



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

Acting Clerk: Clare Bullimore

Tel: 01822 748847 email: clerk@calstockparishcouncil.gov.uk

Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 16 January 2024, 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 Ledger, Cllr Letchford, Cllr Newton Chance, Cllr Spurr, Cllr Tinto, Cllr Trapp, Cllr Wakem (Chair), Cllr Warwick, Cllr Wells, Cllr Wilkes.

Miss Clare Bullimore (Clerk – minutes).

Cllr Wakem opened the meeting by announcing that Alan Sturt had died in December. Alan was a Harrowbarrow resident who did a lot for his community and will be sadly missed. The Parish Council's condolences are sent to Alan's family.

01/24 Apologies for absence

Cllr Kirk – injury, Cllr Polglase – training elsewhere, Cllr Ashley – ongoing medical issues.

02/24 Declarations and dispensations of members' interests in agenda items

Clare Bullimore left the room during discussion about the appointment of Clerk.

03/24 Recommendation from Personnel Committee to formally appoint Clare Bullimore as Clerk/RFO on scale band 33-36, 35 hours per week (starting on scale 33)

Following agreement from the Council, this item was heard earlier in the meeting and Clare Bullimore left the room during discussions.

Proposal/resolution: to appoint Clare Bullimore as Clerk/RFO on starting scale 33 for 35 hours a week. Proposed: Cllr Trapp, seconded: Cllr Newton Chance – unanimous.

04/24 Public participation

The Mayor of Liskeard Simon Cassidy, Darren Tait and Yuliya Teplova spoke during agenda item 13 about Twinning with a Ukrainian town, this item was brought forward.

05/24 Exploring the idea of twinning with a Ukrainian town

Cllr Tinto led discussion on the benefits to communities in both Calstock and in Ukraine to twinning. Simon Cassidy, Darren Tait and Yuliya Teplova echoed how valuable it is to those communities who have been twinned to feel cared for.

Proposal/resolution: to set up a Steering Group with representatives from the parish as a whole, Cllr Tinto to chair it. Cllr Wells expressed an interest in joining. Proposed: Cllr Wells, seconded: Cllr Wilkes – unanimous.



06/24 Approve minutes of the last Full Council meeting – 12-12-2023

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

07/24 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 Greenwood, seconded: Cllr Trapp – unanimous):

- Planning Committee: 12-12-2023, 09-01-2024
- Personnel Committee: 09-01-2024

08/24 Matters arising

Gunnislake Garden – Matt Troup has done some investigative work, awaiting recommendations.

Tamar Valley Centre – the Clerk has looked through files and minutes from the time the TVC was commissioned. There is evidence that the Parish Council agreed *in principle* to take *temporary* ownership for funding purposes but, in the event, Cornwall Council took on the ownership and oversaw the completion of the project. The Land Registry cites Cornwall Council as the owners. The Clerk has also spoken to National Landscapes staff about the proposed alterations – they appear to be making general improvements for access and use of the building with doors being put in rather than walls.

09/24 New correspondence

Letter from Tammy Carter about food waste at Asda – recently it appears that Asda are donating food waste to the community larder and this item was noted.

Grant requests received from Calstock Christmas Lights Committee, Calstock Samba Band and Callington Food Bank were delegated to F&GP to consider.

10/24 Clerk's information

Calstock Arts – The Clerk has circulated information from Andrew Brown about a series of environmental talks to be held at Calstock Arts.

11/24 Recommendation from the Personnel Committee to advertise for an Outside Services

Leader, scale band 29-32 for 37 hours per week for a 3-year fixed term contract with the role reviewed thereafter

Proposal/resolution: to advertise for an Outside Services Leader role to take on a role with dual responsibilities which will include carrying out practical work in the outside services and organising and managing the work and workforce, including setting up volunteer-led programmes. This role will be instead of the Deputy Clerk and the staffing budget will not be increased. An Organisation Chart was also disseminated and approved. Proposed: Cllr Trapp, seconded: Cllr Newton Chance – unanimous.

