



Minutes of **Full Council Meeting** of the **Calstock Parish Council**  
held on **Tuesday 12 September 2023**, in the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

**COUNCILLORS-**

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

Miss Clare Bullimore (Acting Clerk – minutes).

**164/23 APOLOGIES FOR ABSENCE**

Cllr Alford, Cllr Ashley, Cllr Beech

No apologies received from Cllr Wilkes

**165/23 DECLARATIONS & DISPENSATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS**

None.

**166/23 PUBLIC PARTICIPATION**

Brian Martin from Gunnislake Cricket Club gave a report on the Cricket Club's season. He thanked the Parish Council for the grant awarded towards the cost of nets (which the club have managed to find match funding for) and thanked them for the grass contract. He did ask if next year the pitch could be cut on a Friday, otherwise the club will have to do it themselves.

**167/23 APPROVE MINUTES OF LAST MEETING – 08-08-2023**

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

**168/23 NOTE ACTIONS AND EXPENDITURE OF COMMITTEE MEETINGS**

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

Proposed: Cllr Greenwood, seconded: Cllr Letchford – unanimous.

- Planning Committee, 15-08-2023 and 05-09-2023

**169/23 MATTERS ARISING**

All items covered in agenda items.

**170/23 NEW CORRESPONDENCE**

The following item was noted:

- A thank you card was received from Sue Lemon.

The following request was approved:

- Request from Richard Walker to hold the Nomads Canoe Club Race 2024 with camping from 1700, 13-07-2024 and parking the following day, on Calstock field.



### **171/23 CLERK'S INFORMATION**

Moorings – The Acting Clerk reported that mooring holders have offered to put a stern side chain in to act as a secondary mooring to tidy the boats up, stop them from drifting and reducing the need for long lines going into the river where they can cause an obstruction to smaller vessels. The cost of materials has already had approval but the question of liability was raised by mooring holders. The Acting Clerk sought advice from the Boatyard and the Waterfont Committee and it is felt there is no reason why volunteers cannot install the chain: a paragraph has been added to the regulations to make this clear it will not serve as the primary mooring. Proposal/resolution: to accept the offer and ask the mooring holders to place the chain.

Skate Park – the tendering process has been held up due to commitments elsewhere by the councillor leading on this aspect.

Play Parks – remedial work has begun on the play parks.

### **172/23 PERSONNEL COMMITTEE APPLICATIONS**

Moved to Part 2.

### **173/23 RECOMMENDATION FROM PLANNING COMMITTEE TO APPROVE THE PLANNING ENFORCEMENT PROCEDURE**

Cllr Kirk had concerns as the procedure may compromise her position as Cornwall Councillor. Cllr Tinto raised concerns about Ward Members remaining anonymous, however it was felt the Councillor's name need not be recorded at any stage.

Proposal/resolution: to approve and monitor the procedure. Proposed: Cllr Greenwood, seconded: Cllr Newton Chance. 1 objection (Cllr Flashman), 2 abstentions (Cllr Kirk, Cllr Warwick) all others in favour.

### **174/23 DEVON AND CORNWALL FOOD ACTION REPORT**

A report has been circulated. There is clearly a need for the service, especially in Gunnislake. A short survey has been sent out to all interested parties to ascertain whether the service could just operate from just Gunnislake without excluding people who would otherwise use it but cannot access Gunnislake. For the service to be sustainable, more volunteers are required to help as Tracy has been the only person so far. It is possible that we may ask community members to volunteer but this will require a bit of additional work to manage. Cllr Ledger and Clare Bullimore were thanked for their work on this initiative.

### **175/23 STANDING ITEM: 5 DAY PLANNING CONSULTATION**

The Acting Clerk reported that a 5-Day Planning Consultation PA23/03321 has been received but it was too late to include it on the agenda. An email has been disseminated asking for comment.

