



Calstock Parish Council

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FULL COUNCIL MEETING, Tuesday 11 November 2025

Minutes of the Full Council meeting of Calstock Parish Council held on **Tuesday 11 November 2025, in the Tamar Valley Centre, at 1900.**

Councillors present: Cllr Boreham, Cllr Clarke, Cllr Greenwood, Cllr Ledger, Cllr Letchford, Cllr Marley, Cllr Newton Chance, Cllr Polglase, Cllr Rodda, Cllr Spurr, Cllr Tilbury, Cllr Trapp, Cllr Wakem, Cllr Wells.

Staff: Clare Bullimore, Clerk.

Cllr Wakem, thanked all those who attended the Remembrance Service on Sunday; he also thanked the Clerk for organising it and Brian Parren for helping with traffic control.

171-25/26 Apologies for absence

Apologies were received and accepted from Cllr Alford (ill), Cllr Kirk (ill), Cllr Moore (ill) and Cllr Warwick (on leave).

172-25/26 Declarations and dispensations of members' interests in agenda items

No dispensations received before the meeting and no declarations of interest were declared.

173-25/26 Public participation

No members of the public were present.

174-25/26 Approve minutes of the last Meeting 14-10-2025

Proposal/resolution: the minutes of the Full Council meeting held on Tuesday 14 October 2025 were approved. Proposed: Cllr Wells; seconded: Cllr Clarke- approved by all those present at the last meeting.

175-25/26 Note the actions/expenditure/recommendations of the following Committee meetings

- Environment and Climate Emergency Committee, 21-10-2025
- Planning Committee, 21-10-2025
- Amenities Committee, 28-10-2025
- Burial Committee, 28-10-2025
- Recreations Committee, 28-10-2025

Proposal/resolution: the actions/expenditure and recommendations of the Committee Meetings were noted with no objections or comments. Proposed: Cllr Trapp seconded; Cllr Letchford – all.

Cllr Wakem thanked the Clerk and Cllr Warwick for their work on preparing the budgets and financial statements required for the meetings.

176-25/26 Matters Arising

- Emergency Plan – the Clerk reported that this is progressing but slowly. Councillors have been asked to get some basic information as part of phase 1 and more details will be required in phase 2.
- Footpath Modification Order, Path 9 Newton-Metherell – the Clerk reported that an officer from the Countryside Access Team has visited the site (the Clerk, Outside Services Leader and local residents were present). The path at the Metherell end was deemed unsafe due to subsidence and risk of collapse into a neighbouring property. It is likely to now have a temporary closure order placed on it and Cornwall Council will inspect the site with an engineer and cost up the remedial work and source the funding for it. There is no timescale for this but it is likely that it will take considerable time.

- An email had been received from Cllr Dan Rogerson re Gunnislake Station Car Park- this correspondence had been disseminated prior to the meeting and was duly noted with no comments.
- Potential railway extension – the Clerk had been in email correspondence with Mr Black; outlining the Parish Council’s position and inviting him to a meeting at 6.45pm tonight. Mr Black was not in attendance.
- Calstock toilet water supply – the Clerk reported that there is no evidence of a leak but has raised a query with South West Water about testing whether it is feeding more than one supply as the consumption is much higher than in Gunnislake. The Clerk will follow up with advice from Cllr Marley.

177-25/26 Standing Item: New Correspondence
None received that are not agenda items.

178-25/26 Standing Item: Clerk’s Information

- Stoke Climsland Retrofit Guide – the retrofit guides were disseminated. The project has received national acclaim and the Clerk told the Council that Cllr Newton Chance was involved in the final draft for this.
- Tamar Community Trust are seeking a grant to improve the footpath surface, Calstock Riverpath (eastern end) and required assurance from the Council that they could progress (given).

179-25/26 Confirm the timescales for filling the Harrowbarrow vacancy:
Action: to advertise the vacancy until 31-12-2025, invite candidates to the Full Council meeting in January and appoint after the meeting, in line with the policy approved at the last meeting.

