



Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 10 October 2023**, in the **Tamar Valley Centre**, at **7.00pm**.

Those present were: -

COUNCILLORS-

Cllr Beech, Cllr Boreham, Cllr Brown, Cllr Greenwood, Cllr Kirk, Cllr Ledger, Cllr Newton Chance, Cllr Polglase, Cllr Spurr, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chair), Cllr Wells, Cllr Wilkes.

Miss Clare Bullimore (Acting Clerk – minutes).

185/23 APOLOGIES FOR ABSENCE

Cllr Alford, Cllr Ashley, Cllr Flashman, Cllr Letchford, Cllr Warwick

186/23 DECLARATIONS & DISPENSATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None.

187/23 PUBLIC PARTICIPATION

Colin Bates from Calstock In Bloom reported that Calstock In Bloom were awarded Gold for the second time in the South West In Bloom competition. He recognised the work of many people in the community including the school, pre-school and local businesses as well as the volunteers. He thanked the Parish Council (in particular Cllr Tinto) and Cornwall Councillor for their support of their work and hopes that this support continues as it is imperative to the success of the group. They were congratulated by the Council for their efforts culminating in the prestigious award.

188/23 APPROVE MINUTES OF LAST MEETING – 12-09-2023

Proposal/Resolution: subject to an amendment being made that Cllrs Spurr and Newton Chance attended a Local Energy Plan meeting, the minutes be approved. Proposed: Cllr Wells, seconded: Cllr Boreham – approved by all those present at the last meeting.

189/23 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 Spurr – unanimous.

- Planning Committee, 26-09-2023
- St Ann's Skate Park Advisory Committee (notes), 19-09-2023
- Recreations Committee, 03-10-2023
- Amenities Committee, 03-10-2023

190/23 MATTERS ARISING

The Capital Works are now showing in the accounts – the Ear Marked Reserves are transferred in the April tranche of Precept money, and the Capital Works in September.

191/23 NEW CORRESPONDENCE

The following item was noted:

- Consultation from Cornwall Council on their draft budget.



191/23 CLERK'S INFORMATION

Car park usage – Network Rail are extending their use of Calstock Station Car Park and Cormac will be using Gunnislake Car Park for 4 weeks from 30-10-2023.

Acting Clerk's availability – over the next few weeks the Acting Clerk is completing various on-line training courses and has virtual meetings, she wanted to reassure the Council she is working but not always available.

Calstock In Bloom – see Public Participation.

192/23 CALSTOCK WATER LEAK REPAIR BILL (£2250) AND FURTHER RECOMMENDED ACTION (£1875)

It was agreed that this situation called for an urgent response which Cllr Wakem and Cllr Wells approved.

Proposal/resolution: to be proactive and replace the remaining black pipe as it will undoubtedly fail at some point, it was agreed by Full Council that the matter needed prompt attention. Proposed: Cllr Wells, seconded: Cllr Spurr – unanimous.

193/23 RECOMMENDATION FROM THE AMENITIES COMMITTEE THAT THE DEVOLVED AND PRIVATE LAND CLEANSING SERVICES CONTRACT FROM CORNWALL COUNCIL IS APPROVED TO MAINTAIN STANDARDS AT A COST OF £7506.49*

Proposal/resolution: to accept the contract as outlined by Cornwall Council for land cleansing on the four car parks that were devolved to the Parish Council several years ago (Cornwall Council has paid for this service for longer than anticipated). Proposed: Cllr Wells, seconded: Cllr Newton Chance – unanimous.

194/23 RECOMMENDATION FROM THE RECREATIONS COMMITTEE THAT CIRCA £15,500 IS SPENT ON REPLACEMENT PLAYGROUND EQUIPMENT (STEPS FOR SLIDES, CIRCULAR SPRINGER, BASKETBALL HOOPS) AND IMPROVING ACCESS INTO ST ANN'S CHAPEL PLAYING FIELD FOR VEHICLES

Proposal/resolution: to repair the slides in Gunnislake and St Ann's Chapel, to replace the seesaw in St Ann's Chapel and instal basketball hoops and improve access into the field at St Ann's Chapel from the car park. Proposed: Cllr Polglase, seconded: Cllr Trapp – unanimous.

