



Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE
Clerk: Clare Bullimore Tel: 01822 748847 email: clerk@calstockparishcouncil.gov.uk

Minutes of **Full Council Meeting** of the **Calstock Parish Council**
held on **Tuesday 13 February 2024, in the Tamar Valley Centre, at 7.00pm.**

Those present were: -

COUNCILLORS-

Cllr Alford, Cllr Boreham, Cllr Brown, Cllr Greenwood, Cllr Flashman, 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 (Clerk – minutes).

25/24 Apologies for absence

Cllr Kirk – injury, Cllr Ashley – ongoing medical issues, Cllr Wilkes – away on business, Cllr Beech - medical.

26/24 Declarations and dispensations of members' interests in agenda items

None

27/24 Public Participation

Members of the public were present but did not speak.

28/24 Approve the minutes of last meeting, 16-01-2024

Proposal/resolution: the minutes be approved. Proposed: Cllr Alford; seconded: Cllr Wells – unanimous.

29/24 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 Wells, seconded: Cllr Letchford – unanimous):

- Personnel Committee: 23-01-2024, 06-02-2024 and 08-02-2024 (to follow)
- Finance and General Purposes Committee: 30-01-2024
- Planning Committee: 30-01-2024

30/24 Matters arising

Twinning Association – following working group meetings to further explore the idea of twinning, it was proposed that

- The Sub-Committee work on a draft twinning agreement for negotiation with Petrykivka and
- Begin to sound out our schools, choirs, artists, galleries, Women's Institute(s) and women's organisations to see how links can be made

Proposed: Cllr Tinto, seconded: Cllr Spurr – unanimous.



Grant requests delegated to F&GP – It was noted that Calstock Samba Band were awarded £500 and Callington Foodbank was awarded £200.

Change of Solicitors –It was approved to use Parnalls in Launceston

31/24 New correspondence

Email from Sarah Shoraka, Cornwall Council to invite expressions of interest for Electric Vehicle Chargers in the Parish – it was agreed to delegate this to Amenities as the form explicitly requires information on proposed locations and numbers of bays that would be used.

32/24 Clerk's information

Tamara Partnership – the advert has been placed for a ferry skipper/project manager.

Cornwall Council Elections – The Clerk reminded councillors that Cornwall local elections take place in 2025, not this year.

Chair/Vice Chair Nominations – The Clerk reminded councillors about the procedures in place to nominate and elect the Chair and Vice Chair in May.

33/24 Recommendation from Personnel Committee following recruitment process for Outside Services Leader

Proposal/resolution: Interviews were held last Thursday and three strong candidates were interviewed and scored. Peter Gadd had the highest score and it is recommended that he be appointed. Proposed: Cllr Trapp; seconded: Cllr Greenwood – unanimous.

34/24 Legal documents for the Path, Bridge and Town Farm Field at Calstock Wetlands

Gill White was introduced. Although a member of TCT Gill has been helping the Parish Council and acting as an intermediary between the EA, the Parish Council and the Tamar Community Trust. Gill has worked on the Transfer of Ownership of the bridge and path; the lease for Town Farm Field and the Management Agreement for the bridge and path between TCT and the Parish Council. The documents have been reviewed by the EA, TCT and Cllrs Tinto and Wakem and felt to be very satisfactory.

Proposal/resolution: to present these documents as finalised versions to Parnalls solicitors.
Proposed: Cllr Tinto; seconded: Cllr Newton Chance – unanimous.

It was publicly acknowledged that Gill has worked tirelessly on this and been instrumental in writing these documents on behalf of the Parish Council and the Council wishes to publicly express their gratitude to Gill for her work.

35/24 Approve removal of trees in Calstock Churchyard

Following concerns expressed by a Maintenance Officer about the safety of trees in the Churchyard at Calstock, three tree surgeons surveyed them and have all said the trees are failing and a risk to the church building. Three quotes were disseminated anonymously to the Council by the Clerk. Each quote was for the wood to be left on site for our maintenance workers to make use of.