180-25/26 Recommendation from the Environment and Climate Emergency Committee:
Proposal/resolution:

- a) to investigate solar panels on the workshop/stores and Albaston Chapel – potential cost of £18000 (cost to be delegated to F&GP to put forward a recommendation)
- b) to investigate the EV Chargers in 4 car parks in partnership with an external supplier
- c) to hold a drop-in event is held on 03-12-2025 to promote the findings of the feasibility study (part of the condition of the Community Capacity Fund Grant) and to promote other local initiatives that help support the environment.

Proposed: Cllr Newton Chance; seconded: Cllr Trapp – unanimous.

181-25/26 Recommendation from the Receptions Committee that the ringfenced £7500 in the Playground Equipment Reserve and the CIL money of £15989.11 be used this financial year to fund a replacement zipwire for Harrowbarrow (one quote so far received of £20,207 ex VAT) – confirmation received by the Clerk that CIL money can be used for this
Proposal/resolution: to fund the Zip Wire this financial year from reserves but for further quotes to be obtained. Proposed: Cllr Newton Chance; seconded: Cllr Trapp – unanimous.

182-25/26 Standing Item – Environmental and Climate Information
Trees and hedgerow plants ordered; to be refunded by FiPL (but need to be paid for upfront) which is in the region of £2700 from two suppliers. Proposal/resolution: to delegate responsibility to the Clerk to pay for items in the FiPL grant upfront to then draw down from the grant. Proposed: Cllr Newton Chance; seconded: Cllr Trapp – unanimous.
Cllr Newton Chance thanked Cllr Spurr for chairing the last ECE meeting in his absence. He reported that there may be funding through DeFRA to purchase a Grillo cut and collect machine and will report back to the ECE and F&GP Committees on this.
Cllr Newton Chance would like to re-open discussions from the Feasibility Study into installing a solar panel array next to the allotments.
Cllr Spurr reported that the footbridge from the playing field into Town Farm Field has been repaired by volunteers.

183-25/26 Standing Item – A390 and Speedwatch

Cllr Wells reported that the proposals approved by the Parish Council at the last meeting were sent to the Highways Department. Correspondence about the Highways Scheme suggests only one proposal is put forward per year, per Council. Cllr Wells also explained that generally requests for double yellow lines will not be eligible, however he has asked about the lines in The Orchard as this has been a priority for the Council. It was suggested [by Highways] that this would be granted. The deadline to submit an application is 31-12-2025. In view of the timescale, a proposal was put forward thus: Proposal/resolution: A request be made at the Community Highways Meeting that The Orchard has double yellow lines as the Parish Council's priority scheme. Proposed: Cllr Newton Chance; seconded: Cllr Greenwood – unanimous. Cllr Wells did report that there may be a match funding initiative being introduced to enable some of the other initiatives.

184-25/26 Standing Item – Reports from other members representing the Council on the Committees or at meetings or other organisations

Cllr Clarke – Cllr Clarke reported that she had held a surgery at Gunnislake market – several items were brought up which she has reported to the Clerk (including vehicles used for recycling; street lights being obscured by vegetation; a salt bin request; a warning sign obscured by vegetation). These issues have been reported to Cornwall Council by the Clerk as appropriate. She also received some feedback about Fosters Field which she will report to the Recreations Committee.

185-25/26 Cornwall Council Report, if available from Cllr Angus Black, Divisional Member

Cllr Black was not present.

186-25/26 To approve the Summary of Accounts: List of Payments, List of Receipts, Accounts Summary, Receipts and Payments in all Cost Centres

Proposal/resolution: to approve the summary of accounts, payments and receipts. Proposed: Cllr Newton Chance; seconded: Cllr Boreham – unanimous.

187-25/26 Future meetings – please note times of meetings will be confirmed on published agendas:

- Planning Committee – 18-11-2025, 1830.
- Environment and Climate Committee – 18-11-2025, 1900 (with George Holmes, Cotehele to talk about the woodland management plan).
- Finance and General Purposes – precept meeting: 25-11-2025
- Recreations Committee – 02-12-2025, (tbc)
- Amenities Committee – 02-12-2025, 1900

188-25/26 Urgent information

Cllr Greenwood urged councillors to support a planning application for the change of use for the café in Gunnislake which has been a welcome addition for the community: application number PA25/07600. It will be discussed at the Planning meeting next week.

The meeting closed at 1950.