195/23 RECOMMENDATION FROM THE RECREATIONS COMMITTEE THAT THE SKATE PARK TENDER IS PUBLISHED (SUBJECT TO THE DOCUMENT BEING PROOFREAD AND CORRECTED FOR TYPING ERRORS AND DATES CHECKED)

Cllr Newton Chance queried the legalities of entering into a tendering process without the funds available, however it was felt that the document makes it clear that it is subject to money being raised. Proposal/resolution: to approve the tender document subject to grammatical and formatting requirements with no material change. Proposed: Cllr Polglase, seconded: Cllr Trapp – unanimous. Thanks to Cllr Wilkes for getting the draft document written.



196/23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The AGAR has been completed with no issues identified. The completion of this has been published accordingly.

197/23 STANDING ITEM: 5 DAY PLANNING CONSULTATION

PA23/02456 – Cllr Kirk has called this to committee and the Parish Council still object to the application.

PA23/03843 – it was agreed to disagree on this application.

198/23 STANDING ITEM - TOILETS

Other than the water leak, no issues to report.

199/23 A390

Cllr Wells reported that meetings will resume with Cornwall Council looking at how best to spend the remaining money and Cllr Wells and Trapp will be attending a Speedwatch conference.

200/23 CALSTOCK FLOOD DEFENCE, FOOTBRIDGE AND TOWN FIELD FARM PARTNERSHIP

Another meeting is scheduled for 01-11-2023.

201/23 FOSTERS FIELD

The Acting Clerk has been in contact with Cornwall Council and the next part of the process is with the school at the moment. The Acting Clerk will have monthly review meetings with the new Community Network Manager for our area and will ensure that Fosters Field is raised every time.

202/23 CORNWALL COUNCIL REPORT – CLLR KIRK

Bridge View Nurseries Cllr Kirk is waiting for an update on this from Davina Pritchard.

Homechoice systems – Central Government is likely to remove the Band E category for people on the Homechoice Register – Cllr Kirk feels this will be detrimental to the local people in need.

South West Water – investigations are still ongoing as to the amount of grit in the sewage system from the A390.

Hingston Down Quarry Meeting – along with other parish councillors, Cllr Kirk attended a liaison meeting at the Quarry. She felt it was a very positive meeting but was disappointed to hear that the workers at the quarry report an increased amount of traffic past their works, following the installation of speed cameras on the A390.

Bus Service - Cllr Kirk has recently used the bus service to Callington but only three passengers were on the bus; she is concerned that without more users the service will cease.

Cornwall Council Highways – plans to encourage people to use Stoney Lane and Station Road as a cycle route to mitigate air pollution have sensibly been abandoned and there has been agreement to cut the tree canopies on Sandhill to help disperse vehicle emissions. Another survey of pollutants will be undertaken above Alma Terrace

Mudges Terrace – there is concern from local pedestrians about having to walk on Newbridge Hill whilst remedial work is carried out on Mudges Terrace. An alternative route is being considered.



Wheelie bins – Cllr Kirk has contacted the Portfolio Holder to explain that if residents have to put wheelie bins out on Newbridge Hill this will cause some obstruction and congestion. An alternative is hoped to be suggested.

A390 – Cllr Kirk was disappointed that other A Roads were mentioned in the police report on highways but not the A390. She has also suggested that Harrowbarrow Hall and Calstock Hall be considered for some community network meetings rather than Stoke Climsland and Launceston to raise awareness of this area.

Devon and Cornwall Food Action – Cllr Kirk thanked Cllr Ledger for setting up the Food Action initiative and thanked Cllr Boreham for helping in Gunnislake.

203/23 REPORTS FROM OTHER MEMBERS REPRESENTING THE PARISH COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Beech attended the AGM of Delaware Pre School – he reported that numbers and income are good and the plans for the extension are underway to relieve the numbers on the waiting list.

Cllr Ledger attended the Harrowbarrow Village Hall Management Committee meeting.

Cllr Spurr and Cllr Polglase held a public meeting about the future of the Playboat and received encouraging support – a consultation will be held with local children and a plan/design hopefully drawn up by Christmas.

