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 Calstock Parish Council held on Tuesday 07 July 2024, in the Tamar Valley Centre, at 7.00pm.

Those present were: -

COUNCILLORS-

Cllr Ashley, Cllr Boreham, Cllr Brown, Cllr Flashman, Cllr Greenwood, Cllr Kirk, Cllr Ledger, Cllr Letchford, Cllr Newton Chance, Cllr Polglase, Cllr Spurr, Cllr Trapp, Cllr Wakem (Chair), Cllr Warwick, Cllr Wells, Cllr Wilkes.

Miss Clare Bullimore (Clerk – minutes).

62-24/25 Apologies for absence

Cllr Tinto (ill), Cllr Alford, (holiday)

63-24/25 Declarations and dispensations of members' interests in agenda items

None.

64-24/25 Public Participation

Members of the public were present to discuss the Skate Park.

65-24/25 Approve the minutes of the last meeting, 11-06-2024

Proposal/resolution: the minutes be approved. Proposed: Cllr Flashman; seconded: Cllr Letchford – approved by all those present at the last meeting.

66-24/25 Note the actions/expenditure/recommendations of the following Committee meetings

Proposal/resolution: to approve the actions/expenditure and recommendations from the Committee Meetings listed below. Proposed: Cllr Trapp, seconded: Cllr Greenwood – unanimous.

- Burial Committee, 25-06-2024
- Planning Committee, 25-06-2024
- Notes from Heidelberg Liaison Meeting, 13-06-2024
- Environment and Climate Change Committee, 02-07-2024

67-24/25 Matters Arising

Gunnislake Road Improvements – the letter was acknowledged by Will Glassup who communicated that kerb and repainting will come under capital costs. The yellow lines need addressing separately.

Vegetation, Sandhill – Cllr Alvey replied to say the reduction of tree canopy is on Cormac's schedule and landowners on board

Cox Park, trees – the Clerk has received clear information from Cornwall Council that the trees in question are not the responsibility of Cornwall Council. She has written to the owners of Tamar Park to ask them to address them.
Harrowbarrow Post Office – a public meeting will be held on Wednesday 10 July 2024, ward members to report back to the next council meeting.

68-24/25 07 New Correspondence
It was agreed to delegate to F&GP grant requests that have been received from Cotehele Rowing Club (£750), Calstock Rowing Club (£1000), Tamar Grow Local CIC (£1000), Tamar Valley Community Food CIC (£650).

69-24/25 Clerk's Correspondence
Tree survey – this has been carried out with no immediate action required, recommended that another one is carried out in a couple of years' time.
Annual leave – the Clerk will be on annual leave from 12-19 July inclusive.

70-24/25 Request from Judith Robinson re wedding in Calstock on Saturday 21-09-2024 and Sunday 22-09-2024 for additional car parking space; installation of a gazebo; temporary lighting to be put in a tree outside the Village Hall; permission to consume alcohol outside the village hall (using recyclable plastic glasses
It was suggested that Ms Robinson contact the football club to check for fixtures, otherwise all requests could be accommodated. Proposed: Cllr Trapp, seconded: Cllr Newton Chance – 1 abstention (Cllr Warwick).

71-24/25 Transfer of Ownership of Bridge at Wetlands, Calstock and Lease of Town Farm Field – signed by Parish Council and Schedule of Condition sent – waiting for confirmation of completion
It was noted that paperwork has been signed and we are waiting for confirmation of completion. The Schedule of Condition was noted with no comments or amendments.

72-24/25 Update on Planning Inspectorate Footpath 9 modification order: delegate to Footpath Committee
Cllr Brown reported that one major objector has now dropped out and the appeal may be dropped.

73-24/25 Skate Park and basketball hoops
Ben Dance and members of the community spoke about their concerns about the installation of basketball hoops on a space that they believe was gifted to them solely for wheeled sports use. The Parish Council reiterated their commitment to the Skate Park and said the hoops had been placed there as a temporary measure for people to use whilst money is being generated for the ramp. A Recreations Committee will be convened in September with the skate park on the agenda.