### **176/23 STANDING ITEM - TOILETS**

No issues have been reported. The toilets are due to be deep cleaned in the next few weeks; a cleaning schedule will be placed in a Perspex sleeve along with details of how to contact the Parish Council should there be an issue and the Acting Clerk and Cleaning Contractors have set up bi-monthly site visits. Cllr Kirk reiterated that she feels it is inequitable that Gunnislake toilets are shut overnight and at weekends whilst Calstock's remain open.



### **177/23 A390**

Cllr Wells is still looking at further Speedwatch sites and seeking advice on this and is asking for data from the police as to how many speeding vehicles have been clocked. Negotiations will continue on further traffic calming initiatives.

### **178/23 CALSTOCK FLOOD DEFENCE, FOOTBRIDGE AND TOWN FIELD FARM PARTNERSHIP**

Cllr Tinto reported that an initial scoping meeting had been held to voice concerns with representatives from the Environment Agency, the Tamar Community Trust and the Parish Council with the meeting being facilitated by Sarah Gibson the AONB manager. He felt it was a useful meeting and he felt that Sarah had supported the Parish Council's position on wanting further information, schedules and potential costs. A further meeting will be held and Cllr Tinto will draw together some more questions to raise.

Cllr Tinto also reported that he has spoken to the Acting Clerk who agreed that to pursue the Freedom of Information request on how many bridges and paths the EA own will no longer be worthwhile – the EA have now indicated that bridges are owned by the agency (which had been disputed), but this bridge will never be an asset of the EA's as it was never an integral part of the flood defence system but a planning condition and means of getting the defence system in place.

### **179/23 FOSTERS FIELD**

Nothing to report.

### **180/23 CORNWALL COUNCIL REPORT – CLLR KIRK**

Tamar to Moor Community Area Partnership Cllr Kirk attended the first full meeting of the CAP. She reported that there are a lot of people on it and it is likely that sub groups will be formed. Cllr Kirk thinks the Parish Council will need strong representation with clear objectives in order to have a voice. Cllr Wells has also been co-opted onto the Partnership.

Road Safety Initiatives, Gunnislake – a number of strategies have been removed from the original proposals which is sensible, but disappointingly, few alternatives have been suggested. One initiative that Cllr Kirk is pleased to see included is a bus shelter in the bay outside the Cornish Inn.

### **181/23 REPORTS FROM OTHER MEMBERS REPRESENTING THE PARISH COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS**

Cllrs Newton Chance and Spurr attended a local area energy plan forum on housing and will report back fully to the Environment and Climate Change Committee.

Cllr Tinto has met with Sarah Perkins who is the South West Community Lead Officer for Cornwall Bakery (part of Samworth Brothers) – surplus food can be offered for community events which may be of interest to some people.

Cllr Tinto also attended an Extinction Rebellion delegation to South West Water – two directors from SWW were present.

Cllr Wells reported that he has been co-opted onto the Tamar to Moor Community Area Partnership. Cllr Flashman asked whether the Kit Hill Advisory Group is still running – the Acting Clerk will endeavour to find out.



### **182/23 APPROVE PAYMENT LIST**

Cllr Newton Chance pointed out that the Capital Works Programme is still not listed in the accounts despite it being mentioned several times; the Acting Clerk will look into this.

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

### **183/23 DATES OF FUTURE MEETINGS – ALL TO BE HELD AT THE TAMAR VALLEY CENTRE UNLESS OTHERWISE STATED**

- F&GP – 31-10-2023 to look at budgetary requirements – the Acting Clerk to email with dates for other committees to ensure all have had an opportunity to meet before then.

### **184/23 URGENT INFORMATION**

Cllr Flashman again mentioned a telegraph pole near Sleepy Hollow and said it is a hazard. The Acting Clerk has reported it to Highways and was advised to report it to Open Reach, she has spent time trying to find the best place to report it online and using the telephone system but has not had any success. She has now written to the Portfolio for Transport asking for advice. if anyone can offer the Acting Clerk a name or contact to get in touch with she would be grateful.