204/23 APPROVE PAYMENT LIST

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

205/23 DATES OF FUTURE MEETINGS – ALL TO BE HELD AT THE TAMAR VALLEY CENTRE UNLESS OTHERWISE STATED

- Personnel – 17/10/2023, 1830
- Planning – 24/10/2023, 1815
- Environment and Climate Committee – 24/10/2023, 1900
- F&GP – 31/10/2023, 1830

206/23 URGENT INFORMATION

Natural England will be onsite at Gunnislake Weir to talk about the Fish Pass on 24-10-2023 and will be meeting key councillors.

The meeting closed at 2010

Signed: Date:

Supplementary information:

- Devolved and Private Land Cleansing Services
- Summary of Payments and Receipts



Mrs Sue Lemon
Calstock Parish Council
Emailed to: clerk@calstockparishcouncil.gov.uk

Your ref:
My ref: CWCS.DevLan.NC.L4
Date: 15 September 2023

Dear Mrs Sue Lemon

Chargeable Cleansing of Devolved Land

From 1 April 2024 we will be changing the way we charge for private cleansing services. As a parish/town council that uses our waste cleansing services for devolved land cleansing, we're contacting you to advise you of these changes.

From 1 April 2024, our charges will be adjusted to reflect all of our costs including any annual indexation and processing uplifts.

For the cleansing of devolved land, we will set out the price for 2024-25 and the options available to you (see section below for details).

Devolved Land Cleansing

- Amenity Land at Calstock Quay, Calstock
- Chapel Steet Car Park, Gunnislake
- Calstock Station Car Park, Calstock
- School Lane Car Park, Harrowbarrow

As you are aware, we currently undertake the cleansing and other waste management activities on your land at no charge to your organisation. As from 1 April 2024 we will no longer offer services free of charge. We recognise and appreciate that this will be a new and significant cost for your organisation. We therefore wanted to provide you with this information at the earliest opportunity, in order for you to make a decision regarding these services ahead of 01 April 2024.

Detailed below are two options available to your organisation regarding this, including prices for the land we currently cleanse on your behalf:

Option 1 – Cornwall Council continues to deliver waste and cleansing services, through its waste contractor, on your behalf, on devolved land under the control of your organisation, for which an annual charge will be applied.

The price to deliver waste cleansing services for 4 sites on your behalf, from 1 April 2024 to 31 March 2025 is: **£7,506.49**.

The price quoted above is estimated as it will be subject to an annual indexation and waste processing charge review (and will be confirmed in February/March 2024), once determined, this could change the price. The above price is also exclusive of VAT.

For a description of the waste cleansing services that will be included and those that are excluded, see Annex 1.

Option 2 – Your organisation seeks to undertake cleansing and waste services itself, either via its own 'in house' team or through the appointment of an appropriate contractor with the necessary licenses to allow them to operate. If your organisation chooses this option, you will be responsible for all waste collection, management and disposal arrangements and costs associated with those activities.

Under this option, there will be no re-charge from Cornwall Council to your organisation as you will be undertaking this role locally. If there are any Cornwall Council litter/dog bins on the site, we can discuss with you whether you want to keep these or not.

Next steps

If you already know that you want to retain arrangements for Cornwall Council to deliver waste and cleansing services on your behalf from 1 April 2024 to 31 March 2025, or if you are intending to deliver services on your land under your own arrangements, please can you confirm either way by 30 November 2023.

To confirm the position, or if you wish to discuss this in more detail or have any queries, please contact us initially via email at the following address James.Ortiz@cornwall.gov.uk

Yours sincerely

A handwritten signature in grey ink that reads "Ward."

Jackie Ward

Head of Waste

Regulatory Services

Email: jackie.ward@cornwall.gov.uk

Annex 1 – Devolved Land Cleansing Schedule of Waste Activities

Annex 1 – Waste activities included and excluded from the Devolved Land Agreement

