



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 14 March 2023**, in the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Beech, Cllr Boreham, Cllr Brown, Cllr Flashman, Cllr Greenwood, Cllr Kirk, Cllr Ledger, Cllr Newton Chance, Cllr Spurr, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chair), Cllr Wells, Cllr Wilkes.
Miss Sue Lemon (Clerk), Miss Clare Bullimore (Deputy Clerk – minutes).

48/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

Cllr Ashley (medical), Cllr Letchford (illness), Cllr Polglase (family), Cllr Warwick (family).

49/23 DECLARATIONS & DISPENSATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None.

50/23 PUBLIC PARTICIPATION

Members of the Tamar Valley Community Transport Association spoke about their quest to find funding to replace the Tamar Valley Community Bus. It was acknowledged that they provide an invaluable service to residents across the parish.

Proposal/resolution: the Parish Council will look favourably at providing financial support and defer the item to the Finance and General Purposes Committee to determine how much could be offered.

Proposed: Cllr Trapp, seconded Cllr Wells – unanimous.

51/02 APPROVE MINUTES OF LAST MEETING – 14-02-2023

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

52/23 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 Alford –unanimous:

- Personnel Committee 14-02-23
- Environment and Climate Emergency Committee, 21-02-23
- St Ann's Chapel Skate Park Advisory Committee, 21-02-23
- Finance and General Purposes, 28-02-23
- Planning Committee 07-03-23

53/23 MATTERS ARISING

Maintenance Worker job advert – deferred to Personnel Committee.

106 Funding for King George V Playing Field, St Ann's Chapel – the funding application was received and approved; the pedestrian path behind the Rifle Volunteer and improvements to the car park are now complete (subject to fair weather finishing off). Cllr Alford wished it to be noted that the contractors were extremely courteous, professional and co-operative.



Telephone box, Calstock Quay – following a consultation it was agreed to defer a decision on decommissioning the telephone box for 6 months. Although more people were in favour of it being decommissioned than not, those that objected had strong views about it. The machine was also faulty and has now been fixed so there may be an increase in usage as a result of this and the awareness of its existence through the consultation.

Tamar Toll Action Group – a representative will attend a meeting at 1815, before the Full Council meeting on 11-04-2023.

54/23 NEW CORRESPONDENCE

The following items were noted:

- Charlie Whiting – researching American Machinery, Calstock Playing Field using non-penetrative methods.
- Ian Richards - Calstock Heritage Weekend 10/11 June 2023.
- Dan Cooke – Tamar Valley AONB Manager Update. Dan will be taking on a new role within Cornwall Council from 31-03-2023.
- Cornwall Council -2023 Off-Street Parking Order Consultation.

Calstock In Bloom Grant request – it was agreed to defer this to the F&GP Committee.

55/23 CLERK'S INFORMATION

Citizen of the Year – a few nominations have been received but as yet none have been received for the Community Group of the year so far. Please nominate before 31-03-2023.

56/23 RECOMMENDATION FROM THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE: TO APPROVE THE STRATEGIC PLAN AND THREE WORKING GROUPS TO BE FORMED WITH A NAMED COUNCILLOR LEADING ON EACH GROUP. 1) REDUCING IMPACT – CLLR NEWTON CHANCE 2) IMPROVE HEALTH – CLLR POLGLASE 3) RECOVERING NATURE- CLLR BROWN

Motion carried. Proposed: Cllr Spurr, seconded: Cllr Newton Chance – 1 abstention (Cllr Beech), all others in favour.

57/23 REQUEST FROM CHRISTOPHER SMART TO RUN AN ACTIVITY DAY DURING CALSTOCK HERITAGE WEEKEND AND DIG TEST PITS IN CALSTOCK CHURCHYARD

Request approved with enthusiasm. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

58/23 TAMAR VALLEY COMMUNITY BUS

Item heard during Public Participation.

59/23 KING'S CORONATION

Proposal/resolution: to order mugs as it was felt that they will be more useful than a medal and to approve Cllr Newton Chance's suggestion of including a free bird and bee seed packet as this fits with King Charles' environmental interests. Proposed: Cllr Wilkes, seconded: Cllr Flashman. 2 objections (Cllrs Tinto and Brown), 1 abstention (Cllr Spurr) – all others in favour.

Cllr Tinto had suggested the £1800 would be better used towards the new Community Bus which could be called the Coronation Bus but this idea was rejected.



60/23 TAMARA PROJECT FERRY UPDATE AND FORMAL REQUEST TO: 1) OPERATE FROM AND MOOR THE FERRY ON THE PONTOON, 2) INSTAL A METERED ELECTRIC POWER CABLE FOR CHARGING THE BOAT, 3) INVESTIGATE FURTHER OPTIONS FOR USE OF THE PARISH QUAY LANDING STEPS AND ONSHORE STORAGE SPACE FOR FERRY OPERATIONS (WITH THE POTENTIAL TO UPGRADE THE STEPS THROUGH FUNDING OPPORTUNITIES)

Concerns raised about the use of the pontoon and how it may impact on the mooring of the Plymouth Boat Hire cruises. Action: Clerks to make contact with Plymouth Boat Hire.

