca	Noticeboard Company	Noticeboard	327.10
	165	17 - Toilets Utilities - Electric	British Gas	Electric Gunnislake Toilets	13.28
	166	30 - Consumables & Maintena	Justop Ltd	Security Equipment	23.90
	167	30 - Consumables & Maintena	Universal Silk Screen Printers & S	Signs	11.56
	168	48 - Miscellaneous Expenses	Tamar Grow Local CIC	Buffet items	271.80
169;174-	176	5 - Salaries	S Lemon	Salary	5,275.34
	170	30 - Consumables & Maintena	AB Pest Solutions	Wasp nest	50.00
	171	24 - Consumables & Maintena	Tavy Turf	Ground Works	145.00
	172	11 - Consultancy General	task-it.com	Consultancy Support	334.50
	173	15 - Toilets Repairs & Mainten	Impact Laundry & Cleaning Ltd	Toilet Hygiene	699.92
	177	6 - Pensions	Cornwall Council	Pensions	1,919.34
	178	58 - 2023 Improvement Scherr	MHGoals	Sports Equipment	2,324.35
	179	17 - Toilets Utilities - Electric	Corona Energy	Electric Calstock Toilets	18.33
	180	44 - Vehicles Leases & Purche	Ford Lease	Van Leases	390.15
	181	48 - Miscellaneous Expenses	Amazon	Amazon Prime	7.99
	182	2 - Parking Charges & Permits	Cornwall Council	Car Parking Patrols	13.80
	183	39 - Tools, Equipment, Consur	Trewartha, Gregory and Doidge Lt	Materials for Workmen	20.96
	184	48 - Miscellaneous Expenses	Chris Clarke	Commemorative Gift	60.00
	185	44 - Vehicles Leases & Purche	Ford Lease	Van Leases	267.47
	186	30 - Consumables & Maintena	South West Play	Repairs to play ground equip	719.61
	187	7 - Tax & NI	HMRC	Tax & NI	2,345.50
	188	25 - Utilities - Water	South West Water	Water Calstock Cemetery	4.02
	189	31 - Utilities - Water	South West Water	Water St Annes PF	7.92
	190	32 - Utilities - Electric	EDF Energy	Electric St Anns Pavilion	82.43
	191	14 - Toilets Equipment & Cons	PHS Group	Toilet Hygiene	121.68
	192	14 - Toilets Equipment & Cons	PHS Group	Toilet Hygiene	121.68
	193	14 - Toilets Equipment & Cons	PHS Group	Toilet Hygiene	1,298.52
	194	17 - Toilets Utilities - Electric	British Gas	Electric Calstock Toilets	92.12
	195	30 - Consumables & Maintena	PerspexSheet.uk	Repairs to play ground equip	31.28
	196	22 - Street Lighting	EDF Energy	Public Lighting Calstock	1,112.17
	197	22 - Street Lighting	EDF Energy	Public Lighting Gunnislake	322.58
	198	45 - Vehicle Running Costs	Allstar	Vehicle Fuel	354.96
	199	47 - Waste Removal	Biffa	Waste Collection	190.70
	200	48 - Miscellaneous Expenses	H M Land Registry	Land Registry Check	6.00
	201	32 - Utilities - Electric	EDF Energy	Electric Gunnislake Pavilion	97.00
	202	16 - Toilets Utilities - Water	South West Water	Water Calstock toilets	121.35
TOTAL					22,708.29



Calstock Parish Council

Accounts Summary 31 July 2022

Current Account	£84,137.46
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	£227,520
Forecast Income for year remaining	£164,003
Estimated end of year General Reserves *	£80,701
Recommended Minimum General Reserve	£80,255
<i>(25% of total income)</i>	

