Dear Member

You are summoned to an Annual meeting of the Council which will be held on **Tuesday 19 May 2015** in the Tamar Valley Centre commencing at 7.00pm.

Yours sincerely

SJ Lemon

Clerk

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

**AGENDA**

1. Election of Chairman/Vice Chairman
   - Declaration of acceptance of office
2. Chairman’s Opening Remarks regarding the recording of meetings – a reminder that anyone participating in the meeting may be filmed, recorded, photographed or otherwise reported about.
3. Apologies
4. Declarations of members’ interests in agenda items
5. Election of committees and representatives on committees of other organisations
   - Councillor Attendance*
   - Review of Terms of Reference
   - Advertising Co-option Vacancy in Delaware Ward
6. Review of:
   - Review and adoption of appropriate standing orders and financial regulations;
• Review of contracts with other agencies/authorities
• Review of representation on or work with external bodies and arrangements for reporting back;
• Review of inventory of land and assets including buildings and office equipment;
• Confirmation of arrangements for insurance cover in respect of all insured risks;
• Review of the council’s and/or staff subscriptions to other bodies;
• Review of the council’s complaints procedure;
• Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
• Review of the council’s policy for dealing with the press/media; and
• Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7. Public participation (limited to 15 minutes)
8. Policing Issues
9. Approve Minutes of last meeting 6 May 2015*
10. Approve minutes of Committee Meetings
    • Cemetery Chapel Working Party 6 May 2015*
    • Neighbourhood Plan Meeting 30 April 2015*
11. Matters Arising (Action List)*
    • Car Parks/Bollards Committee Update
    • Neighbourhood Plan Update
12. New Correspondence
    • Letter from Robert Cock of Cornwall and Devon Housing Association
    • Letter from Jasmin O’Brien re Artwork in Calstock
13. Accounts
14. Motion to transfer monies from reserves to Cemetery Chapel – Cllr Hoile
    • (£15k in reserves at present)
15. Cornwall County report
16. Reports from members representing the Council on the Committees or at Meetings of other organisations
17. Dates of Future Committee Meetings – F&GP, Footpaths, Recreations
18. Footpath 606/9/1 End of Nicholas Meadow, Metherell – Cllr McLachlan
19. Urgent Information
20. Planning

**PLANNING COMMITTEE NOTIFICATION**:  
PA14/1118 – Calstock 
Proposed Single Earth Sheltered Dwelling  
Land adjacent to Rosehill House, Higher Kelly, Calstock  
Mr Alan Yoshihara-Coles 
Please read the Case Officer’s Report* to prepare for discussion

PA15/02685 - Harrowbarrow
Change of use of existing field from Agricultural to Equestrian use. Formation of level area for the construction of a timber stables building, to include stables, hay and straw storage areas and tack room. Formation of a vehicular access into the site from the road. Provision for storage of the applicant's touring caravan on the site (1no. caravan). Field 4968 Callington Road Harrowbarrow Callington

PA15/04287 - Acorn Parks Ltd - Harrowbarrow
Outline Planning application with some matters reserved for the erection of 4 dwellings (resubmission of PA14/11672) The Willows Lower Metherell Callington Cornwall

Part 2 – If required
After resolution to exclude the Press and Public to consider items which the Council considers being of a confidential nature
*Indicates information enclosed
#Information is available on Councillor Website

Please note: anyone participating in the meeting may be filmed, recorded, photographed or otherwise reported about.
Minutes of a meeting of the Calstock Parish Council
held on Tuesday 19 May 2015,
in the Tamar Valley Centre commencing at 7.00pm.

Those present were:-
COUNCILLORS - Cllr Alford, Cllr Greenwood, Cllr Hoile, Cllr Irons, Cllr Jaggard, Cllr Kirk,
Cllr McLachlan, Cllr Manning, Cllr Moore, Cllr Roberts, Cllr Rooker (Chair), Cllr Scrivens,
Cllr Wakem, Cllr Wright, Miss Sue Lemon (Clerk) and Miss Clare Bullimore (Deputy Clerk [minutes]).

137/15 CHAIRMAN’S OPENING REMARKS
Cllr Roberts welcomed those present and reminded them that participants may be
recorded or filmed. It was noted that the agenda had altered slightly to include items from
the Standing Orders to be checked – it was proposed by Cllr Rooker that the new agenda
be accepted, seconded by Cllr Roberts, unanimous support.