61/23 CHAIR/VICE CHAIR ELECTIONS – AGREE VOTING PROCESS, PROCEDURE AND DATES

A briefing document had been circulated prior to the meeting and this was agreed (see end of minutes).

62/23 REQUEST FROM GREAT WESTERN RAILWAY TO USE CALSTOCK STATION CAR PARK FROM 22-05-2023 UNTIL 07-07-2023 (RENUMERATION OFFERED)

Proposal/resolution: to permit GWR to use the car park for a fee of £3 per day per space used (circa £850). Proposed: Cllr Wells, seconded: Cllr Spurr – unanimous.

63/23 EA FLOOD DEFENCE/FOOTBRIDGE/TOWN FARM FIELD PLANS

Cllr Spurr and Cllr Tinto reported on recent meetings. Cllr Spurr outlined that the EA are keen to get the lease agreed for the management of Town Farm Field (whilst retaining ownership of the land). The space would lend itself to environmental work and the Tamar Community Trust feel they do not have the capacity to manage the area and make it viable in the long term. Proposal/resolution: investigate the potential use of the amenity field within the Environmental and Climate Change Committee including the likelihood of the Parish Council taking over the lease long-term.

Cllr Tinto reported that a recent meeting about the bridge had been useful as- for the first time - questions were raised about the ongoing cost of the bridge over the next 5, 10 and 15 year period. Proposal/resolution: To initiate discussions between the Tamar Community Trust, Sands (bridge designers) and the Parish Council about the likely costs over the next 5,10, 15 year period. Proposed: Cllr Tinto, seconded: Cllr Spurr – 1 abstention (Cllr Kirk) all others in favour.

64/23 TOILETS

Agreed: due to recent damage in the Gunnislake toilets it was recommended by the Amenities Committee that they will be locked overnight and at the weekend and opened with discretion if requested for community events. They will revert to being cleaned once a day Monday – Friday.

65/23 A390

Cllr Wells reported that the speed cameras are being installed and the police are assessing two sites in Cox Park for Speedwatch. Cllr Spurr has also made enquiries about Speedwatch on Sand Lane in Calstock.

66/23 FOSTERS FIELD

The Clerk has not heard anything yet from Cornwall Council's legal department.

67/23 CORNWALL COUNCIL REPORT



Community Network – Cllr Kirk reported that she had attended the first virtual meeting of the new Caradon and Launceston Community Network.

Fosters Field – Cllr Kirk said that she had signed off her approval of the transfer of Fosters Field to the Parish Council, together with Cornwall Council's acceptance of responsibility for maintaining the access road. [Up until now it has been the Parish Council's understanding that Cornwall Council will not maintain the access road].

Cox Park – Cllr Kirk has met with residents of the Tamar Park, Cox Park with Will Glassup (Highways) in attendance. Will Glassup agreed to improve the road markings and signs. Ownership of land with overgrowing vegetation is being investigated.

Tamar Views Caravan site at St Ann's Chapel – if funds allow, Kate Dixon has agreed to provide a bus stop and relocate the national speed limit sign.

Road improvements - Cllr Kirk explained that some of the road improvements in Calstock which have been deemed viable are to be carried out in 2-3 years' time when new funds are available, there has been some confusion over this programme of work.

Gunnislake Woodlay Way Centre – is now functioning as a warm space on Wednesday afternoons and proving very popular.

Mayor for Cornwall – public consultation has failed to give a mandate for an elected mayor for Cornwall. Full council are due to debate the proposal that there should be a full referendum on the subject on 18-04-2023.

Cornwall Council redundancies - £4.4million was spent on redundancy packages last year. Just over 200 employees took redundancy and many others are working from home to save expenses.

European Environmental Protection Laws – Cllr Kirk urged people to lobby Cornish MP's not to vote in favour of abandoning the European Environmental Protection Laws.

68/23 REPORTS FROM OTHER MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR MEETINGS OF OTHER ORGANISATIONS

Cllr Beech reported that Delaware Pre School had an Ofsted inspection that day.

Cllr Flashman has attended several funerals on the Parish Council's behalf.

69/23 APPROVE PAYMENT LIST

Proposal/resolution: to approve the payments. Proposed: Cllr Newton Chance, seconded: Cllr Wilkes – unanimous.

70/23 DATES OF FUTURE MEETINGS – ALL TO BE HELD AT THE TAMAR VALLEY CENTRE UNLESS OTHERWISE STATED

- Personnel Committee – 15-03-2023, 1630
- Others to be confirmed

The meeting closed at 2032

Signed: Date:

- Supplementary information:
- Calstock Phone Box Report
- Tamar Valley Community Bus Report
- Electing Chair and Vice Chair
- Town Farm Field Proposal
- Calstock Wetlands Report
- Accounts February 2023

