



Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE

Acting Clerk: Clare Bullimore

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

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Beech, Cllr Boreham, Cllr Brown, Cllr Greenwood, Cllr Flashman, Cllr Kirk, Cllr Ledger (late due to meeting in Callington), Cllr Letchford, Cllr Newton Chance, Cllr Polglase (late due to a meeting in Callington), Cllr Spurr, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chair), Cllr Wells.

Miss Clare Bullimore (Acting Clerk – minutes).

231/23 Apologies for absence

Cllr Warwick – work commitments.

Cllrs Ledger and Polglase were attending a meeting of Callington Town Council at 1900.

232/23 Declarations and dispensations of members' interests in agenda items

None.

233/23 Public participation

None.

234/23 Approve minutes of last meeting – 14-11-2023

Proposal/Resolution: to approve the minutes of the last meeting. Proposed: Cllr Wells, seconded: Cllr Spurr. Approved by all those present at the last meeting.

235/23 Note the actions/expenditure/recommendations of the following Committee meetings

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

Proposed: Cllr Trapp, seconded: Cllr Wells – unanimous.

- Environment and Climate Change Committee Working Group notes: 30-11-2023
- Planning Committee: 21-11-2023

236/23 Matters arising

Clerk's Advert – Cllr Trapp asked to update the council on this during a Part 2.

The Precept request has been submitted to Cornwall Council.

Parking Issues, The Orchard – following a site visit with Cllr Wakem, Cllr Wells has put together a report to send to Cornwall Council Highways.



237/23 New correspondence

The following item was noted with thanks:

- Email from Debbie Lawton thanking the council for a grant towards a theatre project held in Calstock Arts and outlining how it had been used.

238/23 Clerk's information

Tamar Valley Community Bus – The Acting Clerk was pleased to report that the new bus is on order after a lot of hard work from the bus committee in securing grants.

Legal services - it was approved that this matter be delegated to F&GP to look into working with different legal representatives.

Calstock Footpath Society – the Acting Clerk was disappointed to report that it is likely the Footpath Society will be finishing due to a lack of people willing to serve on the committee. An AGM will be held in January and it is hoped a Parish Council representative will attend.

239/23 Gunnislake Garden – wall boundary of 'Appleyard'

The boundary wall of the garden which the Parish Council leases from Cornwall Council has cracks in it on the residential dwelling side. This was an issue about 10 years ago and looking at leases and correspondence between the Parish Council and Cornwall Council's legal services it is very likely that it will be the responsibility of the Parish Council to rectify.

240/23 Order Issued by Network Rail for trees to be removed for safety reasons

Proposal/resolution: to approve the quote submitted by Root and Branch for the removal of the trees if it is confirmed that the land they are on is the responsibility of the Parish Council and not the diocese. Proposed: Cllr Newton Chance, seconded: Cllr Spurr – unanimous.

241/23 Annual Salary Award

Proposal/resolution: to approve the hourly salary increase and backdated pay for all staff employed on 01 April 2023. Proposed: Cllr Newton Chance, seconded: Cllr Trapp – 1 abstention (Cllr Tinto) all others in favour.

242/23 Standing Item - Toilets

For Calstock Toilets to remain open over the Christmas period but for ward members to check them and close them if they become unclean or damaged.

Gunnislake to remain closed at the weekends and on Bank Holiday but for ward members to open them on the working days when the Council staff are on leave.

243/23 Standing Item – A390

Cllr Wells reported that remaining works that have been previously agreed will be completed in early 2024.

One set of speed cameras have been vandalised – Devon and Cornwall Police are aware of this.

244/23 Standing Item – Calstock EA Flood Defence, Footbridge and Town Farm Field Partnership

Proposal/resolution: the legal document for ownership of the bridge should be signed in conjunction with the lease for Town Farm Field and the Management Agreement with Tamar Community Trust



for the maintenance and inspection of the bridge. Proposed: Cllr Tinto, seconded: Cllr Newton Chance – unanimous.