The meeting closed at 2025

Part 2 was proposed and agreed for the voting for the Personnel Committee.

Signed: ..... Date: .....

Supplementary information:

- Personnel Applications
- Enforcement Procedures
- Food Action Report
- Summary of Payments and Receipts

## Personnel Committee Applications



### Personnel Committee Applicants

#### Mike Greenwood

Just some info re. my application.

As an employer of only a handful of staff, it is essential that the Council appoints the right person for each job that becomes available.

I want to ensure that employees are treated fairly and legally by the Council, whilst also ensuring that the Council protects its own position where necessary.

Having worked in, with, and around small businesses for nearly all my working life, I am well aware of the need for a harmonious and happy atmosphere in the work environment.

It is also important that the council adopts a structure for staffing that ensures efficiency and good value for the local community.

Cheers Mike.

#### John Wells

I spent 5 years on the Personnel Committee, and only resigned last year when it had grown to 11 people, and needed radically slimming down in numbers. At that time I was also vice-chair of the Parish Council and had an automatic right to be on Personnel.

Having had a year off, I feel recharged and ready to once again contribute to this important Committee. Hence I have put my name forward for nomination.

#### Alastair Tinto

I would like to apply for the vacant place on the Personnel Committee.

The Parish Council has the chance now for a complete review of the staffing structure and management processes so that we can be efficient and effective for the future. I would like to be part of that process which is why I would like to be on the Personnel Committee.

I think I could contribute to that process because of my 37 years of employing and managing staff. This began in 1976 when I set up and ran the East End Citizens Rights Centre in Sunderland.

managing a small team of 4. In 1979 as Education Secretary of Plymouth and South Devon I again managed a small team. Following my return to Social Services, in Plymouth, I became Principal Officer for Residential & Day Care in 1984 where I managed 40 homes & day centres through a group of managers. In 1987 I became Assistant Director with responsibility for policy & quality control. In 1990 I set up Fernleigh House Residential Home which I ran for 23 years and where we employed about 30 staff.

In 1986 I was seconded for 6 months to Exeter as part of a small team redesigning the management and staffing structure of Devon Social Services Department. I was particularly responsible for thinking through job roles and drawing up job descriptions. I think this experience would be useful for the task that lies ahead for the Personnel Committee.



## **PLANNING ENFORCEMENT PROCEDURE**

Currently there are several instances of apparent disregard of planning regulations across the Parish. The current system is long winded and excessively bureaucratic. It also depends on individual members of the public taking responsibility for informing on their neighbours. Cornwall Council has few enforcement officers who are overstretched and seem unable to see through the decisions they have made. This proposal is designed to address these issues.

1. Individual councillors who are made aware of, or notice planning issues in their ward to check the Cornwall Planning website for any relevant permission relating to the site and then to record suspected breaches on the reporting form for the Clerk to collate.
2. On a three monthly cycle the clerk will collate the forms and circulate to members of the Planning Committee by email for comment
3. The Chair of Planning Committee will, having taken account of any comments, agree the list to be sent to Cornwall Enforcement Team
4. The Enforcement Team will be able to send a single officer to examine all the cases at the same time, thus increasing efficiency and effectiveness.
5. The Chair of the Planning Committee will ask, through the Clerk, for a progress update on the raised cases on the same three monthly cycle and where they are on the CCC flowchart, results to be circulated by email to members of the Planning committee.

This procedure to be monitored annually.

Recommended by the Planning Committee on 05-09-2023



## **Food Action report – 06-09-2023**

We have run the food action service three times.

So far we have distributed from 3 locations:

- Delaware Pre School (outside in the layby)
- Calstock Car Park
- Gunnislake Car Park

Our frequency has been every 3 weeks.