TELEPHONE BOX, CALSTOCK QUAY: CONSULTATION REPORT for PARISH COUNCIL on 14.3.2023

1. At the Parish Council on 14 February 2023 it was reported that the Parish Council could adopt the telephone box. A call history showed 6 free calls had been made over a 12-month period, 5 of which were to the speaking clock. The Ward Members agreed to carry out a consultation within the village to determine whether there is a desire to repurpose it.
2. We produced a poster (see below) explaining the background & seeking views. This was put on the Parish Council notice board outside Calstock Hall, on the phone box and on the Parish Council website and Facebook page. A press release on similar lines was sent to the Tamar Valley Times & the Cornish Times which both published it. In the event none of these produced any feedback to the Parish Council.
3. On 22 February we posted a report on the Calstock Community Forum Facebook page which has 2,800 members. It contained a poll option asking readers to choose one of two options:-
 - i. Retain the phone box as a working phone box
 - ii. Repurpose as a community asset.
4. 184 votes were cast. 39% voted to retain the phone as a working phone box whilst 61% vote for repurposing it as a community asset.
5. There were 22 comments to the Facebook posting. Over half the comments wanted the phone to be kept for people without a mobile phone or a signal or for emergencies and in case the mobile network fails. One 91 year old man was cited an example of someone who would 'use it in an emergency'. Two people didn't know that it was still working, a comment made to us on a number of occasions as a result of this consultation. The other comments mainly sought clarity on what kind of community asset it might be.
6. We have since established that the coin box in the phone box was blocked & couldn't take coins which might partly explain why it hasn't been used at all this year for paying calls. The coin box has now been unblocked and upgraded with clearer instructions but the phone is still not working for paying calls. This has been reported and BT is looking into it.
7. We have also established that it is a type K6 box designed by the architect Sir Gilbert Scott. BT will repaint it in the correct colours if the Parish Council so requests.
8. The consultation has been invaluable in clarifying the issues. Our view is that decommissioning the phone box is an irrevocable decision. Given that some people did not know that there was a working phone box and given that in fact it wasn't working for paying calls we propose the following:-
 - i. Defer a decision to decommission the box.
 - ii. Publicise that that a telephone box exists.
 - iii. Request BT to repaint it in the correct colours.
 - iv. Review this decision in 6 months.

Alex Polglase, Phil Spurr & Alastair Tinto, Calstock Ward Councillors

11 March 2023

APPENDIX: The Poster

TELEPHONE BOX – CALSTOCK QUAY



Calstock Parish Council is asking for people's views on the future use of the telephone box on the Quayside which is looking rather neglected.

The Parish Council could adopt the phone box for a nominal fee. British Telecom (BT) would disconnect the service and repaint it before handing it over. BT would continue to pay for the electricity to power the internal light.

The Calstock in Bloom, which won a Royal Horticultural Society Gold Award last year, propose to use it as an honesty library and are prepared to look after it.

It is the only working public phone box in the whole Parish and has remained operational because of the historic poor mobile phone signal in lower Calstock. However, in the last year there have been only 6 calls - 5 to the speaking clock and one to an 0800 number. On this basis the Parish Council feels that it would be better if it became a community asset.

However, before the Council makes a decision they are seeking the views of the community on whether to keep it as a working phone box or whether to repurpose it as a community asset.

Comments or suggestions can also be emailed to clerk@calstockparishcouncil.gov.uk

Summary

- We are the Tamar Valley Community Transport Association (Charity Number 1063230) usually known and referred to as the Tamar Valley Community Bus – or just “The Community Bus”.
- We provide a transport service for all parishioners within the Cornish Parish of Calstock, whatever their ages. As a general rule however we cater mainly to the elderly who would otherwise be housebound. Calstock is one of the largest parishes in Cornwall, embracing several villages, narrow country lanes and very steep gradients. Public transport is very limited and often departs some distance from elderly parishioners’ homes.
- These scattered rural villages have limited or no shopping facilities. We provide a door-to-door service to several local market towns plus trips to the only surviving Post Office, the Library, and visits to the doctor’s surgery on a regular basis. There are also regular monthly trips to Truro and Trago Mills. On days when none of these events are scheduled, there are the very important outings and trips, which are a social lifeline to many passengers.
- Our highly regarded and praised service is run and driven entirely by volunteers. We have been providing this service since 1989 and are now on our sixth bus. The Community bus, with its adverts for local businesses who provide us with help/services, and its Cornish livery of black and yellow, is a well-known sight in the parish.
- We* are asking for funds towards replacing the current bus with a new or second hand one. As the vehicle has aged, repair costs have been rising and last year they totalled £5,929. The bus was off the road for 19 days whilst repairs were carried out. During this time we were unable to offer any service, leaving many of our passengers stranded in their homes, unable to get out.

*Note: Throughout the text, “we” refers to the Tamar Valley Bus Committee

Main Proposal (Need and delivery)

Calstock Parish includes the villages of Gunnislake (the largest, and a former mining village of significance), the medieval parish centre of Calstock itself, the small villages of Albaston, Harrowbarrow and Metherell, Delaware, Latchley, Luckett and Chilsworthy. The parish also includes St Ann’s Chapel, which is now larger than Gunnislake, following the building of a large batch of new

homes. This village, despite its size, has no social centre, mainly relying on Gunnislake, which is 1 to 1.5 miles away down a continuous steep hill. Not very long

ago all these villages had their own Post Offices and at least one shop. The mining heritage does ensure a few are provided with Pubs, but all the Post Offices have been closed in the last few years with the exception of Gunnislake, which currently provides weekly part-time outreach services to the other villages. Gunnislake no longer has a butcher, but still has a general hardware store and a Premier Store grocery shop. There is a mini-market (which has changed hands several times in the last couple of years from private to chain ownerships) at a filling station at the top of the very steep hill at Delaware. Otherwise, more varied shopping is only available in Callington and Tavistock locally. Launceston and Saltash are somewhat further afield, but provide a varied shopping experience plus pensioner discount days and are now served by the bus in preference to Callington.