Signed: Date:

Calstock Parish Council
Summary of Payments 01-10-2025 - 31-10-2025

Voucher	Description	Supplier	Net	Notes/Minute Reference
403	Water Calstock toilets	South West Water	436.11	
404	Consultancy Support	task-it.com	300.00	
405	Toilet Hygiene	Danfo UK Ltd	1598.43	
406	Rates TVC	Cornwall Council	84.00	
407	Rates Harrowbarrow CP	Cornwall Council	142.00	
408	Rates Gunnislake CP	Cornwall Council	94.00	
409	Rates Gunnislake CP	Cornwall Council	119.00	
410	Water Calstock Cemetery	South West Water	9.81	
411	Water St Annes PF	South West Water	13.21	
412	Materials for Workmen	Trewartha, Gregory and Doidge Ltd	28.18	
413	Salary	Staff	8295.34	
414				
415				
416				
417	Pensions	Cornwall Council	2881.41	
418	Electric Albaston Chapel	British Gas	-32.43	
419	Google G Suite	Google	123.90	
420	Google G Suite	Google	9.20	
421	Google G Suite	Google	82.80	
422	Vehicle Fuel	Allstar	230.88	
423	Tools Maintenance	C H Mowers	30.00	
424	Waste Collection	Sparlings Recycling	23.76	
425	Training Course	Cornwall ALC Ltd	70.00	
426	Water Gunnislake Toilets	South West Water	101.26	
427	Consumables	Amazon Business Services Europe	6.94	
428	Materials for Workmen	Amazon Business Services Europe	49.97	
429	Building Improvements	Amazon Business Services Europe	83.32	
430	Electric St Anns Pavilion	Pozitive Energy	35.96	
431	Electric Calstock Toilets	Corona Energy	54.70	
432	Pest Control	Woody's Pest Control	65.00	

433	Grant	Cotehele Gig Club	250.00	
434	Water Albaston Cemetery	South West Water	34.51	
435	Work Vehicle	PRJ Engineering and Trailer Centre	692.00	Cover for pickup truck for security and weather
436	Insurance	PSP Group	303.85	Balance on new schedule
437	Car Parking Patrols	Cornwall Council	148.50	
438	Building Checks	Classic Fire Ltd	48.00	
439	VOIP Phone	Voipfone	40.00	
440	Materials for Workmen	Radland Building Supplies	50.85	
441	Materials for Workmen	Mole Valley Farmers	49.71	
442	Water tap on Calstock Quay	Wave	78.60	
443	Vehicle Fuel	Allstar	194.85	
444	Tax & NI	HMRC	3663.80	
445	Materials for Workmen	Steve Darbyshire	78.47	
446	Electric Workshop	British Gas	27.68	
447	Training Course	Cornwall ALC Ltd	35.00	
448	Training Course	Cornwall ALC Ltd	35.00	
449	Safety Tests	Classic Fire Ltd	115.00	
450	Materials for Workmen	Amazon Business Services Europe	43.90	
451	Materials for Workmen	Amazon Business Services Europe	74.99	
452	Playground equipment	Online Playgrounds	229.33	
453	Mobile phone	Lebara Mobile	4.12	
454	Public Lighting Gunnislake	EDF Energy	114.95	
455	Materials for Workmen	Amazon Business Services Europe	16.66	
456	Electric Gunnislake Toilets	Corona Energy	29.67	
457	Land Registry Check	H M Land Registry	14.00	
458	Public Lighting Calstock	EDF Energy	182.15	
			21492.34	

Casltock Parish Council
Receipts 01-10-2025 - 31-10-2025

Voucher	Cost Centre	Description	Net	
125	Amenities	Car Parking Permit	11.00	
126	Amenities	Car Parking Permit	11.00	
127	Amenities	Car Parking Permit	11.00	
128	Amenities	Car Parking Permit	11.00	
129	Amenities	Car Parking Fees Gunnislake	188.54	
136	Amenities	Car Parking Permit	11.00	
133	Burial	Memorial Fee	150.00	
134	Burial	Memorial Fee	150.00	
130	EMR (CIL)	CIL Payment	2885.98	For PA20/05827, Uplands, Station Rd, Gunnislake
135	Finance	Garage Rent	20.00	
137	Finance	Rental for Calstock Social Club	57.00	£1.00 per year for remainder of tenure
131	General Reserves	Bank Interest	661.37	
132	General Reserves	Bank Interest	788.03	
			4955.92	