On average between 35-40 households have had parcels each time. We have over 70 households who have registered an interest. In Gunnislake, nearly 10 people turned up as word of mouth spread that the lorries were there.

Each lorry contains 20 'boxes' and if the interest shown so far is sustained we will need 3 lorries. The road outside the pre-school will not be viable as it was [mildly] hazardous and during term time will be busy. It is suggested that we just operate from Gunnislake and Calstock Car Park. As there is so much produce, people need a vehicle to get the food home so this minimises the need to be in each village on rotation. However, we will need to monitor the locations during the winter months – DCFA will provide gazebos but this may not be sufficient cover for a 2-hour period.

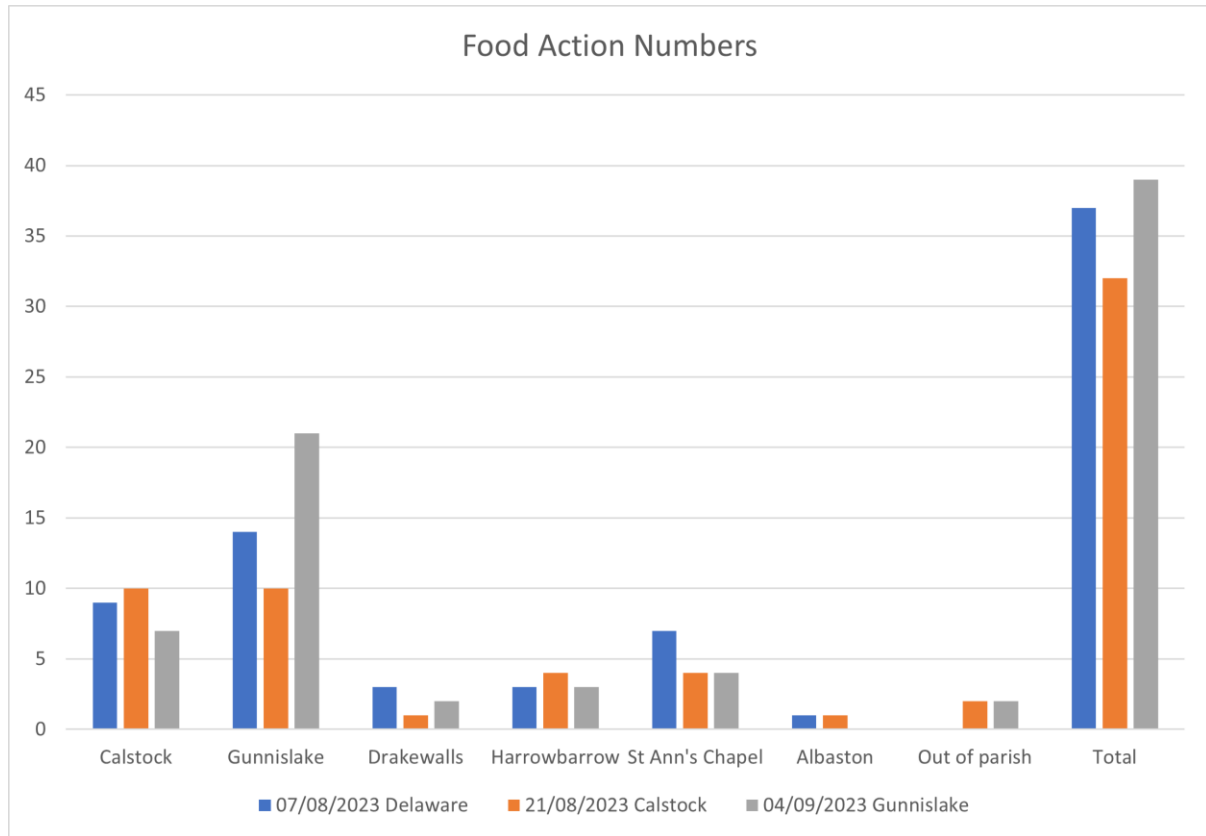
DCFA will always turn up with more packages than have been ordered, but for people to be guaranteed a parcel they need to place an order through us. DCFA are clear that they are unable to take orders directly and will not hold contact details of customers. They also require someone on the day to collect the money from those who have ordered: often there are new people coming along who need to be registered. So far Tracy has been facilitating this but she will need support. I have the capacity to continue to administer it in the short term, at the current frequency, but I have not been able to attend each session due to other commitments.