Based around the River Tamar, the Tamar Valley is an Area of Outstanding Natural Beauty (AONB) and is also a World Heritage Site reflecting its industrial archaeology. The area in the river valley is designated as a Site of Special Scientific Interest (SSSI). The various villages and settlements surround a very steep, wooded river valley and gradients all around are not conducive to walking to the nearest facilities if you are elderly. Cycling is only an option for those who are extremely fit and able bodied. There are frequently no pavements, or street lighting. Public transport is available, but limited and only runs on the A390, diverting to Calstock and Metherell. The service runs until 1800 on weekdays, 1600 on Saturdays and there is no Sunday service. The Community Bus travels to the parts other buses can't reach, down dizzyingly steep gradients and along lanes so narrow that there is constant attrition to the wing mirrors!

Despite its beauty, the area has significant problems. Wages are low and employment often seasonal. From the Government Index of Multiple Deprivation (IMD) the area is amongst the 40% most deprived areas in the UK. Many of the younger residents have moved away for better employment opportunities. Thus, many of the residents are elderly, and often living on their own. The average age is above the national average. 57% of the population of the area are over the age of 50, and 30% are over 65 (Total UK 18%). Most of our passengers have either ceased driving altogether for health or age-related reasons, or have never driven or been able to afford to run a car. A regular service (well-advertised in all the different village publications and noticeboards) which picks them up and takes them shopping and returns them and their bags to their doors, is thus an important feature for many. When the bus has been out of action (other than during Covid) the Bus Committee contacted the most elderly and vulnerable to see if their shopping needs were urgent. In some cases volunteer bus drivers undertook shopping for or with them and delivered it.

Social Needs/Care

As is well documented, many elderly people in rural areas can become lonely and isolated. The bus does a regular monthly trip for a pub lunch (which is always over-subscribed, with a waiting list) and also a monthly afternoon tea. There are outings to the seaside (seasonal), neighbouring larger towns and cities, Craft Fairs, National Trust properties and other areas of interest, which are extremely well subscribed (a fee is charged relative to the distances travelled). There are also runs to the local U3A Group, and when required a trip to Gunnislake Post Office, combined with a coffee morning for the over-60's held in the Village Hall.

When the bus was out of action (through breakdowns) and of course throughout the Covid pandemic, the Committee was concerned that passengers would find alternative means of transport, and that uptake once the bus had been repaired, and post Covid (following a slow and careful return to service) would be lower. However, the passengers missed the social interaction and company and there has been no downturn in numbers. Indeed, such is the concern over the current state of the bus, that many are offering small sums of money towards repairs and a number of passengers hold fundraisers for the bus on their own initiative.

Our passenger ages range from about 60 to nearly 100, giving an average age for our users of 80. Many have limited mobility, but although we have the facility to have a wheelchair on board, this is a complex and difficult operation and drastically reduces the number of seats. From when the bus started to run again post covid to the present quarter, we have carried some 2,867 passengers. It is hard to quantify whether there has been any drop in numbers against previous years, owing to the frequency of the bus being unavailable, due to the various stops and starts during Covid.

Equity/Diversity & Inclusion

The above paragraphs, and the whole tenor of the application and our aims, show that we seek to provide mobility and social involvement to all those who would otherwise be denied it – viz, largely the elderly and partially disabled. Rural Cornwall is not an area with much racial or ethnic diversity and so obviously we cannot set or fulfil any specific targets in this respect.

More about the Bus and how it is run/administered

Our current bus, a Fiat Ducato LWB 130 Multijet, is now nearly 9 years old, with approximately 90,000 miles on the clock. It was a basic minibus vehicle, customised to our requirements by the coachbuilders and holds 15 passengers (if no wheelchair). It has a dual gearbox, being both manual and automatic, and this has been a cause of major expensive repairs. The constant stopping and starting, steep gradients and short runs are not good for any vehicle, and despite it being run to

Public Service Vehicle (PSV) standards of safety, repair and inspection, the wear and tear on tyres, mirrors, brakes and general maintenance is very high. The Committee have decided that the cheaper automatic door opening and step on this model presented constant problems for our maintainer and are opting for a full PSV door option on any replacement. This adds significantly to the cost, but is considerably more robust. The Committee had decided to replace the vehicle whilst it still had some resale value and not risk further heavy bills and off the road periods. This exercise was originally started in January

2020, but has been delayed by the hiatus occasioned by Covid. The bus, since service has restarted, is proving increasingly unreliable and replacement is now a matter of urgency.

The bus is run by a volunteer Committee consisting of a Chairman, Secretary (responsible for waybills, meeting minutes & licensing), Treasurer (who deals with payments from Cornwall Council and fuel rebates, insurance and cash and outgoing payments), Maintainer, (who co-ordinates repairs and ensures it is run to Public Service Vehicle maintenance standards) Bookings Secretary, and Trips and Driver Co-ordinators who plan the trips/outings and run the rota of Volunteer drivers. We have Charity Trustees as required by the Charity Commission who have personal, longstanding connections and understanding of the Community Bus and its purposes.