Proposal/resolution: to accept quote two for £680. Proposed: Cllr Warwick; seconded: Cllr Polglase – unanimous.

NB: Quote 2 was submitted by Colin Chadwick.

36/24 Planning Appeal Notification: PA22/11252

Proposal/resolution: to reiterate our objections to the Planning Inspectorate. Proposed: Cllr Greenwood, seconded Cllr Trapp – all.

37/24 Recommendation from Personnel Committee to adopt the Volunteer Procedures and Protocols

Proposal/resolution: subject to two minor edits, it was recommended to approve volunteer procedures and protocols. Proposed: Cllr Newton Chance, seconded: Cllr Wells – unanimous.

38/24 Dropped kerbs, opposite the Health Centre, Gunnislake

Will Glassup is due to visit Gunnislake to look at lines, road surfaces and the suggestion of a dropped kerb near the Health Centre. The likely expense of a dropped kerb is more than anticipated (circa £3000) and will be considered by Highways in the new Financial Year, however it may not be approved. The parish council could offer some of the CIL money towards the cost or apply for the next round of Highways Network money when it is released.

Agreed for Amenities to review the issues and suggestions from Will and make a recommendation back to Full Council as necessary.

39/24 Standing Item - Toilets

The deep clean is due to take place at the end of February and the Clerk will meet the cleaners afterwards. The Perspex covers will be put up after the clean.

40/24 Standing Item – A390 and Speedwatch

Cllr Wells is still waiting for confirmation of the remaining actions but the road from the A390 towards Edgecome Way now has a 30mph limit.

Two recent Speedwatch sessions reported no speeding vehicles and each session clocked over 500 vehicles. Other locations in Albaston, Cox Park, Sandhill and Delaware to be assessed, although volunteers also need to offer to help.

41/24 Standing Item – Calstock EA Flood Defence, Footbridge and Town Farm Field Partnership
Heard earlier in the meeting.

42/24 Standing Item: Fosters Field

The Clerk has asked for an update but there was no progress.

43/24 Cornwall Council Report – Cllr Kirk absent

44/24 Reports from other members representing the parish council on the committees or at meetings of other organisations



Cllr Boreham and Cllr Wakem attended the Footpath Society AGM, it was agreed by the Society to continue for 3 more months to see if anyone would come forward, if not it will cease. The parish council has offered to administer the footpath reports if there are volunteers still willing to report on them.

Cllr Wells attended the Devon and Cornwall Police and Crime Commissioner's AGM – budgets were discussed and it was reported that 700 additional police officers are now in post in neighbourhoods.

Cllr Flahsman attends funerals as a Parish Council representative and recently attended Sue Pote's. Cllr Newton Chance and Cllr Polglase attended the Hansons Liaison meeting – notes will be sent out with the ECE meeting minutes but it was a positive meeting.

Cllr Brown has attended a presentation about the work of the National Trust; he has also given feedback on recreational mitigation and the management scheme for PSE MPA which helps deliver the Tamar Estuaries Consultative Fund; he has also been in contact with a professor about a research project in Morden Stream.

Cllr Ledger will support Callington's first Food Action delivery on Thursday 29 February 2024.

45/24 Approve payment list

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

46/24 Dates of future meetings – all to be held at the Tamar Valley Centre unless otherwise stated

- Environment and Climate Change Committee – Tuesday 20-02-2024, 1900
- Recreations Committee – Tuesday 27-02-2024, 1800
- Amenities Committee – Tuesday 27-02-2024, 1900
- Planning Committee – Tuesday 05-03-2024, time TBC

47/24 URGENT INFORMATION - none

Cllr Brown reminded the Council of two events in Calstock Arts and Calstock Hall on environmental matters.

