



Calstock Parish Council

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Calstock Parish Council Annual Meeting

Public Notice

Tuesday 09 May 2023, in the Tamar Valley Centre, at 1900

AGENDA

1. Election of Chair and Vice Chair for 2023/2024
2. Declaration and acceptance of office
3. Apologies for absence
4. Declarations and dispensations of members' interests in agenda items
5. Public participation
6. Approve minutes of last meeting 11-04-2023*
7. Note the actions/expenditure/recommendations of the following Committee meetings*
 - Planning Meeting, 18-04-2023
 - F&GP Meeting, 25-04-2023
8. Matters Arising:
 - Kings' Coronation – mugs and wildflower seeds
 - Devon and Cornwall Food Action Group
 - Caradon Network Scheme – update from Cllr Kirk, Cllr Wells
 - F&GP recommended grants be approved for Calstock Gig Club (£440); Tamar Valley Community Food (£500), Calstock in Bloom (£500) – delegated to F&GP by Full Council at previous meetings
9. New Correspondence
 - Citizen's Advice – Calstock PC Usage
 - Peregrine Leigh, South West Water – Gunnislake Fish Pass
10. Clerk's Information
 - Fencing around mine at Drakewalls – work progressing
11. Councillor Attendance 2022/2023*

12. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting
13. Election of Standing Committees; Committees; Sub Committees and Advisory Committees*
Standing Committees: Amenities, Burial, F&GP, Recreation, Planning, Personnel. Committees: ECE. Sub Committees: Calstock Waterfront (reporting to Amenities); Footpaths. Advisory Committees: St Ann's Skate Park (reporting to Recreations); Planning Strategy (reporting to Planning) and to resolve that the Forest for Calstock Parish Advisory Committee ceases, and any outstanding work is delegated to the Environment and Climate Emergency Committee
14. Agree for Committees to Review the terms of reference for Council approval*
15. Appointment of members to all committees with voting rights*
16. Appointment of members to Personnel Committee (if more than 6 request membership – **n/a**)
17. Appointment of Chair to Existing/New Committees or delegate to the first committee meeting
18. Review of representation on or work with external bodies*
19. Confirmation of arrangements for insurance cover in respect of all insured risks – Zurich renewal £4,680.18 (year 4 of 5 year contract).
20. Items to Review (usually delegated to F&GP and/or Personnel):
 - 20a Review of delegation arrangements to committees, sub committees, advisory committees, staff and other local authorities*
 - 20b Review of the council's complaints procedure*
 - 20c Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018*
 - 20d Review of the Council's policy for dealing with the press media*
 - 20e Review and adoption of appropriate Standing Orders*
 - 20f Review and adoption of appropriate Financial Regulations*
 - 20g Review of inventory of land and assets including building and office equipment (asset register)*
 - 20hi Review of the council's and/or staff subscriptions to other bodies*
 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 note that it is n/a

21. Review all standing items on the agenda for the next Council Year:
 - Calstock Flood Defence;
 - 5 Day Planning,
 - Toilets,
 - A390 update,
 - Fosters Field,
 - Cornwall Council Report,
 - Reports from other members representing the council on the committees or at meetings for other organisations
22. Christmas Lights Committee – voluntary work around Calstock Waterfront*
23. Approve CALC subscription of £2263.36
24. Government consultation on introduction of a use class for short term lets and associated permitted development rights, Cllr Tinto (suggest this is delegated to the Planning Committee)
<https://www.gov.uk/government/consultations/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights>
25. Government consultation on a registration scheme for short-term lets in England, Cllr Tinto (suggest this is delegated to the Planning Committee)
<https://www.gov.uk/government/consultations/consultation-on-a-registration-scheme-for-short-term-lets-in-england/consultation-on-a-registration-scheme-for-short-term-lets-in-england#:~:text=Consultation%20on%20a%20new%20use%20class%20for%20short%20term%20lets&text=The%20consultation%20seeks%20views%20on,lets%20and%20support%20sustainable%20communities>
26. Recommendation from F&GP – to monitor the use/staffing issues (if any) of having just one work vehicle and explore the feasibility of having an electric vehicle when the next van lease expires
27. Recommendation from F&GP – to set an annual budget of £5000 for grants
28. Recommendation from F&GP – for F&GP to meet quarterly to consider grants: applications to only be considered if they are submitted with full documentation including accounts and bank statements; applications to be submitted at the end of March, June, September and January to be reviewed the following month
29. Recommendation from F&GP – for Committees to consider how CIL payments can be spent*
30. Update on the A390 – Cllr Wells
31. Cornwall Council Report – Cllr Kirk
32. Fosters Field update – wording to be agreed*
33. Approve payment list, summary of accounts and summary of receipts and payments*
34. Dates of future committee meetings
 - Receptions
 - Skate Park
 - Waterfront
 - ECE Committee – 23-05-2023, 1900
35. Urgent information

*Indicates information enclosed or previously disseminated