74-24/25 Recommendation from Burial Committee to use £2000 from the Ear Marked Reserves for Calstock Cemetery for additional hours to work on the backlog of maintenance in the cemeteries

Proposal/resolution: to approve the above motion. Proposed: Cllr Newton Chance, seconded: Cllr Greenwood – unanimous.

75-24/25 To note BIFFA invoice for emptying of dog bins, £5400

It was noted that this service has been paid for after seeking authorisation from the Chair of the Council, Finance and Amenities to avoid a cessation of service.

76-24/25 To approve the invoice from SCRIBE of £1140 for accounts software

Proposal/resolution to approve the motion above. Proposed: Cllr Newton Chance, seconded: Cllr Wells – unanimous.

77-24/25 To approve invoice from M J Troup for work carried out on the wall at Appleyard, Gunnislake

Proposal/resolution: to approve the invoice. Proposed: Cllr Wells, seconded: Cllr Greenwood – unanimous.

78-24/25 Recommendation from the Environment and Climate Change Committee to approve the Parish Council Committee's Environmental Objectives document and to note changes to the Strategy Document (lead councillors to review their objectives)

Proposal/resolution: to approve the resolution as outlined above. Proposed: Cllr Newton Chance, seconded: Cllr Spurr, unanimous.

79-24/25 Recommendation from the Environment and Climate Change Committee to support further investigations into a solar installation on the pontoon to charge the Tamara Ferry

Proposal/resolution: to approve the resolution as outlined above. Proposed: Cllr Newton Chance, seconded: Cllr Greenwood – one objection (Cllr Warwick) all others in favour.

80-24/25 Update on solicitor's fees, incurred but not yet due: £198.48 (preliminary work on Fosters Field); £183 (application to Land Registry for Parsh Quay); £1109.76 (lease of Town Farm Field)

The above fees were noted.

81-24/25 Work vehicles – delegate the purchase of and/or lease of a work vehicle to F&GP and agree a maximum spend

Proposal/resolution: to delegate to F&GP a maximum spend of £10,000 to purchase a suitable van. Proposed: Cllr Newton Chance, seconded: Cllr Greenwood – unanimous.

82-24/25 Toilets

Nothing to report and it is noted that Gunnislake has been open for a few months with nothing to report.

83-24/25 A390 and Speedwatch

Ongoing discussions about the refuge and pelican crossing.
Abusive behaviour will now be videoed and sent to the police when carrying out speedwatch.

84-24/25 Fosters Field

A Licence to Occupy has been drafted following advice from Cornwall Council. This is to proect the school's continued use of Fosters Field. The contents of the draft document were approved.
Proposed: Cllr Newton Chance, seconded: Cllr Boreham.

85-24/25 Cornwall Council Report – Cllr Kirk

Air Quality – recent charts suggest the air quality is not as much of a concern as it was due to a change in vehicle's emissions.
Double lines – to be installed on roads in Higher Kelly and opposite Rowse Gardens in Calstock
Community Chest – a grant was given to the mother and toddler group to pay their rent of Woodland Way Centre.

86-24/25 Reports from other members representing the Council on the Committees or at meetings of other organisations

Cllr Wells - Police and Crime Commissioner – asking for input from advocates for suggestions for local policing.
Cllr Boreham reported that Lowen School has an open morning, all councillors welcome.
Cllr Brown – attended the Living Churchyard open day and has visited Reach.