All drivers are volunteers, and have to be so under the terms of the bus licence (Department of Transport Section 19 Permit). By the very nature of the timetable, which is scheduled during the day in the working week, almost all of our drivers are retired. This of course means the demographic is late middle aged. Once the age of 70 is reached, a medical examination (at considerable cost) is required and an application to maintain the necessary notation enabling the licence holder to continue to drive a minibus has to be made every 3 years. Thus, we do tend to have a regular outflow of older drivers for health and age-related reasons. It takes constant effort on behalf of the committee to recruit and retain drivers. It is a responsible position, and although as many or as few hours as the volunteers can spare are all welcome, some drivers go above and beyond and devote many hours per week. Passengers regularly cite the kindness, good humour and helpfulness of the drivers, and in almost all cases are vocal in their appreciation of the time they give up. We hold an annual Christmas Lunch for all drivers and their partners, and passengers, held rotationally in the various different villages within the parish. The bus operates a shuttle and on this occasion the passengers pay no fare.

We hold Drivers' Meetings every six months or so and provide a free buffet lunch by way of thanks. This gives the drivers the opportunity to raise any issues, and for the Committee to keep them updated of any policy/route changes. Once a year drivers' licences are inspected and we endeavour to maintain MiDAS (Minibus Driver Awareness Scheme - administered by the Community Transport Association) standards and also any training required by Cornwall Council. We are currently undertaking

processing DBS clearance for all drivers. (There has been some contradiction from Cornwall Council in the past as to the necessity or otherwise of this, but it is currently a requirement).

Raising Awareness/ Advertising

The timetable is published in the Gunnislake Gateway and other newsletters within the parish on a rolling basis. It is also displayed on any village noticeboards and at selected retail outlets in the Valley. The bus is also available for hire (for a modest but realistic charge) by local organisations/individuals. Current ruling is that one of our own volunteer drivers has to be available to drive it. Weddings, theatre and lunch outings and charity events have all used the bus on this basis.

Outcomes/Success

As evidenced above, the Tamar Valley Community Bus is a flourishing enterprise which is central to community life in Calstock Parish. Every effort is made to raise awareness of its availability and we are pleased to have a steady influx of new passengers – often by word of mouth. We take every opportunity to maximise our publicity; (see para above). Although we do have a Facebook page and a Website, it must be confessed that these probably do not reach out to the majority of our current passengers due to age linked low computer literacy. The notices, timetables, and other printed material displayed around the parish, in the Post Office, Surgery and other venues, are our main means of communication. It is significant that the Committee were frequently stopped in the street with enquiries after the bus's health during its longest period off the road, and the touching desire of passengers to contribute to the repairs/new bus is strong evidence of the place it holds in the Community's affections. It even has its own cartoon, by nationally known cartoonist Roger Latham, which appeared in the Gunnislake Gateway, and a copy of which is at the end of this application. (With Mr Latham's full knowledge and consent).

How we propose to fund our replacement bus

Our bus maintainer (who has lifelong experience in driving and maintaining buses) has done considerable research into a suitable replacement vehicle and discussed our requirements with the coachbuilders (including the stronger door assembly). He has been quoted some £70,000 for a Mercedes Benz Sprinter LWB 514CDI Automatic window van, converted to a specification to suit our needs. He is experiencing some difficulty getting other actual quotes, as coachbuilders vary considerably in their interpretation of what is required.

By careful management of our funds, including the money made on trips, our current account was healthy enough to withstand the potentially crippling nearly £10,000 worth of repairs which were

occasioned in 2019, and again was able to fund the copious repairs when the bus started regular running again in August 2021, without touching our reserve account (See accompanying accounts). It is the Treasurer's aim to regularly transfer sums from the Current Account to the Reserve Account to build it up with a view to this being towards the replacement of any current vehicle when this is deemed necessary. There is currently some £20,000 in the Reserve Account. We would hope to achieve approximately £10,000 trade-in value for the current bus (although of course this is not a precise sum), leaving a balance of some £40,000 which we are aiming to achieve through grant applications.

Applications have currently been made to: -

Yourselves

Cornwall Councillor's Community Chest Fund (in hand)

We are looking at applying to:

Cornwall Community Funding

AVIVA

Bernard Sunley Foundation

The National Lottery

Parish Council

And more

We also write letters to local businesses, supermarkets, pubs, and others to whom customers are brought to their doors by the Community Bus.

We intend to request letters of support from other local voluntary organisations.

Summing Up

Owing to circumstances beyond our control, the bus is now older than we would like and is becoming increasingly unreliable, and is off the road with ever greater frequency, with all the knock-on effects on the community we aim to serve. Replacing it is now a matter of urgency, hence this application. And finally OUR BUS!



Electing Chair and Vice Chair

Written nominations to be received by Tuesday 04 April 2023

Please be sure that the person being nominated has been asked and is willing to be put forward. It will be assumed that anyone being nominated for Chair will be willing to stand for Vice Chair should they not be voted on as Chair.