Accounts Summary as at 31-10-2025		<i>Per annum</i>
Current Account	£124,700.15	
Petty Cash	£8.40	
General Reserves Account	£102,110.72	
Earmarked Reserves Account		
Calstock Village Pontoon	£9,000.00	£3,000.00
Playground equipment	£47,434.17	£15,000.00
Calstock Cemetery Extension *	£10,447.11	£3,000.00
Car Park Maintenance	£11,217.00	£6,000.00
Footbridge, Wetlands	£6,000.00	£3,000.00
Outside Services	£4,932.96	£3,000.00
CIL	£15,989.11	ad hoc
Capital Works	£26,214.07	£0.00
Staffing	£7,000.00	Agreed to hold as a contingency
Environmental Work	£858.34	Agreed to carry forward from underspend
	£139,092.76	£33,000.00
Cash in hand	£365,912.03	
Expenditure budgeted		
	£299,850	
Expenditure forecast		
	£301,729	
Income budgeted		
	£368,029	
Income forecast including EMR precept of £33000		
	£363,305	
VAT		
	£16,010	
<p>Recommended Minimum General Reserve levels are 4 months net expenditure - for larger parish councils ls e.g. £115000</p>		

Ear Marked Reserves								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
83	Calstock Village Pontoon	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
84	Capital Works	0.00	0.00	0.00	0.00	93.52	-93.52	-93.52
85	Playground Equipment	15,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00
86	Cemetery and Chapel Work	3,000.00	3,000.00	0.00	0.00	936.72	-936.72	-936.72
87	Skateboard Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00
88	Car Parks	6,000.00	8,000.00	2,000.00	0.00	0.00	0.00	2,000.00
89	Footbridge, Wetlands	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
90	Outside Services	3,000.00	3,000.00	0.00	0.00	1,567.04	-1,567.04	-1,567.04
91	CIL	0.00	10,678.32	10,678.32	0.00	0.00	0.00	10,678.32
		33,000.00	45,678.32	12,678.32	0.00	2,597.28	-2,597.28	10,081.04
Environment and Climate Change								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
57	Forest for Calstock Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60	Public engagement, publicity & research	1,000.00	0.00	-1,000.00	5,000.00	1,037.11	3,962.89	4,962.89
62	Precept	4,000.00	4,000.00	0.00	0.00	0.00	0.00	-2,000.00
68	Food Action	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub total	5,000.00	4,000.00	-1,000.00	5,000.00	1,037.11	3,962.89	2,962.89



Finance and General Purposes								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
38	TVC Rent & Rates	0.00	0.00	0.00	6,500.00	3,333.83	3,166.17	3,166.17
39	Consumables & Postage	0.00	0.00	0.00	500.00	433.94	66.06	66.06
40	IT Equipment	0.00	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00
41	IT Running Costs	0.00	0.00	0.00	6,300.00	1,973.90	4,326.10	4,326.10
42	Insurance	0.00	0.00	0.00	5,000.00	4,440.09	559.91	559.91
43	Grants Given	0.00	0.00	0.00	5,000.00	1,000.00	4,000.00	4,000.00
44	Vehicles Leases & Purchase	0.00	8,303.00	8,303.00	0.00	10,500.00	-10,500.00	-2,197.00
45	Vehicle Running Costs	0.00	139.58	139.58	9,000.00	4,721.91	4,278.09	4,417.67
46	Subscriptions & Fees	0.00	0.00	0.00	3,800.00	5,935.75	-2,135.75	-2,135.75
47	Waste Removal	0.00	0.00	0.00	1,200.00	865.43	334.57	334.57
48	Miscellaneous Expenses	0.00	0.00	0.00	500.00	84.50	415.50	415.50
49	Precept	51,350.00	51,350.00	0.00	0.00	0.00	0.00	0.00
51	Grants and Donations Received	0.00	7,300.00	7,300.00	0.00	0.00	0.00	7,300.00
54	VAT Refund	28,629.42	28,629.42	0.00	0.00	0.00	0.00	0.00
55	Miscellaneous Income	100.00	103.06	3.06	0.00	0.00	0.00	3.06
67	Bank Interest	1,500.00	3,041.47	1,541.47	0.00	0.00	0.00	1,541.47
71	Tools Purchase	0.00	3,733.33	3,733.33	500.00	4,688.48	-4,188.48	-455.15
72	Tools Maintenance	0.00	0.00	0.00	2,000.00	125.75	1,874.25	1,874.25
73	Tool Hire	0.00	0.00	0.00	500.00	0.00	500.00	500.00
74	Precept EMR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	Materials for Workforce	0.00	0.00	0.00	5,000.00	4,166.05	833.95	833.95
77	Building Improvements	0.00	0.00	0.00	1,000.00	2,527.19	-1,527.19	-1,527.19
81	Legal fees	0.00	0.00	0.00	1,500.00	261.50	1,238.50	1,238.50
92	Electric Workshop and Stores	0.00	0.00	0.00	250.00	964.17	-714.17	-714.17
93	Election Costs	0.00	0.00	0.00	1,000.00	1,436.64	-436.64	-436.64
94	Chair's Allowance	0.00	55.00	55.00	500.00	190.00	310.00	365.00
95	Chapel Running Costs	0.00	0.00	0.00	0.00	115.00	-115.00	-115.00
96	Machinery Fuel	0.00	0.00	0.00	0.00	282.51	-282.51	-282.51
97	Grant Money Spend	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	-3,000.00
98	Rent and Fees	0.00	197.00	197.00	0.00	0.00	0.00	197.00
99	Building Checks					163.00	-163.00	-163.00
	Sub total	81,579.42	102,851.86	21,272.44	51,550.00	51,209.64	340.36	21,612.80