138/15 ELECTION OF CHAIRMAN/VICE CHAIRMAN
Proposal: Cllr Hoile proposed that Cllr Rooker be the Chairman, seconded by Cllr
Jaggard, unanimous support.
Resolution: Cllr Rooker to be the Chair for 2015-2016.
The outgoing Chairman, Cllr Roberts presented Cllr Rooker with the chains of office.

Proposal: Cllr Rooker proposed that Cllr Alford be the Vice Chair, seconded by Cllr Hoile,
unanimous support.
Resolution: Cllr Alford to be the Vice Chair for 2015-2016.

139/15 APOLOGIES
Apologies were accepted from: Cllr Beech, Cllr Woolford and Cllr Yates. Cllr McLachlan
was late but had attended another meeting at the request of Cllr Roberts (who was
Chairman at the time of the request).

140/15 DECLARATION OF MEMBERS’ INTERESTS IN AGENDA ITEMS
None

141/15 ELECTION OF COMMITTEES AND REPRESENTATIVES ON COMMITTEES OF
OTHER ORGANISATIONS
Committees:

- Burial Board – no change
- F&GPP – the same with Cllr Roberts joining
- Footpaths – the same with Cllr Roberts joining
- Pleasure Boats and Moorings – no change
- Recreation – no change
- Planning – no change
• Neighbourhood Planning Board – no change

It was agreed that the Committees will review the Terms of Reference when they next meet and elect their Chairs.

Other organisations:
• Caradon Community Network – Cllr Rooker and Cllr Roberts to attend with the Clerk
• CALC/LLC (Larger Local Council Meetings – Cllr Rooker and the Clerk
• Cornwall Council Planning Liaison – Cllr Roberts – to continue
• Delaware Community Learning Centre – Clerk to find out about this and see if it is still meeting
• Devon and Cornwall Rail Partnership – Cllr Kirk attends as Cornwall Council representative and will continue to do so, whilst also representing the Parish
• Harrowbarrow Hall Committee – Cllr Roberts – to continue
• Kit Hill Advisory Forum – Cllr McLachlan
• Port of Plymouth Marine Liaison Committee – Cllr Manning – to continue
• Tamar Valley AONB – Cllr Kirk – to continue (Cllr Moore reserve)
• Tamar Valley Centre – Miss S Lemon, Clerk – to continue
• Police TiMS - Miss S Lemon/Miss C Bullimore – to continue
• Helping Hands for Heritage – Cllr Moore
• Archives Trust – Cllr Irons (Trustee) – to continue

The following groups will be removed from the list as they have not met or have ceased:
• Calstock Community Land Trust
• Cordiale Project (complete)
• Cornwall and West Devon Mining Governance Forum
• Parish Transport
• Tamar River Forum
• Tamar Valley Heritage Forum (complete)

**ACTION:** Clerk to update the lists

The Councillor attendance was circulated – Cllr Moore made the only comment that apologies should be given with a reason by individual councillors so that the Council can accept or decline the apologies. Cllr Hoile asked if the attendance had been published on the internet.

**ACTION:** Clerk to check the attendance has been published on the website and do so if not.

The Clerk explained that the Co-option vacancy for the Delaware Ward would be advertised by the end of the week.

**ACTION:** Clerk to advertise the Co-option vacancy for the Delaware Ward.
142/15 REVIEW OF RELEVANT ITEMS FROM STANDING ORDERS, SECTION 6, J
(that are not included as separate agenda items)

- Review and adoption of appropriate standing orders and financial regulations - the Standing Orders were reviewed and agreed in October 2014 and matches the model issued by CALC.
- Review of arrangements/agency agreements – Clerk reviews contracts with external agencies regularly
- Review of representation on or work with external bodies – agenda item 141/15
- Review of inventory of land and assets including buildings and office equipment – F&GPP working on this and liaising with Council’s solicitor
- Confirmation of arrangement for insurance cover – Clerk reviewed and agreed the renewal at last Council Meeting (06-05-15)
- Review of Council’s/staff Subscriptions to other bodies – SLCC, CALC, FIT, LCCC, approved
- Review of complaints procedure – the policy was reviewed last year
- Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – policy is in place
- Review of the council’s policy for dealing with the press/media – policy in place and regular contact/attendance by press at meetings
- Determining the times and place of ordinary meetings of the full council up to and including the next annual meeting of full council – meetings will continue to run on the First Wednesday of the month and Third Tuesday of the month (unless there is one is the Christmas/New Year Bank Holiday) and the Annual Meeting will be the Third Tuesday of April 2016.