12/24 Request to sign up to SCRIBE Cemetery Management package

The Clerk explained our current accounts package offer add on modules, one of which is cemetery management which stores burial records, maps graves and produces relevant documents. This has



more features than the current package that just stores a backup database and is only £40 more per year. Proposal/resolution: to approve the Clerk subscribes to the SCRIBE Cemetery Management module (start up fee of £319 and £480 annual fee thereafter). Proposed: Cllr Greenwood, seconded Cllr Trapp – unanimous.

13/24 Wetlands Signs, Calstock – request from Peter Thompson

Proposal/resolution: to suggest some wording changes and to make the Parish Council more prominent on some that are relevant to land/property that will be owned by the Parish Council, and for Cllrs Spurr and Tinto to meet with Peter to explain their recommendations. Proposed: Cllr Trapp, seconded: Cllr Wilkes - unanimous.

14/24 Approve removal of Beech Tree under safety order Network Rail

This item was deferred as there are lots of trees that appear to need attention. Pete Gadd will arrange to meet someone from Network Rail to ascertain which tree in particular they put the safety order on.

15/24 Request from Susan Ives to hold Calstock Regatta on 01 June 2024

Proposal/resolution: to approve the holding of Calstock Regatta on 01 June 2024 subject to relevant insurance certificates and risk assessments being submitted and a reminder about not using single-use plastic items. Proposed: Cllr Spurr, seconded: Cllr Greenwood – unanimous.

16/24 Standing Item - Toilets

Cllr Tinto asked when the deep clean would take place in Calstock Toilets so that the Perspex display boards can go up with the cleaning charts – the Clerk will follow this up.

The Clerk reported that Calstock Toilets have had some work to stop them blocking.

The Clerk asked if the council would consider re-opening Gunnislake toilets and monitor their (mis)use but it was agreed to wait until the spring.

17/24 Standing Item – A390 and Speedwatch

Cllr Wells reported that he is waiting to hear back from Will Glassup about his recommendations on improvements to road markings in Gunnislake.

There is still no date for the outstanding actions on the A390 to be completed – the working group will continue to fight to make sure any underspend is not diverted to generic schemes across Cornwall such as the '20 is plenty'. There is clear evidence that the Speedwatch initiative and the cameras are reducing speeding along the A390. Despite this, the camera at the Eastern end of St Ann's Chapel was vandalised again. Two Speedwatch sites in Cox Park were turned down but there are a couple more to assess and it is hoped that volunteers will come forward for the Albaston area. The police will be providing signs for lamp posts to indicate where Speedwatch is taking place and body cams for the volunteers which should help stop the occasional confrontation that they are faced with.

18/24 Standing Item – Calstock EA Flood Defence, Footbridge and Town Farm Field Partnership

Cllr Tinto explained that thanks to Gill White from the Tamar Community Trust a new map showing access and permissive paths has been drawn up and sent back to the EA (the one that had been sent



for approval was out of date). The EA are putting a lot of pressure on the Parish Council to get the ownership of the path and bridge signed off but he feels the Parish Council should stick to their decision of having the three documents signed off at the same time, including the lease for Town Farm Field. A meeting with our solicitor has been set for 05 February 2024.

The Clerk countered Cllr Tinto's recommendation by saying that she felt the Parish Council has nothing to gain from delaying the transfer and there is more to lose: Town Farm Field has not been publicly accessible and yet the path and bridge have been widely used. She also felt good relations between the TCT and Parish Council have now been reformed and for this -and ongoing relationships with the EA- the Parish Council should reconsider their decision.

Proposal/resolution: the Parish Council should stick to their decision to have all documents signed off at the same time. Proposed: Cllr Tinto, seconded: Cllr Wilkes – 9 in favour, 1 objection, 4 abstentions.

It was also agreed to delegate to F&GP exploring the viability of changing solicitor.