Included (where applicable)	Excluded
Dog/litter bins emptying (bins will be emptied at a frequency to prevent overflowing)	Litter picking of waste created by grass cutting (when grass is cut there is litter picking undertaken prior to the cut under the Cormac arrangements, and this will not be covered by Biffa)
Wiping down of litter/dog bins	Litter picking, litter/dog bin emptying following Special Events e.g. Fairs, Party in the Park etc
Disposal of collected litter and dog bin waste	Disposal of waste generated by litter picking, litter/dog bin emptying following Special Events e.g. Fairs, Party in the Park etc (this could be provided by Biffa under a separate private arrangement/cost).
Disposal of fly-tipped waste (if found to be genuine fly-tip)	Removal of a large dead animal e.g. badger, deer, cow etc.
Fly-posting removal (if found to be illegal flyposting)	Disposal of any commercial waste from site including grounds maintenance waste e.g. grass cuttings
Emergency call out/clean-up of offensive deposits e.g. syringes, vomit, human excrement etc	Disposal of any commercial waste from site
Removal of a small dead animal e.g. fox, rabbit, seagull etc.	Enforcement of waste and environmental crime/issues relating to the site (this can be arranged privately)
Litter picking	Provision of new or replacement litter/dog bins
Disposal of collected litter	Graffiti removal from public property on the site
	Fly-tipping removal (if proved to be genuine fly-tip)

Calstock Parish Council

PAYMENTS LIST SEPTEMBER 2023

Voucher Name	Description	Amount
291 South West Water	Water Gunnislake Pavilion	27.21
292 Cornwall Council	Rates TVC	84.00
293 Cornwall Council	Car Parking Fees General	94.00
294 Cornwall Council	Car Parking Fees Gunnislake	119.00
295 Cornwall Council	Rates Harrowbarrow CP	142.00
296 South West Water	Water Albaston Cemetery	35.09
297 South West Water	Water Calstock toilets	212.91
298 Workwear Express	Staff clothing	76.36
299 Kings Orchard Produce	Flowers	65.00
300 AB Pest Solutions	Pest Control	70.00
301 Google	Google G Suite	9.20
302 Google	Google G Suite	100.00
303 Google	Google G Suite	86.40
304 Allstar	Vehicle Fuel	58.76
305 Alastair Tinto	Councillor Expenses	5.05
306 Trewartha, Gregory and Doidge Ltd	Materials for Workmen	97.33
307 task-it.com	Consultancy Support	323.98
308 Impact Laundry & Cleaning Ltd	Toilet Hygiene	2,109.47
309 EDF Energy	Electric Workshop	7.05
310 Diva Stores Ltd	Materials for Workmen	4.89
311-315 Salaries	Salary	6,455.15
316 Cornwall Council	Pensions	2,238.92
317 Pozitive Energy	Electric Gunnislake Pavilion	37.26
318 Corona Energy	Electric Calstock Toilets	76.02
319 Ford Lease	Van Leases	390.15
320 Impact Laundry & Cleaning Ltd	Toilet Hygiene	113.02
321 Chamings Ltd	toilet repairs	229.50
322 South West Play	Repairs to play ground equipment	2,121.00
323 South West Water	Water Calstock Cemetery	9.74
324 South West Water	Water Gunnislake Toilets	576.42
325 South West Water	Water St Annes PF	15.44
326 Cornwall Council	Car Parking Patrols	153.33
327 Allstar	Vehicle Fuel	272.28
328 Biffa	Waste Collection	203.46
329 HMRC	Tax & NI	2,314.31
330 BDO LLP	Audit Fees	1,008.00
331 Universal Silk Screen Printers & Signmakers	Signs	12.99
332 H M Land Registry	Land Registry Check	6.00
333 South West Play	Repairs to play ground equipment	950.40
334 Voipfone	Voip Phone Top-up	72.00
TOTAL		20,983.09

Accounts Summary 30 September 2023

Current Account	£132,345.88
Petty Cash	£22.43
General Reserves Account	£88,557.82
Earmarked Reserves Account	£65,000.00
<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>
<i>Capital Works</i>	<i>£23,000.00</i>
CIL	
106	
Forecast Expenditure for year remaining	£141,906
Forecast Income for year remaining	£19,314
Estimated end of year General Reserves	£98,334
Recommended Minimum General Reserve	£82,635
<i>(25% of total income)</i>	