87-24/25 Approve payment list, summary of accounts and summary of receipts and payments

Proposal/resolution: to approve the payment list, summary of accounts and summary of receipts and payments – proposed: Cllr Wells, seconded: Cllr Trapp - unanimous

88-24/25 Dates of future committee meetings

It was agreed to suspend Committee meetings during August. Cllr Brown can continue to work on an event for the Environment Committee and therefore does not require the scheduled meeting in August.
F&GP Committee – 23-07-2024, 1900
Planning Committee – 30-07-2024, 1800
Casual Vacancies – 30-07-2024, 1830

89-24/25 Urgent information

Cllr Spurr congratulated the organisers of the Tamar Valley Fete for a great event.

The meeting closed at 2020.

Signed: …… Date: ……

CALSTOCK PARISH COUNCIL
June 2024 PAYMENT LIST

Voucher	Code	Description	Supplier	Amount
145	IT Running Costs	Bitdefender	Google	70.82
146	Subscriptions & Fees	Mobile phone	Lebara Mobile	1.49
147, 148, 150, 173	Salaries	Salary	Staff	7,000.36
149	Pensions	Pensions	Cornwall Council	2,251.78
151	Vehicle Running Costs	Vehicle Fuel	Allstar	221.50
152	IT Running Costs	Google G Suite	Google	9.20
153	IT Running Costs	Google G Suite	Google	105.00
154	IT Running Costs	Google G Suite	Google	75.60
155	Car Parks Repairs & Maintenance	Car Park Cleansing	Cornwall Council	7,649.24
156	Vehicle Running Costs	Vehicle maintenance	Vincent Tractors & Plant	352.00
157	Tool Hire	Tool Hire	GB Tool Hire & Clothing Ltd	431.40
158	Car Parks Repairs & Maintenance	Car Parking Machine Gunnislake Mainte	Metric	399.00
159	Tool Hire	Tool Hire	GB Tool Hire & Clothing Ltd	197.15
160	Tool Hire	Tool Hire	GB Tool Hire & Clothing Ltd	148.30
161	Tool Hire	Tool Hire	GB Tool Hire & Clothing Ltd	138.00
162	Materials for Workforce	Tools	GB Tool Hire & Clothing Ltd	86.85
163	Tools Maintenance	Vehicle service	GB Tool Hire & Clothing Ltd	59.38
164	Staff Clothing & PPE	Protective Clothing	GB Tool Hire & Clothing Ltd	53.86
165	Materials for Workforce	Materials for Workmen	GB Tool Hire & Clothing Ltd	25.25
166	Materials for Workforce	Materials for Workmen	GB Tool Hire & Clothing Ltd	17.44
167	Materials for Workforce	Materials for Workmen	Trewartha, Gregory and Doidge	126.93
168	Waste Removal	Waste Collection	Sparlings Recycling	22.80
169	Fees	Memorial Plaque	Pens and Moor	42.00
170	Staff Training, Expenses & Mileage	STAFF MILEAGE	Peter Gadd	12.60
171	IT Running Costs	Voip Phone Top-up	Voipfone	60.00
172	Miscellaneous Expenses	Regalia	Timpsons	25.00
174	Materials for Workforce	Materials for Workmen	timberstore	26.69
175	Consumables & Maintenance	Materials for Workmen	timberstore	25.14
176	Materials for Workforce	Materials for Workmen	timberstore	16.96
177	General repairs and maintenance	Materials for Workmen	timberstore	46.17
178	TVC Rent & Rates	Rates TVC	Cornwall Council	84.00
179	Car Parks Business Rates	Rates Harrowbarrow CP	Cornwall Council	142.00
180	Car Parks Business Rates	Car Parking Fees General	Cornwall Council	94.00
181	Car Parks Business Rates	Car Parking Fees Gunnislake	Cornwall Council	119.00
182	Toilets Utilities - Water	Water Calstock toilets	South West Water	90.70
183	Materials for Workforce	Materials for Workmen	timberstore	29.11
184	Staff Clothing & PPE	Protective Clothing	Amazon Services Europe	64.16
185	Consumables & Postage	Office Equipment	Amazon Services Europe	23.29
186	Vehicle Running Costs	Tools	Vincent Tractors & Plant	105.36
187	Consultancy General	Consultancy Support	task-it.com	300.00
188	Pontoon & Moorings	Mooring permits	Avery UK	45.63
189	Toilets Utilities - Electric	Electric Calstock Toilets	Corona Energy	53.51
190	Toilets Utilities - Electric	Electric Gunnislake Toilets	Corona Energy	41.61
191	Staff Training, Expenses & Mileage	STAFF MILEAGE	Peter Gadd	20.25
192	IT Running Costs	Refund	Voipfone	-60.00
193	Utilities - Electric	Electric Gunnislake Pavilion	Pozitive Energy	33.89
194	Toilets Utilities - Electric	Electric Calstock Toilets	Corona Energy	28.86