The Clerk wished to publicly thank Gill White for her tireless efforts with this, the Chair and council concurred.

19/24 Standing Item: Fosters Field

The Clerk has made contact again with Cornwall Council representatives who are still waiting to hear from the DfE.

20/24 Cornwall Council Report – Cllr Kirk absent

21/24 Reports from other members representing the parish council on the committees or at meetings of other organisations

Cllr Beech – the pre-school is still doing well and is full.

Cllr Ledger – the Devon and Cornwall Food Action initiative is still going strong with more people accessing the service, she is involved in talks with Callington Town Council and offering them advice to set it up in Callington.

22/24 Approve payment list

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

23/24 Dates of future meetings – all to be held at the Tamar Valley Centre unless otherwise stated

- F&GP Committee – 30-01-2024, 1900
- Planning Committee and Recreations Committee – to be confirmed
- Environment and Climate Change Committee – 20-02-2024, 1900

24/24 URGENT INFORMATION - none

The meeting closed at 2023.

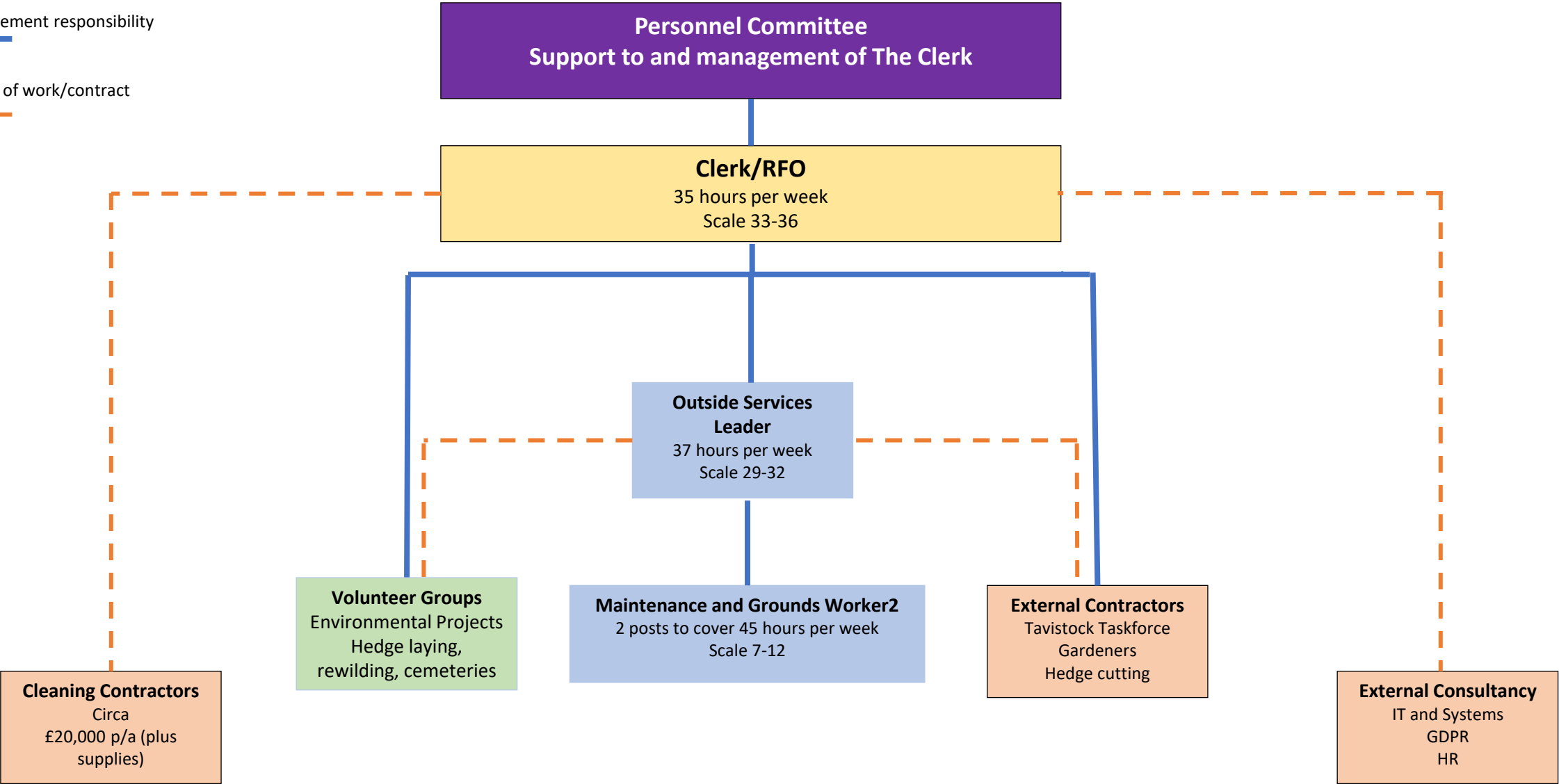
Signed: Date:



Calstock Parish Council Organisational Structure

Line management responsibility

Overseeing of work/contract



Calstock Parish Council
Payment List December 2023

Vouch	Name	Description	Amount
456	timberstore	Materials for Workmen	30.50
457	timberstore	Materials for Workmen	12.13
458	timberstore	Materials for Workmen	116.96
459	timberstore	Materials for Workmen	5.08
460	timberstore	Materials for Workmen	11.23
461	timberstore	Materials for Workmen	22.12
462	timberstore	Materials for Workmen	36.04
463	timberstore	Materials for Workmen	16.28
464	timberstore	Materials for Workmen	13.64
465	task-it.com	Consultancy Support	360.00
466	SeaDog IT	IT running costs	30.00
467	Trewartha, Gregory and Doidge Ltd	Materials for Workmen	64.96
468	GB Tool Hire & Clothing Ltd	Materials for Workmen	85.14
469	Kevin Hole	Gunnislake Garden	300.00
470	Cornwall Council	Car Parking Patrols	145.33
471	Allstar	Vehicle Fuel	94.76
472	Google	Google G Suite	78.84
473	Google	Google G Suite	103.50
474	Peter Gadd	STAFF MILEAGE	77.40
475	The Photobook Project	Community Project	200.00
476	Endsleigh Gardens Nursery	Forest for Calstock Trees	56.59
477	Dean Thorne	Materials for Workmen	200.00
478	Online Playgrounds	Materials for Workmen	486.40
479	Tesco	Chair's Allowance	32.32
480	Impact Laundry & Cleaning Ltd	Toilet Hygiene	1,350.12
481	GaelForce Marine Equipment	Materials for Workmen	494.23
482-487	Salaries including backpay	Salary	6,983.90
488	Corona Energy	Electric Gunnislake Toilets	28.88
489	Corona Energy	Electric Calstock Toilets	62.40
490	Ford Lease	Van Leases	390.15
491	Impact Laundry & Cleaning Ltd	Toilet Hygiene	117.45
492	Cornwall Council	Pensions	2,217.58
493	Google	Google G Suite	9.20
494	Mike Greenwood	Vehicle maintenance	114.10
495	South West Water	Water Calstock Cemetery	8.38
496	Allstar	Vehicle Fuel	188.11
497	Tavy Signs	Signs	120.00
498	Vincent Tractors & Plant	Tractor Service	783.16
499	Voipfone	Voip Phone Top-up	72.00
500	Biffa	Waste Collection	203.46
501	HMRC	Tax & NI	1,663.28

TOTAL 17,385.62

Accounts Summary 31 December 2023

Current Account	£74,678.88
Petty Cash	£22.43
General Reserves Account	£89,166.92
Earmarked Reserves Account	£65,307.59
<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	£76,953
Forecast Income for year remaining	£9,657
Estimated end of year General Reserves	£96,572
Recommended Minimum General Reserve	£82,635
<i>(25% of total income)</i>	