Calstock Parish Council

2 October 2023 (2023-2024)

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	47,000.00				
2 Parking Charges & Permits	6,000.00	1,941.60	-4,058.40	1,000.00	316.86	683.14
3 Pontoon & Moorings	3,000.00	1,946.00	-1,054.00	1,500.00	330.95	1,169.05
12 General Equipment Purchases				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 & Consumables				3,000.00	1,582.27	1,417.73
15 Toilets Repairs & Maintenance				10,000.00	7,493.22	2,506.78
16 Toilets Utilities - Water				1,750.00	1,931.71	-181.71
17 Toilets Utilities - Electric				950.00	452.36	497.64
18 Toilets Business Rates						
19 Car Parks Equipment & Consumables				1,100.00	249.33	850.67
20 Car Parks Repairs & Maintenance				2,000.00	1,645.38	354.62
21 Car Parks Business Rates				4,100.00	2,122.91	1,977.09
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 Works				7,000.00	6,000.00	1,000.00
64 Pontoon Repairs						
SUB TOTAL	56,000.00	51,087.60	-4,912.40	45,500.00	25,845.57	19,654.43

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	110.83	39.17
26 Utilities - Electric				100.00	55.62	44.38
27 Precept	6,000.00	6,000.00				
28 Fees	17,000.00	5,485.00	-11,515.00	200.00		200.00
SUB TOTAL	23,000.00	11,485.00	-11,515.00	5,950.00	291.15	5,658.85

Environment & Climate Em

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	2,000.00				
SUB TOTAL	2,000.00	2,000.00		2,000.00	200.00	1,800.00

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	320.47	1,679.53
40 IT Equipment				1,000.00	860.27	139.73
41 IT Running Costs				6,000.00	2,414.04	3,585.96
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	3,327.70	1,172.30
45 Vehicle Running Costs				4,300.00	2,496.75	1,803.25
46 Subscriptions & Fees				3,500.00	4,102.83	-602.83
47 Waste Removal				1,500.00	4,494.66	-2,994.66
48 Miscellaneous Expenses				1,900.00	414.24	1,485.76
49 Precept	48,000.00	48,000.00				
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			
SUB TOTAL	82,955.00	56,774.72	-26,180.28	44,150.00	45,211.39	-1,061.39

Neighbourhood Developme

Code Title	Budgeted	Receipts		Budgeted	Payments	
		Actual	Variance		Actual	Variance
35 Admin Costs						
36 Consultancy						
37 Production Costs						
SUB TOTAL						

Personnel

Code Title	Budgeted	Receipts		Budgeted	Payments	
		Actual	Variance		Actual	Variance
4 Precept	151,000.00	151,000.00				
5 Salaries				106,000.00	39,941.92	66,058.08
6 Pensions				19,426.00	13,219.35	6,206.65
7 Tax & NI				21,287.00	13,756.11	7,530.89
8 Staff Clothing & PPE				300.00	550.35	-250.35
9 Staff Training, Expenses & Mile				600.00	722.49	-122.49
10 Councillor Costs & Allowances				300.00	31.15	268.85
11 Consultancy General				4,300.00	1,978.75	2,321.25
65 Recruitment				500.00		500.00

SUB TOTAL	151,000.00	151,000.00		152,713.00	70,200.12	82,512.88
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Recreation

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs						
30 Consumables & Maintenance				9,300.00	8,270.11	1,029.89
31 Utilities - Water				150.00	217.42	-67.42
32 Utilities - Electric		168.00	168.00	2,500.00	-77.08	2,577.08
33 Precept	32,000.00	32,000.00				
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
SUB TOTAL	34,500.00	34,575.57	75.57	28,500.00	10,678.45	17,821.55

Summary

NET TOTAL	349,455.00	306,922.89	-42,532.11	278,813.00	152,426.68	126,386.32
V.A.T.		22,743.31			9,580.71	
GROSS TOTAL		329,666.20			162,007.39	

SUMMARY OF PAYMENTS - NOTES

South West PLAY: £2121 and £950.40

Replacement swing for Harrowbarrow (part of the fee, another invoice to follow on completion of work): minute ref 132/23 at Full Council, 12/07/2023

Materials for repairs to Gunnislake: it was agreed that South West Play would carry out repairs at a cost of £2524 but Maintenance Workers feel they can carry out this work more effectively– South West Play had already ordered equipment and material following approval from the Full Council to carry out the work: minute ref 132/23, 12/07/2023

South West Water: £576.42

Gunnislake Toilets – A direct debit had been set up for years. South West Water took money from our account but it was rejected over several months. This amount is from April – July, two payments (£366.43 and £209.99) which is in line with previous payments.

Calstock Water Toilets

A leak has been repaired and a Leak Allowance form completed.

Audit Fees of £1008

Required by statute.