Calstock Parish Council
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FULL COUNCIL AGENDA, Tuesday 14 October 2025 in the Tamar Valley Centre, at 1900.

1. Apologies for absence

2. Declarations and dispensations of members' interests in agenda items

3. Public participation

4. Approve minutes of the last Meeting 09-09-2025*

5. Note the actions/expenditure/recommendations of the following Committee meetings*
   - Environment and Climate Emergency Committee, 16-09-2025
   - Planning Committee, 16-9-2025
   - Amenities Committee, 23-09-2025
   - Recreations Committee, 23-09-2025
   - Personnel Committee, 07-10-2025
   - Finance and General Purposes Committee, 07-10-2025

6. Matters Arising
   - Enhanced Local Maintenance Partnership Grant – funding agreed for Danescombe and Cox Park paths (£9250) an additional £3200 asked for Gunnislake River path (15/1) but still awaiting a decision
   - Emergency Plan – the Clerk is looking into this but it will not be straightforward in a Parish of our size*

7. Standing Item: New Correspondence
   - Cotehele Woodland Management Plans – George Holmes, National Trust*
   - Footpath Modification Order Notification*

8. Standing Item: Clerk's Information
   - CIL money to be received £2885.98 (PA20/05827 Uplands, Station Road, Gunnislake)*
   - Interest in using Gunnislake pitch for a men's football team next year, more details to follow
   - South West Water inspection into the water supply for Calstock Toilets – initial feedback suggest the wrong meter has been read
   - Cotehele Gig Club trip to London (work van used)
   - Remembrance Service – Copper Valley Primary Academy Car Park, Sunday 09-11-2025, 0915 for 0930 start**

9. Note the formal notification of a Vacancy in the Harrowbarrow Ward following Andrew Brown's resignation*

10. Approve the Protocol for Co-Options* (guidance from CALC) and agree timescales for filling the Harrowbarrow vacancy

11. Recommendation from the Recreation Committee that Cllr Trap is Chair of the committee

12. Recommendation from the Recreation Committee that the Terms of Reference for the Recreations Committee are approved*

13. Recommendation from the Personnel Committee that Cllr Trapp is Chair of the Committee

14. Recommendation from the Personnel Committee to approve the Terms of Reference*

15. Recommendation from the Personnel Committee to review a member of staff's spinal point (salary) and to resolve that the item is moved to Part 2 and the press and public are excluded under the Local Government Act 1972, schedule 12A as information relates to an individual person and their financial affairs: disclosure of such information would be contrary to the public interest due to the need to protect personal data and confidentiality in employment matters.

16. Recommendation from the Personnel Committee to approve the Protocol for the Working Practices of the Outside Services Staff*

17. Recommendation from the Personnel Committee to recommend the Security Protocols and for any impact of this to be reviewed and monitored by the Personnel Committee*

18. Confirmation from the Finance and General Purposes Committee that the Internal Audit took place with one query on IT equipment being securely marked for the Clerk to follow up on

19. Recommendation from the Finance and General Purposes Committee that the amended Data Retention Policy be approved, in line with guidance from the National Association of Local Councils*

20. Recommendation from Amenities Committee to ask Highways to consider road and traffic issues for capital works, maintenance or funding through the Highways Community Area Partnership Scheme if it is running again*
    - The Orchard, Gunnislake (double yellow lines to prevent obstruction)
    - The Crescent, Gunnislake (extend double yellow lines to prevent obstruction)
    - Junction of A390 and Calstock Road, Gunnislake (repaint the double yellow lines to prevent obstruction and hazard)
    - Cemetery Road, Albaston – to request that hearses and funereal vehicles are able to park
    - All Saints Park – move variable speed notification to ASDA to deter speeding at this point on the A390
    - Junction from A390 to Rising Sun – signs and lines to be clearer

21. Feasibility Study – Renewable Energy – meeting with councillors to be arranged to discuss findings*

22. Clerk's request for the Office to be shut from Thursday 18 December 2025 until Tuesday 30 December 2025 (Outside Services staff to be operating during the working days) to enable annual leave to be taken.

23. Standing Item – Environmental and Climate Information

24. Standing Item – A390 and Speedwatch

25. Standing Item – Reports from other members representing the Council on the Committees or at meetings or other organisations

26. Cornwall Council Report if available from Cllr Angus Black, Divisional Member

27. To approve the Summary of Accounts: List of Payments, List of Receipts, Accounts Summary, Receipts and Payments in all Cost Centres*

28. Future meetings – please note times of meetings will be confirmed on published agendas*:

    - Planning Committee – 21-10-2025, 1830 (TBC)
    - Environment and Climate Committee – 21-10-2025, 1900
    - **Committees for Precept Requirements**: 28-10-2025: Recreations, 1800; Burial; 1830; Amenities (if required) 1900. *Personnel have met and agreed a recommendation already*.
    - **Finance and General Purposes – precept meeting: 25-11-2025** - to confirm this date, which is scheduled later in the month than usual.

29. Urgent information

Part 2 – **REQUIRED. To discuss item 13**

***Indicates information enclosed or previously disseminated to Council Members. This information is available to members of the public and interested parties– please give 24 hours' notice should you wish to view these documents and contact the Clerk at the address above.**

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please note items discussed in public participation should only relate to agenda items. If you wish to speak about anything else, please contact the clerk or a councillor to arrange for it to be included on an appropriate agenda.