Calstock Parish Council

2 January 2024 (2023-2024)

Summary of Receipts and Payments December 2023 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	6,646.80	646.80	1,000.00	642.19	357.81
3 Pontoon & Moorings	3,000.00	3,594.00	594.00	1,500.00	1,110.00	390.00
12 General Equipment Purchse				2,000.00	662.41	1,337.59
13 General Repairs & Maintenance		200.00	200.00	1,500.00	1,026.88	473.12
14 Toilets Equipment & Consumables				3,000.00	3,354.32	-354.32
15 Toilets Repairs & Maintenance				10,000.00	15,910.75	-5,910.75
16 Toilets Utilities - Water				1,750.00	2,784.75	-1,034.75
17 Toilets Utilities - Electric				950.00	689.33	260.67
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	3,981.64	18.36
59 Calstock Car Park Ground Works				7,000.00	6,000.00	1,000.00
64 Pontoon Repairs						
SUB TOTAL	56,000.00	57,440.80	1,440.80	45,500.00	46,766.17	-1,266.17

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	159.04	-9.04
26 Utilities - Electric				100.00	114.29	-14.29
27 Precept	6,000.00	6,000.00				
28 Fees	17,000.00	8,475.00	-8,525.00	200.00	300.00	-100.00
SUB TOTAL	23,000.00	14,475.00	-8,525.00	5,950.00	1,438.03	4,511.97

Environment & Climate Emerger

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
57 Forest for Calstock Parish					47.17	-47.17
60 Public engagement, publicity & researc		897.30	897.30	2,000.00	874.75	1,125.25
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	1,391.92	608.08

Finance

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
38 TVC Rent & Rates				7,000.00	5,999.83	1,000.17
39 Tools, Equipment, Consumables & Pos				2,000.00	1,323.28	676.72
40 IT Equipment				1,000.00	860.27	139.73
41 IT Running Costs				6,000.00	3,463.61	2,536.39
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	4,303.08	196.92
45 Vehicle Running Costs				4,300.00	4,118.12	181.88
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	473.87	1,426.13
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	50,260.11	-6,110.11

Personnel

Code Title	Receipts			Payments		
	Budgeted	Actual	Variance	Budgeted	Actual	Variance
4 Precept	151,000.00	151,000.00				
5 Salaries				106,000.00	58,709.86	47,290.14
6 Pensions				19,426.00	16,997.40	2,428.60
7 Tax & NI				21,287.00	19,427.82	1,859.18
8 Staff Clothing & PPE				300.00	583.68	-283.68
9 Staff Training, Expenses & Mileage				600.00	1,079.04	-479.04
10 Councillor Costs & Allowances				300.00	90.45	209.55
11 Consultancy General				4,300.00	3,423.75	876.25
65 Recruitment				500.00		500.00
SUB TOTAL	151,000.00	151,000.00		152,713.00	100,312.00	52,401.00

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	11,705.95	-2,405.95
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	430.00	-2,070.00		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	34,980.57	480.57	28,500.00	16,008.42	12,491.58

Summary

NET TOTAL	349,455.00	318,717.13	-30,737.87	278,813.00	216,176.65	62,636.35
V.A.T.		22,743.31			14,117.44	
GROSS TOTAL		341,460.44			230,294.09	

Created by  **Scribe**

Payments List – December 2023

Explanatory information

Line	Supplier	Amount	Explanation/ <i>Minute Ref</i>
477 481	Dean Thorne GaelForce Marine Equipment	£200 £494.23	Materials for secondary chain on deep side of moorings to improve stability of vessels <i>Amenities 06-06-23. FC: 96/23 13-06-2023</i>
482- 487	Salaries	£6983.90	This includes the backdated pay award for all staff both current and leavers
492	Pensions	£2217.58	This includes an adjustment for backdated pay

Payments of £17385.62 in total.