195	Toilets Utilities - Electric	Electric Gunnislake Toilets	Corona Energy	53.11
196	Staff Training, Expenses & Mileage	STAFF MILEAGE	Peter Gadd	43.20
197	Vehicles Leases & Purchase	Van Leases	Ford Lease	325.12
198	Staff Training, Expenses & Mileage	STAFF MILEAGE	Adrian Endacott	11.70
199	Materials for Workforce	Signs	Tavy Signs	32.00
200	Materials for Workforce	Signs	Tavy Signs	128.00
201	Subscriptions & Fees	Parish Online Subscription	GeoXphere Ltd	210.00
202	Tools Purchase	Tools	D S Bennett Uk Ltd	693.83
203	Toilets Repairs & Maintenance	Toilet Hygiene	Impact Laundry & Cleaning Ltd	1,273.03
204	Parking Charges & Permits	Car Parking Patrols	Cornwall Council	127.17
205	Materials for Workforce	Materials for Workmen	S P Wilton Haulage	253.12
205	Consumables & Maintenance	Materials for Workmen	S P Wilton Haulage	314.18
205	Consumables & Maintenance	Materials for Workmen	S P Wilton Haulage	14.63
206	Utilities - Water	Water Calstock Cemetery	South West Water	12.63
207	Utilities - Water	Water St Annes PF	South West Water	8.30
207	Utilities - Water	Water St Annes PF	South West Water	6.66
208	IT Running Costs	Printer toner	Cartridge People	82.90
209	IT Running Costs	VOIP Phone	Voipfone	60.00
210	Waste Removal	Waste Collection	Biffa	189.05
211	Vehicle Running Costs	Vehicle Fuel	Allstar	114.32
212	Staff Training, Expenses & Mileage	STAFF MILEAGE	Peter Gadd	43.20
213	Parking Charges & Permits	Car Parking Patrols	Cornwall Council	10.00
214	Tax & NI	Tax & NI	HMRC	2,252.88
215	Miscellaneous Expenses	Tree Maintenance	Cornwall Tree Consultancy	1,887.92
216	Bins	Dog Bins emptying	Biffa	4,500.00
217	Materials for Workforce	Tools	Screwfix	308.31
Total				**33868.54**

Explanatory Information

Voucher	Description	Amount	Minute Note/Approval
155	Car Parks Repairs & Maintenan	7,649.24	193/23 10-10-2023, Full Council
215	Tree survey	1,887.92	21-24/25 Full Council 14-05-2024
216	Annual dog bin emptying	4,500.00	Budgeted for in November, approval sought from Chair, Chair of Amenities and Chair of F&GP
		14,037.16	
202	Tools	693.83	To come from OSL Ear Marked Reserve