Signed: Date:

Calstock Parish Council
PAYMENTS LIST January 2024

Voucher Description	Supplier	Total
503 Rates Harrowbarrow CP	Cornwall Council	142.00
504 Car Parking Fees General	Cornwall Council	94.00
506 Consultancy Support	task-it.com	300.00
508 Defibrillator Items	Steve White	146.80
505 Car Parking Fees Gunnislake	Cornwall Council	119.00
507 Electric Workshop	EDF Energy	23.79
509 toilet repairs	Steve White	110.00
510 Water St Annes PF	South West Water	15.00
516 Car Parking Patrols	Cornwall Council	82.67
511 Materials for Workmen	Marine Bazaar	228.00
514 Ground Works	Adrian Endacott	630.00
512 Toilet Hygiene	Impact Laundry & Cleaning Ltd	128.76
515 Toilet Hygiene	Impact Laundry & Cleaning Ltd	1,237.63
513 Equipment Service & repair	Woodhouse Garden Machinery	177.24
520 IT running costs	Microsoft	148.32
521 Protective Clothing	Amazon	45.00
522 Materials for Workmen	Amazon	20.91
517 Google G Suite	Google	9.20
518 Google G Suite	Google	105.00
519 Google G Suite	Google	75.60
523 Mulch matting and pegs	Root And Branch	72.00
524 Consultancy Support	Simon Browning	68.75
525 Dog Bin	Amazon	335.26
526, 527, 531 Salary	Salaries	4,512.47
528 Electric Gunnislake Pavilion	Positive Energy	2.78
529 Materials for Workmen	Vincent Tractors & Plant	12.02
532 Materials for Workmen	Trewartha, Gregory and Doidge I	14.44
530 Community Project	The Photobook Project	220.00
533 Pensions	Cornwall Council	1,636.71
540 toilet repairs	M J Troup Plant Hire	144.00
539 Water Calstock Cemetery	South West Water	8.62
538 Water St Annes PF	South West Water	15.00
536 Electric Gunnislake Toilets	Corona Energy	28.88
537 Electric Calstock Toilets	Corona Energy	58.30
534 STAFF MILEAGE	Peter Gadd	70.65
535 Van Leases	Ford Lease	390.15
541 Playground equipment	Newitts & Co	1,601.00
542 Vehicle Fuel	Allstar	35.78
546 Ground Works	Tavistock Taskforce	350.00
543 Public Lighting Gunnislake	EDF Energy	254.00
544 Public Lighting Calstock	EDF Energy	852.70
545 Data Protection Annual Fee	Information Commissioner's Offi	35.00
551 Volunteer Expenses	Over The Top Cornish Pasties	35.00
550 Tax & NI	HMRC	3,066.64
549 Voip Phone Top-up	Voipfone	72.00
548 Waste Collection	Biffa	181.49
547 Web Site Service	SeaDog IT	29.95
	Total	17,942.51

Accounts Summary 31 January 2024

Current Account	£59,807.42
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	£55,302
Forecast Income for year remaining	£6,438
Estimated end of year General Reserves	£100,133
Recommended Minimum General Reserve	£82,635
<i>(25% of total income)</i>	

Calstock Parish Council

Summary of Receipts and Payments January 2024

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 & Permi	6,000.00	7,732.80	1,732.80	1,000.00	724.86	275.14
3	Pontoon & Moorings	3,000.00	3,620.00	620.00	1,500.00	1,300.00	200.00
12	General Equipment Purc:				2,000.00	662.41	1,337.59
13	General Repairs & Maint		200.00	200.00	1,500.00	1,523.68	-23.68
14	Toilets Equipment & Con				3,000.00	3,461.62	-461.62
15	Toilets Repairs & Mainte				10,000.00	17,172.11	-7,172.11
16	Toilets Utilities - Water				1,750.00	2,784.75	-1,034.75
17	Toilets Utilities - Electric				950.00	772.36	177.64
18	Toilets Business Rates						
19	Car Parks Equipment & C				1,100.00	970.02	129.98
20	Car Parks Repairs & Mair				2,000.00	3,215.38	-1,215.38
21	Car Parks Business Rates				4,100.00	3,542.91	557.09
22	Street Lighting				5,600.00	4,284.58	1,315.42
23	Bins				4,000.00	4,261.02	-261.02
59	Calstock Car Park Ground				7,000.00	6,000.00	1,000.00
64	Pontoon Repairs						
	SUB TOTAL	56,000.00	58,552.80	2,552.80	45,500.00	50,675.70	-5,175.70