237/23 Standing Item: Fosters Field

The Acting Clerk is still waiting for a timeline from Cornwall Council.

238/23 Cornwall Council Report – Cllr Kirk

Woodland Way – Cllr Kirk visited Woodland Way with the Housing Officer, Kim Williams. There is a damp problem in one house and the ownership of a strip of land is uncertain. Parking issues in Woodland Way cannot be enforced which is frustrating for the residents.

A390 - Cllr Kirk continues to raise the A390 when discussing road improvements.

Gunnislake Fish Pass - Cllr Kirk reported that she has met with representatives from South West Water about the fish pass and having been very cynical of the scheme can now see some justification in it.

Cornwall Council East Sub Area Planning Committee – the proposal for 6 new homes in Harrowbarrow was objected to at this meeting.

Strategic Planning Meeting – Cllr Kirk will be attending a meeting to discuss whether a 33 acre solar farm will get approval in Summercourt, near Newquay.

National Landscapes – Cllr Kirk attended an Executive Meeting of the National Landscapes and has concerns that there are plans to alter the Tamar Valley Centre as she feels it must remain accessible to all – this prompted a discussion about the ownership of the Centre and it was agreed that a small group of people should look into this in the New Year.

Food Action - Cllr Kirk thanked Cllr Ledger for her work in setting up the Food Action scheme and to those councillors who have helped.

239/23 Reports from other members representing the parish council on the committees or at meetings of other organisations

Cllr Beech – unable to attend meetings and events at Delaware Pre School due to illness.

Cllr Flashman – represented the Parish Council by turning on the Kelly Bray Christmas Lights.

Cllr Spurr – attended the CAP meeting with Cllrs Wells and Kirk and Clare Bullimore was also in attendance. Some useful contacts to follow up on.

Cllrs Polglase and Ledger – just attended a town council meeting in Callington to advise on setting up a Food Action delivery there. Cllr Ledger reported that since August in excess of 300 boxes have been collected and each delivery has seen 1.5 tonne of food/goods not wasted. In total, £35,000 worth of goods have been redistributed. In January the cost will have to increase to £25 to cover their costs.

240/23 Approve payment list

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

241/23 Dates of future meetings – all to be held at the Tamar Valley Centre unless otherwise stated

- Planning Committee: 09-01-2024, (time to be confirmed and subject to an extension being granted for applications received this week)
- Personnel Committee: 09-01-2024 (time to be confirmed)



- FULL COUNCIL MEETING: TUESDAY 16-01-2024, 1900 – due to agenda items to the Christmas Break it was resolved to hold this meeting a week later than normal – proposed: Cllr Newton Chance, seconded: Cllr Trapp – unanimous.

242/23 URGENT INFORMATION

Cllr Flahsman reported concern with building work and subsequent flooding, Cllr Kirk will follow up with Cornwall Council.

The meeting closed at 2006

Signed: Date:

Supplementary information:

- Summary of Payments and Receipts

Calstock Parish Council

PAYMENTS LIST NOVEMBER 2023

Voucher	Name	Description	Amount
386	South West Water	Water Gunnislake Pavilion	10.13
387	South West Water	Water Albaston Cemetery	14.18
394	South West Water	Water Calstock toilets	470.84
395	Roger and Sally Alexander	Allotment Deposit	50.00
396	Tarrell Locke	Allotment Deposit	50.00
397	task-it.com	Consultancy Support	435.00
398	Calstock Parish Council	Councillor Expenses	29.30
399	Google	Google G Suite	100.00
400	Google	Google G Suite	86.40
401	Google	Google G Suite	9.19
402	Peter Gadd	STAFF MILEAGE	64.65
403	Amazon	Materials for Workmen	5.95
404	timberstore	Materials for Workmen	79.13
405	Cornwall ALC Ltd	Training Course	72.00
406	Pens and Moor	Memorial Plaque	40.00
407	Cornwall Council	Rates TVC	84.00
408	Cornwall Council	Rates Harrowbarrow CP	142.00
409	Cornwall Council	Car Parking Fees General	94.00
410	Cornwall Council	Car Parking Fees Gunnislake	119.00
411	Dartprint Ltd	Car Parking Permit	40.80
412	Wave	Water tap on Calstock Quay	46.01
413	Cornwall Council	Car Parking Patrols	86.00
414	National Rocksalt	Salt Refill	562.00
415	Cornwall ALC Ltd	Training Course	36.00
416	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	68.03
417	Pozitive Energy	Electric Gunnislake Pavilion	38.97
418	Salaries	Salary	5,019.62
422	Cornwall Council	Pensions	1,560.47
423	Amazon	Office Equipment	20.17
424	Lyndons Art and Graphics Ltd	Office Equipment	13.98
425	The Photobook Project	Community Project	243.50
426	South West Water	Water Calstock Cemetery	4.22
427	South West Water	Water St Annes PF	13.17
428	Corona Energy	Electric Calstock Toilets	56.00
429	Corona Energy	Electric Gunnislake Toilets	26.57
430	Ford Lease	Van Leases	390.15
431	Ford Lease	Vehicle maintenance	55.00
432	Amazon	Office Equipment	14.99
433	Gunnislake Community Matters	Grant	250.00
434	R Sprosen	Gunnislake Garden	310.00
435	Impact Laundry & Cleaning Ltd	Toilet Hygiene	1,772.05
436	M Scoble Construction Ltd	Road and Parking Improvements	1,800.00
437	Saltash Town Band	Remembrance Day Band	300.00
438	Chilsworthy Fundraising	Grant	800.00
439	Allstar	Vehicle Fuel	183.14
440	HMRC	Tax & NI	1,805.97
441	Amazon Services Europe	Signs	27.66
442	Viking	Office Equipment	61.36
443	Biffa	Waste Collection	162.77
444	Google	Google G Suite	-43.27
445	PSP Group	Insurance	-245.32
446	South West Water	Water Calstock toilets	21.43
447	EDF Energy	Electric Workshop	21.43
448	timberstore	Materials for Workmen	121.76
449	Metric	Car Parking Machine Gunnislake Mainte	262.02
450	SeaDog IT	Web Site Service	29.95
455	Voipfone	Voip Phone Top-up	72.00

TOTAL

19,161.82

Accounts Summary 30 November 2023

Current Account	£91,268.50
Petty Cash	£22.43
General Reserves Account	£89,166.92
Earmarked Reserves Account	£65,000.00
<i>Calstock Village Pontoon</i>	£3,000.00
<i>Fosters Field Playground Equipment</i>	£15,000.00
<i>Calstock Cemetery Extension</i>	£15,000.00
<i>Skateboard Park</i>	£9,000.00
<i>Capital Works</i>	£23,000.00
CIL (in current account)	£1,724.09
106 (to apply for from CC)	£7,836.28
Forecast Expenditure for year remaining	£98,604
Forecast Income for year remaining	£12,876
Estimated end of year General Reserves	£94,730
Recommended Minimum General Reserve	£82,635
<i>(25% of total income)</i>	

Calstock Parish Council

4 December 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	6,024.80	24.80	1,000.00	496.86	503.14
3 Pontoon & Moorings	3,000.00	3,538.00	538.00	1,500.00	498.14	1,001.86
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	3,354.32	-354.32
15 Toilets Repairs & Maintenance				10,000.00	14,687.78	-4,687.78
16 Toilets Utilities - Water				1,750.00	2,784.75	-1,034.75
17 Toilets Utilities - Electric				950.00	602.39	347.61
18 Toilets Business Rates						
19 Car Parks Equipment & Consumables				1,100.00	970.02	129.98
20 Car Parks Repairs & Maintenance				2,000.00	3,215.38	-1,215.38
21 Car Parks Business Rates				4,100.00	3,187.91	912.09
22 Street Lighting				5,600.00	3,230.59	2,369.41
23 Bins				4,000.00	3,812.09	187.91
59 Calstock Car Park Ground Works				7,000.00	6,000.00	1,000.00
64 Pontoon Repairs						
SUB TOTAL	56,000.00	56,762.80	762.80	45,500.00	44,229.52	1,270.48