Accounts Summary 31 May 2024		Per annum
Current Account	£80,112.06	
Petty Cash	£62.43	
General Reserves Account	£90,425.47	
Earmarked Reserves Account		
Calstock Village Pontoon	*£4,500.00*	£3,000.00
Playground equipment	*£27,434.17*	£10,000.00
Calstock Cemetery Extension	*£15,000.00*	ceased
Skateboard Park	*£9,000.00*	ceased
Car Park Maintenance	*£3,000.00*	£6,000.00
Footbridge, Wetlands	*£1,500.00*	£3,000.00
Outside Services	£11,522.27	one off
CIL	*£5,158.77*	ad hoc
Capital Works	*£34,807.59*	£23,000.00
	£111,922.80	**£45,000.00**
106 (to apply for from CC)	*Claimed and in EMR*	
	Playground Equipment	
Cash in hand	**£282,522.76**	
Forecast Expenditure for year remaining	£306,469.98	
Forecast Income for year remaining	£317,050.39	
Recommended Minimum General Reserve	£97,650	
(25% of total income)		

Calstock Parish Council

Summary of Receipts and Payments 28-06-2024

All Cost Centres and Codes

Amenities

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
1	Precept	55,000.00	27,000.00	-28,000.00				-28,000.00
2	Parking Charges & Permits	5,000.00	383.00	-4,617.00	1,500.00	378.25	1,121.75	-3,495.25
12	General Equipment Purca				1,500.00		1,500.00	1,500.00
13	General Repairs & Mainte				2,000.00	120.00	1,880.00	1,880.00
14	Toilets Equipment & Cons				3,500.00	100.22	3,399.78	3,399.78
15	Toilets Repairs & Mainten				20,000.00	4,062.57	15,937.43	15,937.43
16	Toilets Utilities - Water				2,500.00	145.97	2,354.03	2,354.03
17	Toilets Utilities - Electric				950.00	234.81	715.19	715.19
18	Toilets Business Rates							
19	Car Parks Equipment & Cc				500.00	205.00	295.00	295.00
20	Car Parks Repairs & Maint				12,000.00	8,168.24	3,831.76	3,831.76
21	Car Parks Business Rates				3,600.00	1,057.91	2,542.09	2,542.09
22	Street Lighting				6,000.00	1,639.46	4,360.54	4,360.54
23	Bins				5,200.00	4,628.18	571.82	571.82
59	Calstock Car Park Ground							
	SUB TOTAL	**60,000.00**	**27,383.00**	**-32,617.00**	**59,250.00**	**20,740.61**	**38,509.39**	**5,892.39**

Burial

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
24	Consumables & Maintena				2,500.00	566.67	1,933.33	1,933.33
25	Utilities - Water				250.00	52.08	197.92	197.92
26	Utilities - Electric				250.00	119.57	130.43	130.43
27	Precept							
28	Fees	14,000.00	1,905.00	-12,095.00	200.00	42.00	158.00	-11,937.00
	SUB TOTAL	**14,000.00**	**1,905.00**	**-12,095.00**	**3,200.00**	**780.32**	**2,419.68**	**-9,675.32**

Environment & Climate Emergency

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
57	Forest for Calstock Parish				200.00		200.00	200.00
60	Public engagement, publi				2,800.00	436.67	2,363.33	2,363.33
62	Precept	3,000.00	1,500.00	-1,500.00				-1,500.00
68	Food Action							
	SUB TOTAL	**3,000.00**	**1,500.00**	**-1,500.00**	**3,000.00**	**436.67**	**2,563.33**	**1,063.33**