Personnel								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
4	Precept	163,600.00	163,600.00	0.00	0.00	0.00	0.00	0.00
5	Salaries	0.00	0.00	0.00	106,600.00	57,784.90	48,815.10	48,815.10
6	Pensions	0.00	0.00	0.00	23,000.00	20,022.21	2,977.79	2,977.79
7	Tax & NI	0.00	0.00	0.00	27,000.00	19,894.55	7,105.45	7,105.45
8	Staff Clothing & PPE	0.00	0.00	0.00	800.00	1,013.76	-213.76	-213.76
9	Staff Training, Expenses & Mileage	0.00	0.00	0.00	1,500.00	2,827.46	-1,327.46	-1,327.46
10	Councillor Costs & Allowances	0.00	0.00	0.00	200.00	615.00	-415.00	-415.00
11	Consultancy General	0.00	0.00	0.00	4,500.00	2,100.00	2,400.00	2,400.00
65	Recruitment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	Vetting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub total	163,600.00	163,600.00	0.00	163,600.00	104,257.88	59,342.12	59,342.12
Recreations								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
29	Equipment	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
30	Consumables & Maintenance	2,500.00	2,526.76	26.76	4,000.00	2,468.21	1,531.79	1,558.55
31	Utilities - Water	0.00	0.00	0.00	300.00	251.94	48.06	48.06
32	Utilities - Electric	0.00	0.00	0.00	700.00	328.72	371.28	371.28
33	Precept	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00
34	Fees & Rents	2,000.00	3,268.50	1,268.50	0.00	1,092.92	-1,092.92	175.58
78	Tool Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sub total	6,000.00	7,295.26	1,295.26	6,000.00	4,141.79	1,858.21	3,153.47

Waterfront								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- under/ overspend
3	Pontoon & Moorings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64	Pontoon Repairs	0.00	0.00	0.00	500.00	0.00	500.00	500.00
69	General repairs and maintenance	0.00	0.00	0.00	500.00	0.00	500.00	500.00
70	Charges and Fees	3,200.00	0.00	-3,200.00	0.00	0.00	0.00	-3,200.00
79	Insurance pontoon	0.00	0.00	0.00	1,900.00	0.00	1,900.00	1,900.00
80	Utility Water	0.00	0.00	0.00	300.00	50.59	249.41	249.41
	Sub total	3,200.00	0.00	-3,200.00	3,200.00	50.59	3,149.41	-50.59
Summary								
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	Net Position
	NET TOTAL	368,029.42	395,494.93	27,465.51	299,850.00	208,667.69	91,182.31	118,647.82
	VAT					16,010.21		
	GROSS TOTAL		395,494.93			224,677.90		