I feel there needs to be a member of staff present (for continuity) with support from a Councillor.

For this to continue in the short term, we do need some councillors to volunteer on a rota to provide help. In the long term (and to increase the frequency of deliveries) we will need to include this in the staffing review to ensure someone is able to do the administration and be present at the sessions (for continuity and to be able to make contact with customers if required). We could ask members of the community to volunteer but this will also take some work to set up and oversee. I have set the Parish Council up with Cornwall Council's DBS Umbrella Service in case it is decided that all volunteers (staff and councillors) should be DBS checked.



A short survey will be undertaken with those currently registered to see if they will continue to reuse the service, if they would use it monthly or more often, and if they are prepared to travel to Gunnislake and/or Calstock.



# Calstock Parish Council

## PAYMENTS LIST AUGUST 2023

Voucher	Name	Description	Amount
240	Smallridge Bros	Tractor part	4.89
241	Cornwall Council	Pensions	2,191.71
242	Safety Signs Warehouse	Signs	98.58
243	Wave	Water tap on Calstock Quay	121.18
244	South West Water	Water St Annes PF	12.72
245	South West Water	Water Calstock Cemetery	6.35
246	Andrew Brown	Training Course	30.00
247	R Sprosen	Gunnislake Garden	211.50
248	HR Support Consultancy	Consultancy Support	39.00
249	Vincent Tractors & Plant	Tractor part	74.09
250-2	Google	Google G Suite	9.20
251	Allstar	Vehicle Fuel	132.32
253	Cornwall Council	Car Parking Patrols	93.33
254	Tavy Signs	Signs	78.00
255	task-it.com	Consultancy Support	300.00
256	Safety Signs 4less	Signs	256.22
257	Google	IT running costs	95.87
258	Google	IT running costs	74.55
259	South West Water	Water Calstock toilets	283.59
260-64	Salaries	Salary	6,377.86
265	Cornwall Council	Rates TVC	84.00
266	Cornwall Council	Rates Harrowbarrow CP	142.00
267	Cornwall Council	Car Parking Fees General	94.00
268	Cornwall Council	Car Parking Fees Gunnislake	119.00
269	EDF Energy	Electric Gunnislake Pavilion	27.00
270	Amazon	Equipment Service & repair	70.58
271	Amazon	Equipment Service & repair	9.25
272	Chris Clarke	Flowers	40.00
273	Impact Laundry & Cleaning Ltd	Toilet Hygiene	2,672.00
274	Allstar	Vehicle Fuel	248.99
275	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	29.93
276	Safety Signs 4less	Signs	19.14
277	Root And Branch	Footpath clearing	576.00
278	AB Pest Solutions	Pest Control	70.00
279	Adrian Endacott	Staff clothing	107.21
280	Ford Lease	Van Leases	390.15
281	Corona Energy	Electric Gunnislake Toilets	25.41
282	Pozitive Energy	Electric St Anns Pavilion	37.26
283	HMRC	Tax & NI	2,337.91
284	South West Play	Repairs to play ground equipment	2,757.60
285	EDF Energy	Electric Workshop	15.36
286	Voipfone	Voip Phone Top-up	72.00
287	Online Playgrounds	Repairs to play ground equipment	670.08
288	Biffa	Waste Collection	162.77
289	Discounted Cleaning Supplies Ltd	Materials for Workmen	18.99
290	SeaDog IT	Web Site Service	29.95
			<b>21,711.20</b>