Burial

Code	Title	Receipts			Payments		
		Budgeted	Actual	Variance	Budgeted	Actual	Variance
24	Consumables & Mainten				5,500.00	864.70	4,635.30
25	Utilities - Water				150.00	167.66	-17.66
26	Utilities - Electric				100.00	136.95	-36.95
27	Precept	6,000.00	6,000.00				
28	Fees	17,000.00	9,195.00	-7,805.00	200.00	300.00	-100.00
	SUB TOTAL	23,000.00	15,195.00	-7,805.00	5,950.00	1,469.31	4,480.69

ECE

Code	Title	Receipts			Payments		
		Budgeted	Actual	Variance	Budgeted	Actual	Variance
57	Forest for Calstock Parish					47.17	-47.17
60	Public engagement, publ		897.30	897.30	2,000.00	1,163.50	836.50
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	1,680.67	319.33

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, Consu				2,000.00	1,510.45	489.55
40	IT Equipment				1,000.00	860.27	139.73
41	IT Running Costs				6,000.00	3,866.96	2,133.04

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 & Purcha				4,500.00	4,628.20	-128.20
45 Vehicle Running Costs				4,300.00	4,147.94	152.06
46 Subscriptions & Fees				3,500.00	4,137.83	-637.83
47 Waste Removal				1,500.00	1,347.18	152.82
48 Miscellaneous Expenses				1,900.00	508.87	1,391.13
49 Precept	48,000.00	48,000.00				
50 Council Tax Rebate	2,404.00		-2,404.00			
51 Donations & Grants Rece	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	51,426.81	-7,276.81
Personnel						
Code Title	Budgeted	Receipts Actual	Variance	Budgeted	Payments Actual	Variance
4 Precept	151,000.00	151,000.00				
5 Salaries				106,000.00	63,852.33	42,147.67
6 Pensions				19,426.00	18,634.11	791.89
7 Tax & NI				21,287.00	22,494.46	-1,207.46
8 Staff Clothing & PPE				300.00	621.18	-321.18
9 Staff Training, Expenses &				600.00	1,149.69	-549.69
10 Councillor Costs & Allowanc				300.00	90.45	209.55
11 Consultancy General				4,300.00	3,723.75	576.25
65 Recruitment				500.00		500.00
SUB TOTAL	151,000.00	151,000.00		152,713.00	110,565.97	42,147.03
Recreation						
Code Title	Budgeted	Receipts Actual	Variance	Budgeted	Payments Actual	Variance
29 Capital Costs					1,767.50	-1,767.50
30 Consumables & Mainten				9,300.00	11,765.95	-2,465.95
31 Utilities - Water				150.00	142.84	7.16
32 Utilities - Electric		168.00	168.00	2,500.00	-2.98	2,502.98
33 Precept	32,000.00	32,000.00				
34 Fees & Rents	2,500.00	1,855.00	-645.00		205.83	-205.83
58 2023 Improvement Schem				4,550.00	1,334.17	3,215.83
63 2023 Footpath Improvem		2,382.57	2,382.57	12,000.00	2,218.00	9,782.00
SUB TOTAL	34,500.00	36,405.57	1,905.57	28,500.00	17,431.31	11,068.69
Summary						
NET TOTAL	349,455.00	321,974.13	-27,480.87	278,813.00	233,249.77	45,563.23
V.A.T.		22,743.31			14,986.83	
GROSS TOTAL		344,717.44			248,236.60	

Explanatory Information

Supplier	Amount	Details	Minute ref / Committee
Adrian Endacott	£600	To cover while under staffed	Personnel
Newitts and Co	£1,601	Basketball hoops for St Ann's Chapel	Recreations 03/10/2023. Full Council 10-10-2023, 194/23