Key Dates

- 04-04-2023 – written nominations to be received by the Clerk
- 05-04-2023 - written nominations to be disseminated to the council with the agenda
- 11-04-2023 - nominations to be heard at the Full Council meeting
- 09-05-2023- voting to take place as the first agenda item at the Annual Meeting of the Parish Council

Voting

Written votes to be held following Standing Order 9a (Voting on Appointments):

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

Voting will be anonymous and the counting will be undertaken by the Clerk(s) in the presence of a Councillor who has not been nominated themselves (to be agreed on the night by the council members).

Casting votes

CALC advises that: “a 'retiring' chairman must preside if present (even if they are no longer a councillor following an ordinary election), can nominate her/himself, vote for her/himself, and use her/his casting vote in their own favour”.

Further correspondence from CALC offers the following advice:

If the council wishes to hold written ballots for the election of Chair and Vice Chair this must be held on separate ballots. So in order,

- i) If there is no provision in standing orders, then you will need the council to resolve that the elections will be held by written ballot. Standing Orders 8b (CALC Amendment) states that where there are more than two candidates have been nominated for a position to be filled by council. You could take a resolution to extend that S/O to include election of Chair and Vice Chair. This could be done now rather than waiting until May if you wish.
- ii) You circulate a ballot paper to each member to use
- iii) Each member must put their name on the ballot along with the name of the candidate they are voting for
- iv) You collect and count the votes and the successful candidate will need a clear majority in the same way as would be done for co-option. This means that if you have more than two candidates the successful candidate must have more votes than the other two combined. If not, then you drop the candidate with the lowest number of votes and have a second round as described above.

Then the process will be repeated for the Vice Chair, so you should be prepared to have several rounds of voting and papers available.

Resolutions to be made by the Parish Council

Whether a written ballot format is used and Standing Orders altered to reflect this

Nomination process (for written ballots or otherwise)

Election process (for written ballots or otherwise)



Chair/Vice Chair – Nomination Form

Person being nominated:

Position: Chair/Vice Chair

Brief reason for nomination (skills, qualities etc):

Proposer Name:

Signed

Seconder Name:

Signed

Date:

Town Farm Field Update

Facts: Size approx 5.8 Acres

Owned by Environment Agency (EA) as a part of flood attenuation

It was referred to as Town Farm land when it was sold in 2013. This has been accepted by the Environment Agency, the Tamar Community Trust and the Parish Council



Recent History

Used for livestock grazing 2018 and overspill camping for the Bike show for 16 years. Funds raised from the field were shared among village organizations including the school, village hall, playgroup, playboat maintenance and many others

The EA excavated extra bund material from the south eastern section and by default created a pond/wetland area.

The Tamar Community Trust (TCT) were designated as the preferred leaseholders and had planned to use the field to generate funds to be used for

the bridge and river footpath up keep. Projected funding sources were Bike Show camping and other community events. (The Educational courses are directly linked to the Stewardship Scheme from the Wetlands lease not TFF).

Present situation

There is No public access

The TCT no longer wish to pursue the lease to manage the field. This would have stretched the resources of the Trust, and the suggested capacity for income potential was under question.

In conversation on Friday 24/2/23 Andy Rodgers of the EA he said they would have no objection to the lease being agreed with any other responsible party and it is not intrinsically linked to the resolution of the bridge/footpath issues.

The field has been left untouched since the completion of the adjacent salt-water wetlands and now consists of areas of reeds-rye grass-nettles- docks-white clover-buttercups among others. The SE section has effectively become a freshwater wetland attracting voles ,barn owls and various birds.

The area represents an underused valuable environmental and social resource.

Future Plans

Parish to become the leaseholder (Draft heads of terms attached)

Public consultation based on this template



Environmental grants to be explored by the climate emergency committee

Involvement of community and voluntary groups in/ works needed/fund raising / maintenance . Bike Show and Calstock in Bloom are both supportive of the project.

Suggestions for development include

Year round public access to the 2+acres /dogs allowed/accessed from the bridge at back of the football field

Public access to the environmental area via walkways cut through the hay meadow/no dogs

A campsite for one week in the summer that gives an income that will largely pay to manage the reserve and the footpath along the embankment. It also ensures the continuity of whatever summer festival the village chooses to run.

Providing a footpath through the new development to

link into existing river bank permissive path .

Creating a new pond as an attractive feature on the site.

Planting trees characteristic to the local area to make a positive contribution to the local landscape and carbon capture.

Using native plants in landscaping schemes for better nectar and seed sources for bees and birds.

Incorporation into the Green Infrastructure/
Biodiversity Strategy for the parish

Potential issues to consider

Future resource implications for the Council and workforce in the event of local voluntary involvement proving inadequate.

Public liability insurance

Management structure of the overall development to be organized following public consultation.