* £22,000 of which may be required to cover estimated budgets



Calstock Parish Council

5 August 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	1,015.20	-3,784.80	50.00	13.80	36.20
3 Pontoon & Moorings	1,700.00	2,884.00	1,184.00	1,500.00		1,500.00
12 General Equipment Purcahse				950.00	272.58	677.42
13 General Repairs & Maintenance				2,450.00	202.00	2,248.00
14 Toilets Equipment & Consumak				3,500.00	2,127.14	1,372.86
15 Toilets Repairs & Maintenance				8,900.00	2,245.60	6,654.40
16 Toilets Utilities - Water				750.00	377.45	372.55
17 Toilets Utilities - Electric				1,050.00	293.28	756.72
18 Toilets Business Rates						
19 Car Parks Equipment & Consur				350.00		350.00
20 Car Parks Repairs & Maintenar				1,600.00	399.00	1,201.00
21 Car Parks Business Rates				4,100.00	1,617.90	2,482.10
22 Street Lighting				5,600.00	2,629.36	2,970.64
23 Bins				3,650.00	3,500.00	150.00 Dog bin emptying fees paid to 1/4/2023
59 Calstock Car Park Ground Wor	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	20,068.12	-3,568.12 Overspend due to additional sub-structure work
SUB TOTAL	65,950.00	25,124.20	-40,825.80	65,950.00	33,746.23	32,203.77



Burial

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
24 Consumables & Maintenance				5,150.00	1,397.83	3,752.17
25 Utilities - Water				130.00	47.51	82.49
26 Utilities - Electric				220.00	34.28	185.72
27 Precept						
28 Fees	16,440.00	5,325.00	-11,115.00	200.00	212.50	-12.50
SUB TOTAL	16,440.00	5,325.00	-11,115.00	5,700.00	1,692.12	4,007.88



Environment & Climate Em

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish						
60 Public engagement, publicity &				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	3,200.75	3,799.25
39 Tools, Equipment, Consumable				4,750.00	547.13	4,202.87
40 IT Equipment				1,600.00		1,600.00
41 IT Running Costs				4,800.00	1,951.74	2,848.26
42 Insurance				5,500.00	5,841.28	-341.28 Policy paid to 31/05/2023
43 Grants Given				1,500.00	500.00	1,000.00
44 Vehicles Leases & Purchase				7,200.00	1,730.77	5,469.23
45 Vehicle Running Costs				6,500.00	1,499.77	5,000.23
46 Subscriptions & Fees				3,050.00	1,899.60	1,150.40
47 Waste Removal				1,450.00	510.96	939.04
48 Miscellaneous Expenses				1,900.00	353.16	1,546.84
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	16,961.01	1,961.01			
52 Rents Miscellaneous						
53 Refunds						
54 VAT Refund	10,400.00		-10,400.00			
55 Miscellaneous Income	130.00	94.06	-35.94			
56 Covid-19 Shopping						
61 Contingency / Earmarked				11,260.00		11,260.00
SUB TOTAL	56,510.00	32,545.07	-23,964.93	56,510.00	18,035.16	38,474.84



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	27,418.81	51,481.19
6 Pensions				23,700.00	7,677.35	16,022.65
7 Tax & NI				26,650.00	11,088.32	15,561.68
8 Staff Clothing & PPE				350.00		350.00
9 Staff Training, Expenses & Mile				300.00	105.00	195.00
10 Councillor Costs & Allowances				1,300.00	66.60	1,233.40
11 Consultancy General				6,150.00	1,349.00	4,801.00
SUB TOTAL	137,350.00	68,675.00	-68,675.00	137,350.00	47,705.08	89,644.92



Recreation

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs						
30 Consumables & Maintenance				9,300.00	3,407.55	5,892.45
31 Utilities - Water				70.00	43.76	26.24
32 Utilities - Electric				900.00	606.89	293.11
33 Precept	28,970.00	14,485.00	-14,485.00			
34 Fees & Rents	1,300.00	545.00	-755.00			
58 2023 Improvement Schemes	22,000.00		-22,000.00	30,000.00	1,936.96	28,063.04 22,000 from general reserves
63 2023 Footpath Improvements				12,000.00		12,000.00
SUB TOTAL	52,270.00	15,030.00	-37,240.00	52,270.00	5,995.16	46,274.84

Summary

NET TOTAL	331,020.00	147,949.27	-183,070.73	320,280.00	107,173.75	213,106.25
V.A.T.		10,920.88			8,325.34	
GROSS TOTAL		158,870.15			115,499.09	