## Accounts Summary 31 August 2023

<b>Current Account</b>	£32,128.97
<b>Petty Cash</b>	£22.43
<b>General Reserves Account</b>	£88,557.82
<b>Earmarked Reserves Account</b>	£42,000.00
<i>Calstock Village Pontoon</i>	<i>£3,000.00</i>
<i>Fosters Field Playground Equipment</i>	<i>£15,000.00</i>
<i>Calstock Cemetery Extension</i>	<i>£15,000.00</i>
<i>Skateboard Park</i>	<i>£9,000.00</i>
<b>CIL</b>	
<b>106</b>	
<b>Forecast Expenditure for year remaining</b>	£170,125
<b>Forecast Income for year remaining</b>	£165,534
<b>Estimated end of year General Reserves</b>	£116,118
<b>Recommended Minimum General Reserve</b>	£82,635
<i>(25% of total income)</i>	

# Calstock Parish Council

04 September 2023

## Summary of Receipts and Payments All Cost Centres and Codes

### Amenities

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
1 Precept	47,000.00	23,500.00	-23,500.00			
2 Parking Charges & Permits	6,000.00	1,897.60	-4,102.40	1,000.00	163.53	836.47
3 Pontoon & Moorings	3,000.00	1,870.00	-1,130.00	1,500.00	330.95	1,169.05
12 General Equipment Purcahse				2,000.00	662.41	1,337.59
13 General Repairs & Maintenance		200.00	200.00	1,500.00	726.88	773.12
14 Toilets Equipment & Consumat				3,000.00	1,488.08	1,511.92
15 Toilets Repairs & Maintenance				10,000.00	5,544.09	4,455.91
16 Toilets Utilities - Water				1,750.00	1,142.38	607.62
17 Toilets Utilities - Electric				950.00	379.96	570.04
18 Toilets Business Rates						
19 Car Parks Equipment & Consur				1,100.00	249.33	850.67
20 Car Parks Repairs & Maintenar				2,000.00	1,645.38	354.62
21 Car Parks Business Rates				4,100.00	1,767.91	2,332.09
22 Street Lighting				5,600.00	2,169.19	3,430.81
23 Bins				4,000.00	162.10	3,837.90
59 Calstock Car Park Ground Wor				7,000.00	6,000.00	1,000.00
64 Pontoon Repairs						
<b>SUB TOTAL</b>	<b>56,000.00</b>	<b>27,467.60</b>	<b>-28,532.40</b>	<b>45,500.00</b>	<b>22,432.19</b>	<b>23,067.81</b>

### Burial

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
24 Consumables & Maintenance				5,500.00	124.70	5,375.30
25 Utilities - Water				150.00	66.00	84.00
26 Utilities - Electric				100.00	48.91	51.09
27 Precept	6,000.00	3,000.00	-3,000.00			
28 Fees	17,000.00	4,405.00	-12,595.00	200.00		200.00
<b>SUB TOTAL</b>	<b>23,000.00</b>	<b>7,405.00</b>	<b>-15,595.00</b>	<b>5,950.00</b>	<b>239.61</b>	<b>5,710.39</b>

### Environment & Climate Emc

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish						
60 Public engagement, publicity &				2,000.00	200.00	1,800.00
62 Precept	2,000.00	1,000.00	-1,000.00			
<b>SUB TOTAL</b>	<b>2,000.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>2,000.00</b>	<b>200.00</b>	<b>1,800.00</b>