CALSTOCK RIVERWALK & BRIDGE & TOWN FARM FIELD UPDATE

from Environment Agency (EA) Technical Meeting Friday 10 March

1. The meeting was attended Phil & Alastair; Andy Rogers, Dan Gay & Dan Boswell (EA); Jane Kiely & Ian Mitchell (TCT); Neil Williams (Sands, bridge designers) & Dorothy Kirk.
2. The designers & EA are close to agreeing figures relating to the flow of water etc which are crucial to understanding whether & what mitigation measures are needed.
3. Scour has been stable since July 2022. EA won't know if there's a problem with the bridge until further assessment by Sands had been done. If there isn't a problem with the bridge the issue of sideways scour will then need to be assessed. At each stage there'd need to be clarity about how it would be funded. The EA said they hadn't got a pot of money & would need to ask for funding (within the EA). They felt Cornwall Council should be involved.
4. TCT are happy for the Town Farm Field (TFF) lease to be between EA & PC. The EA will agree with this but will not separate TFF from the bridge lease. They have to be part and parcel of the bridge and walkway lease. We pointed out that the PC had put on hold any lease agreements until the scour issue is resolved. This would delay any transfer of TFF.
5. Maintenance issues & costs were discussed. The components are i) routine maintenance of the walkway ii) 2 yearly inspection of the bridge iii) 5 yearly maintenance to the bridge. EA said after 10 years there was less certainty and who knows after 15 years?
6. The EA said Sands should have a maintenance manual & health & safety file which would clarify what maintenance etc would be necessary and likely costs.
7. EA said nothing lasts for ever & at some time the structure would need replacing. The PC might seek clarification on a reasonable life expectancy on the asset and on demolition cost. EA said Sands should be able to give an idea of the likely demolition cost down the line.
8. Notwithstanding that TFF isn't yet transferred to PC, EA is happy for PC to make the field usable for the community

Conclusion

This was a very positive meeting which provided a way forward to firming up the likely commitments that the PC might face. When those are clarified we would understand what we might be taking on.

Recommendations

- i) We ask TCT to set up discussion with Sands involving us about i) the 2 yearly inspection costs; ii) the requirements for the 5 yearly maintenance programme and costs; iii) ongoing maintenance requirements & costs down the line in 10 & 15 years time iv) demolition costs.
- ii) When this has been established have discussions with TCT to clarify that they can take on those responsibilities and that they have a budget for them.
- iii) Develop & implement plans for the use of TFF.
- iv) Bring the bridge & Town Farm Field under the Environment & Climate Emergency Committee.

Calstock Parish Council

Payments List Feb 2023

Voucher	Name	Description	Amount
523	Impact Laundry & Cleaning Ltd	Toilet Hygiene	963.02
524	Trewartha, Gregory and Doidge Ltd	Equipment Service & repair	148.80
526	Claire Roper	Burial Fees	70.00
527	R Burbage Haulage Ltd	Recreation Maintenance	180.00
528	TownsWeb Archiving	Burial Fees	429.28
529	Claire Roper	Burial Fees	350.00
530	Tindle Newspapers Devon Ltd	Vacancy Advert	156.00
531	Ford Lease	Van Leases	267.47
532	EDF Energy	Electric St Anns Pavilion	307.28
533	S M Pote	Hedge maintenance	180.00
534	South West Water	Water Calstock Cemetery	4.02
535	Cornwall ALC Ltd	Training Course	72.00
536	Cormac Solutions Ltd	Salt Refill	514.80
537	Tindle Newspapers Devon Ltd	Vacancy Advert	156.00
538	Root And Branch	Recreation Maintenance	412.00
539	South West Water	Water St Annes PF	13.17
540	PSP Group	Insurance	1,286.56
542	timberstore	Cemetery Maintenance	216.76
543	Tindle Newspapers Devon Ltd	Vacancy Advert	156.00
544	Cornwall Council	Car Parking Patrols	96.60
545	South West Water	Water Calstock toilets	121.67
546	South West Water	Water Gunnislake Toilets	194.50
547	South West Water	Water Gunnislake Pavilion	13.99
548	Ford Lease	Van Leases	390.15
549	Pozitive Energy	Electric St Anns Pavilion	38.05
550	Allstar	Vehicle Fuel	199.70
551	Salaries	Salary	6,702.78
555	Allstar	Vehicle Fuel	156.04
556	Biffa	Waste Collection	203.46
557	Google	Google G Suite	98.96
558	Google	Google G Suite	9.20
560	Corona Energy	Electric Calstock Toilets	80.24
561	Corona Energy	Electric Gunnislake Toilets	31.60
562	HMRC	Tax & NI	2,353.18
564	EDF Energy	Electric Workshop	9.00
565	Google	Google G Suite	70.99
566	Cornwall Council	Pensions	2,040.40
567	Wonderwall Products Ltd	Noticeboard	266.40
568	Dropbox	Dropbox	95.88
569	Kingfisher Direct Ltd	Salt Bin	155.00
570	EDF Energy	Electric Gunnislake Pavilion	25.00

TOTAL
19,235.95

Calstock Parish Council

Accounts Summary 28 February 2023

Current Account	£68,011.80
Petty Cash	£105.87
General Reserves Account	£60,020.51
Earmarked Reserves Account	£30,019.61
<i>Calstock Village Pontoon</i>	<i>£0.00</i>
<i>Fosters Field Playground Equipment</i>	<i>£12,000.00</i>
<i>Calstock Cemetery Extension</i>	<i>£12,000.00</i>
<i>Skateboard Park</i>	<i>£6,000.00</i>
<i>Bank interest</i>	<i>£19.61</i>
Forecast Expenditure for year remaining	40,565.00
Forecast Income for year remaining	3,481.16
Estimated end of year General Reserves *	£91,054
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