Finance

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
38	TVC Rent & Rates				7,000.00	247.83	6,752.17	6,752.17
39	Consumables & Postage				500.00	23.29	476.71	476.71
40	IT Equipment				1,500.00		1,500.00	1,500.00
41	IT Running Costs				6,000.00	1,293.25	4,706.75	4,706.75
42	Insurance				7,500.00	4,434.28	3,065.72	3,065.72
43	Grants Given				5,000.00	750.00	4,250.00	4,250.00
44	Vehicles Leases & Purchas				12,000.00	1,080.63	10,919.37	10,919.37
45	Vehicle Running Costs				6,500.00	986.90	5,513.10	5,513.10
46	Subscriptions & Fees				3,800.00	2,601.73	1,198.27	1,198.27
47	Waste Removal				1,600.00	727.29	872.71	872.71
48	Miscellaneous Expenses				1,000.00	2,736.06	-1,736.06	-1,736.06
49	Precept	56,000.00	28,000.00	-28,000.00				-28,000.00
50	Council Tax Rebate							
51	Grants and Donations Rec	5,000.00		-5,000.00				-5,000.00
52	Rents Miscellaneous					2,750.00	-2,750.00	-2,750.00
53	Refunds							
54	VAT Refund	22,421.00	18,772.29	-3,648.71				-3,648.71
55	Miscellaneous Income	130.00	95.94	-34.06	250.00		250.00	215.94
66	CIL FUND	500.00	3,434.68	2,934.68				2,934.68
67	Bank Interest	1,200.00	1,258.55	58.55				58.55
71	Tools Purchase				6,500.00	4,330.85	2,169.15	2,169.15
72	Tools Maintenance				2,000.00	203.69	1,796.31	1,796.31
73	Tool Hire					807.00	-807.00	-807.00
74	Precept EMR	45,000.00	22,500.00	-22,500.00				-22,500.00
75	106 money		7,434.17	7,434.17				7,434.17
76	Materials for Workforce					3,582.36	-3,582.36	-3,582.36
77	Building Improvements				4,500.00	1,533.38	2,966.62	2,966.62
	SUB TOTAL	**130,251.00**	**81,495.63**	**-48,755.37**	**65,650.00**	**28,088.54**	**37,561.46**	**-11,193.91**

Personnel

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
4	Precept	148,000.00	74,000.00	-74,000.00				-74,000.00
5	Salaries				82,000.00	20,344.73	61,655.27	61,655.27
6	Pensions				28,000.00	6,755.32	21,244.68	21,244.68
7	Tax & NI				29,000.00	5,978.79	23,021.21	23,021.21
8	Staff Clothing & PPE				800.00	818.37	-18.37	-18.37
9	Staff Training, Expenses &				1,500.00	825.05	674.95	674.95
10	Councillor Costs & Allowa				200.00		200.00	200.00
11	Consultancy General				4,500.00	900.00	3,600.00	3,600.00
65	Recruitment							
	SUB TOTAL	**148,000.00**	**74,000.00**	**-74,000.00**	**146,000.00**	**35,622.26**	**110,377.74**	**36,377.74**

Recreation

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
29	Equipment				13,000.00	172.58	12,827.42	12,827.42
30	Consumables & Maintena	2,500.00		-2,500.00	15,000.00	691.24	14,308.76	11,808.76
31	Utilities - Water				200.00	60.50	139.50	139.50
32	Utilities - Electric				850.00	100.55	749.45	749.45
33	Precept	27,500.00	13,750.00	-13,750.00				-13,750.00
34	Fees & Rents	1,850.00	2,738.90	888.90		364.00	-364.00	524.90
78	Tool Hire					345.45	-345.45	-345.45
	SUB TOTAL	**31,850.00**	**16,488.90**	**-15,361.10**	**29,050.00**	**1,734.32**	**27,315.68**	**11,954.58**

Waterfront

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	er/over spend
3	Pontoon & Moorings		103.00	103.00		45.63	-45.63	57.37
64	Pontoon Repairs				1,000.00		1,000.00	1,000.00
69	General repairs and maint				1,000.00	46.17	953.83	953.83
70	Charges and Fees	3,500.00	635.00	-2,865.00		1,976.15	-1,976.15	-4,841.15
	SUB TOTAL	**3,500.00**	**738.00**	**-2,762.00**	**2,000.00**	**2,067.95**	**-67.95**	**-2,829.95**

Summary

NET TOTAL	**390,601.00**	**203,510.53**	**-187,090.47**	**308,150.00**	**89,470.67**	**218,679.33**	**31,588.86**
V.A.T.					7,431.30		
GROSS TOTAL		**203,510.53**			**96,901.97**		

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