Burial

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
24 Consumables & Maintenance				5,500.00	864.70	4,635.30
25 Utilities - Water				150.00	150.66	-0.66
26 Utilities - Electric				100.00	114.29	-14.29
27 Precept	6,000.00	6,000.00				
28 Fees	17,000.00	8,155.00	-8,845.00	200.00	300.00	-100.00
SUB TOTAL	23,000.00	14,155.00	-8,845.00	5,950.00	1,429.65	4,520.35

ECE

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish						
60 Public engagement, publicity & events		897.30	897.30	2,000.00	674.75	1,325.25
62 Precept	2,000.00	2,000.00				
68 Food Action					470.00	-470.00
SUB TOTAL	2,000.00	2,897.30	897.30	2,000.00	1,144.75	855.25

Finance

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
38 TVC Rent & Rates				7,000.00	5,915.83	1,084.17
39 Tools, Equipment, Consumable				2,000.00	1,057.34	942.66
40 IT Equipment				1,000.00	860.27	139.73
41 IT Running Costs				6,000.00	3,182.07	2,817.93
42 Insurance				7,200.00	6,065.28	1,134.72
43 Grants Given				5,000.00	4,290.00	710.00
44 Vehicles Leases & Purchase				4,500.00	3,977.95	522.05
45 Vehicle Running Costs				4,300.00	3,115.66	1,184.34
46 Subscriptions & Fees				3,500.00	4,102.83	-602.83
47 Waste Removal				1,500.00	1,195.94	304.06
48 Miscellaneous Expenses				1,900.00	446.94	1,453.06
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			
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		8,488.48	8,488.48		14,064.00	-14,064.00
67 Bank Interest		1,321.92	1,321.92			
SUB TOTAL	82,955.00	57,923.46	-25,031.54	44,150.00	48,274.11	-4,124.11

Personnel

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
4 Precept	151,000.00	151,000.00				
5 Salaries				106,000.00	51,725.96	54,274.04
6 Pensions				19,426.00	14,779.82	4,646.18
7 Tax & NI				21,287.00	17,764.54	3,522.46
8 Staff Clothing & PPE				300.00	583.68	-283.68
9 Staff Training, Expenses & Mile				600.00	1,001.64	-401.64
10 Councillor Costs & Allowances				300.00	90.45	209.55
11 Consultancy General				4,300.00	3,063.75	1,236.25
65 Recruitment				500.00		500.00
SUB TOTAL	151,000.00	151,000.00		152,713.00	89,009.84	63,703.16

Recreation

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
29 Capital Costs					1,767.50	-1,767.50
30 Consumables & Maintenance				9,300.00	11,121.49	-1,821.49
31 Utilities - Water				150.00	116.77	33.23
32 Utilities - Electric		168.00	168.00	2,500.00	-5.63	2,505.63
33 Precept	32,000.00	32,000.00				
34 Fees & Rents	2,500.00	215.00	-2,285.00		205.83	-205.83
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	34,765.57	265.57	28,500.00	15,423.96	13,076.04

Summary

NET TOTAL	349,455.00	317,504.13	-31,950.87	278,813.00	199,511.83	79,301.17
V.A.T.		22,743.31			13,312.64	
GROSS TOTAL		340,247.44			212,824.47	

Payments List – November 2023

Explanatory information

Line	Supplier	Amount	Explanation/ <i>Minute Ref</i>
436	M Scoble	£1800	Additional bollards to enable cars with blue badges to have easier access to disabled bays <i>96/23: 13-06-2023 Note Actions and Expenditure of Committee Meetings. Amenities Committee 06-06-23, Item 7.</i>

Payments of £19,161.82 in total.