6 March 2023 (2022-2023)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Amenities

		Receipts					Payments				
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
1	Precept	42,450.00	42,450.00		42,450.00						
2	Parking Charges & P	4,800.00	5,712.40	400.00	6,112.40	1,312.40	50.00	665.40	4.17	669.57	-619.57
3	Pontoon & Moorings	1,700.00	3,066.00	141.67	3,207.67	1,507.67	1,500.00		125.00	125.00	1,375.00
12	General Equipment Purcahse						950.00	6,965.56	79.17	7,044.73	-6,094.73
13	General Repairs & Maintenance						2,450.00	346.14	204.17	550.31	1,899.69
14	Toilets Equipment & Consumables						3,500.00	2,388.53	291.67	2,680.20	819.80
15	Toilets Repairs & Maintenance						8,900.00	10,062.26	741.67	10,803.93	-1,903.93
16	Toilets Utilities - Water						750.00	1,341.62	62.50	1,404.12	-654.12
17	Toilets Utilities - Electric						1,050.00	692.02	87.50	779.52	270.48
18	Toilets Business Rates										
19	Car Parks Equipment & Consumables						350.00	430.26	29.17	459.43	-109.43
20	Car Parks Repairs & Maintenance						1,600.00	1,031.40	133.33	1,164.73	435.27
21	Car Parks Business Rates						4,100.00	4,041.90	341.67	4,383.57	-283.57
22	Street Lighting						5,600.00	5,535.13	466.67	6,001.80	-401.80
23	Bins						3,650.00	4,787.68	304.17	5,091.85	-1,441.85
59	Calstock Car Park Ground Works						7,000.00	2,885.00		2,885.00	4,115.00
64	Pontoon Repairs						7,500.00	20,068.12		20,068.12	-12,568.12
SUB TOTAL		48,950.00	51,228.40	541.67	51,770.07	2,820.07	48,950.00	61,241.02	2,870.86	64,111.88	-15,161.88

Burial

Receipts

Payments

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Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
24	Consumables & Maintenance						5,150.00	5,028.55	429.17	5,457.72	-307.72
25	Utilities - Water						130.00	118.34	10.83	129.17	0.83
26	Utilities - Electric						220.00	76.48	18.33	94.81	125.19
27	Precept										
28	Fees	16,440.00	15,295.00	1,370.00	16,665.00	225.00	200.00	212.50	16.67	229.17	-29.17
	SUB TOTAL	16,440.00	15,295.00	1,370.00	16,665.00	225.00	5,700.00	5,435.87	475.00	5,910.87	-210.87

Environment & Climat

		Receipts					Payments				
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
57	Forest for Calstock Parish										
60	Public engagement, publicity & research						2,500.00		208.33	208.33	2,291.67
62	Precept	2,500.00	2,500.00		2,500.00						
	SUB TOTAL	2,500.00	2,500.00		2,500.00		2,500.00		208.33	208.33	2,291.67

Finance

		Receipts					Payments				
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance
38	TVC Rent & Rates						7,000.00	6,622.75	583.33	7,206.08	-206.08
39	Tools, Equipment, Consumables & Postage						4,750.00	1,859.36	395.83	2,255.19	2,494.81
40	IT Equipment						1,600.00	324.92	133.33	458.25	1,141.75
41	IT Running Costs						4,800.00	5,233.80	400.00	5,633.80	-833.80
42	Insurance						5,500.00	7,127.84	458.33	7,586.17	-2,086.17
43	Grants Given						1,500.00	2,500.00	125.00	2,625.00	-1,125.00
44	Vehicles Leases & Purchase						7,200.00	5,602.03	600.00	6,202.03	997.97
45	Vehicle Running Costs						6,500.00	4,052.46	541.67	4,594.13	1,905.87
46	Subscriptions & Fees						3,050.00	3,233.60	254.17	3,487.77	-437.77
47	Waste Removal						1,450.00	1,284.16	120.83	1,404.99	45.01
48	Miscellaneous Expenses						1,900.00	1,267.68	158.33	1,426.01	473.99

30	Consumables & Maintenance					9,300.00	14,171.78	775.00	14,946.78	-5,646.78	
31	Utilities - Water					70.00	130.21	5.83	136.04	-66.04	
32	Utilities - Electric					900.00	2,314.10	75.00	2,389.10	-1,489.10	
33	Precept	28,970.00	28,970.00		28,970.00						
34	Fees & Rents	1,300.00	2,585.00	108.33	2,693.33	1,393.33					
58	2023 Improvement Schemes					8,000.00	1,936.96	8,000.00	9,936.96	-1,936.96	
63	2023 Footpath Improvements					12,000.00		12,000.00	12,000.00		
SUB TOTAL		30,270.00	31,555.00	108.33	31,663.33	1,393.33	30,270.00	18,553.05	20,855.83	39,408.88	-9,138.88

Summary

NET TOTAL	292,020.00	297,431.04	3,481.16	300,912.20	8,892.20	281,280.00	256,546.30	40,565.00	297,111.30	-15,831.30
V.A.T.				10,920.88					16,977.88	
GROSS TOTAL				311,833.08					314,089.18	