## Finance

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
38 TVC Rent & Rates				7,000.00	415.83	6,584.17
39 Tools, Equipment, Consumable				2,000.00	235.29	1,764.71
40 IT Equipment				1,000.00	860.27	139.73
41 IT Running Costs				6,000.00	2,134.46	3,865.54
42 Insurance				7,200.00	6,310.60	889.40
43 Grants Given				5,000.00	3,240.00	1,760.00
44 Vehicles Leases & Purchase				4,500.00	3,002.57	1,497.43
45 Vehicle Running Costs				4,300.00	2,220.88	2,079.12
46 Subscriptions & Fees				3,500.00	3,262.83	237.17
47 Waste Removal				1,500.00	4,325.11	-2,825.11
48 Miscellaneous Expenses				1,900.00	354.07	1,545.93
49 Precept	48,000.00	24,000.00	-24,000.00			
50 Council Tax Rebate	2,404.00		-2,404.00			
51 Donations & Grants Received	10,000.00		-10,000.00			
52 Rents Miscellaneous		16.00	16.00		2,750.00	-2,750.00
53 Refunds						
54 VAT Refund	22,421.00		-22,421.00			
55 Miscellaneous Income	130.00	97.06	-32.94	250.00		250.00
56 Covid-19 Shopping						
66 CIL FUND		8,256.43	8,256.43		14,064.00	-14,064.00
67 Bank Interest		405.23	405.23			
<b>SUB TOTAL</b>	<b>82,955.00</b>	<b>32,774.72</b>	<b>-50,180.28</b>	<b>44,150.00</b>	<b>43,175.91</b>	<b>974.09</b>

## Personnel

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
4 Precept	151,000.00	75,500.00	-75,500.00			
5 Salaries				106,000.00	33,486.77	72,513.23
6 Pensions				19,426.00	10,980.43	8,445.57
7 Tax & NI				21,287.00	11,441.80	9,845.20
8 Staff Clothing & PPE				300.00	486.72	-186.72
9 Staff Training, Expenses & Mile				600.00	722.49	-122.49
10 Councillor Costs & Allowances				300.00	26.10	273.90
11 Consultancy General				4,300.00	1,678.75	2,621.25
65 Recruitment				500.00		500.00
<b>SUB TOTAL</b>	<b>151,000.00</b>	<b>75,500.00</b>	<b>-75,500.00</b>	<b>152,713.00</b>	<b>58,823.06</b>	<b>93,889.94</b>

## Recreation

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs						
30 Consumables & Maintenance				9,300.00	5,629.79	3,670.21
31 Utilities - Water				150.00	179.31	-29.31
32 Utilities - Electric		168.00	168.00	2,500.00	-112.57	2,612.57
33 Precept	32,000.00	16,000.00	-16,000.00			
34 Fees & Rents	2,500.00	25.00	-2,475.00		50.00	-50.00
58 2023 Improvement Schemes				4,550.00		4,550.00
63 2023 Footpath Improvements		2,382.57	2,382.57	12,000.00	2,218.00	9,782.00

<b>SUB TOTAL</b>	<b>34,500.00</b>	<b>18,575.57</b>	<b>-15,924.43</b>	<b>28,500.00</b>	<b>7,964.53</b>	<b>20,535.47</b>
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## Summary

<b>NET TOTAL</b>	<b>349,455.00</b>	<b>162,722.89</b>	<b>-186,732.11</b>	<b>278,813.00</b>	<b>132,835.30</b>	<b>145,977.70</b>
<b>V.A.T.</b>		22,743.31			8,273.00	

<b>GROSS TOTAL</b>		<b>185,466.20</b>			<b>141,108.30</b>	
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## **Payment list August 2023 – Notes**

### **Footpath Clearing – 576.00**

This was to remove a branch overhanging a footpath that was deemed hazardous – one limb had already fallen onto the path and into the small car park of the Rifle Volunteer.

### **Repairs to Playground Equipment – 2757.60**

This was for repairs at St Ann's Chapel, following the ROSPA report as approved at Full Council on 11-07-2023 (minute ref: 132/23). Whilst the work has been signed off, our Maintenance Workers feel they can do subsequent work in Gunnislake in-house.

### **Repairs to Playground Equipment – 670.08**

This is for parts required for further remedial work in our playgrounds, following the ROSPA reports.