Cllr Hoile proposed that all those reviewed were deemed satisfactory and should remain in place, unanimous support.


143/15 PUBLIC PARTICIPATION

Jasmin O’Brien addressed the Council and showed some artwork samples. She would like to do a mural in Calstock and would only be wanting her material and travel expenses covered – no other payment. There is a possible site in Calstock. Cllr Kirk suggested an event be held in Calstock to garner public opinions.

ACTION: Clerk to email Jasmin the contact details for Calstock Hall.

144/15 POLICING ISSUES

Jo Addems sent the following report through:

Crime statistics
Assault – Drakewalls – Community Resolution - Suspect Identified – Crime Finalised.
Domestic Assault – Calstock – Under Investigation – Suspect Identified
Theft of Political Sign – Lower Dimson – Under Investigation
Criminal Damage to property – Norris Green – Under Investigation
Dog Offence – Metherell – Community Resolution – Suspect Identified
Dog Offence – Cotehele – No further Police Action
Logs of note

Log 124 22/04/15

On 21st April approximately 1500 hours a lady was sat by the river just down from Gunnislake Weir taking wildlife photographs. A male came and stood right next to her. He asked if she was bird watching to which she replied yes. He continued to ask questions to her which made her feel extremely uncomfortable. He made a comment about how deep or shallow the water was which prompted the lady to leave the location. The male turned and began to walk in the direction the lady was leaving in so she changed her path and walked the opposite direction.

The lady described the male as a white male, aged 20'3/30’s, 5ft 9inches tall with mousy wavy hair, at an ordinary length. A distinguishing feature was that his bottom lip was protruded quite a bit. The male was wearing a blue and white striped tee-shirt. He was then spotted by the Rising Sun pub. I spoke with the people working on that day but they do not remember him so I believe he did not go inside.

We have been unable to identify the male and are asking whether the description is familiar to anyone? Just want to offer words of advice to the male about his demeanour when speaking with others in isolated locations.

No log number – just a report

145/15 APPROVE MINUTES OF LAST MEETING 06-05-15

Cllr Hoile proposed that the minutes were approved
Cllr Alford seconded

Resolution: that the minutes are approved with unanimous support

146/15 APPROVE MINUTES OF WORKING PARTIES AND COMMITTEES

- Cemetery Chapel Working Party 06-05-15 - Cllr Hoile proposed that the minutes be approved, Cllr Irons seconded – RESOLUTION – The minutes were approved after unanimous support
- Neighbourhood Plan 30-04-15 – Cllr Moore proposed to approve the minutes; no-one else had been present so the RESOLUTION was carried to approve the minutes.

147/15 MATTERS ARISING/ACTION LIST

- Action List – most items complete or awaiting information from other people
- Gunnislake Riverside Path – meeting held with Tavi Taskforce who are able to help with the Path and can do the work mid-July
- Car Parks – Cllr Rooker reported that she went to the solicitors to try to sign the declaration but was asked some questions that she needed clarification on. The solicitor suggested that the declaration is superfluous if the notices were signed 14 days in advance of the leases being signed. The Clerk will go back to Cornwall Council for clarification as to whether they do need the declarations signed. Cllr Hoile requested a Car Park meeting and suggested 23rd June 2015, 7.00pm and also suggested a F&GPP Meeting is held on the same evening at 6.00pm.
**ACTION:** Clerk to confirm with Cornwall Council about the declarations

- Neighbourhood Plan – Cllr Moore explained a sub-group had been held to discuss the questionnaire and had no further information to add other than information held in the minutes that had been circulated prior to the meeting.

**148/15 NEW CORRESPONDENCE**

A letter had been received from Robert Cock of Devon and Cornwall Housing who own land in Gunnislake and were asking if it may be suitable for Affordable Housing or if the Parish Council has other ideas about its use. There were discussions about the viability of the land and concerns about contamination and drainage. It was suggested that a meeting be set up to discuss with Mr Cock.

**ACTION** – Clerk to arrange a meeting with Mr Cock.

A letter had also been received from Jasmin O’Brien – *see agenda item 143/15*, as Jasmin addressed the Council during Public Participation.

**149/15 ACCOUNTS**

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**14478.99**
Cllr Moore proposed the approval of the accounts, Cllr Roberts seconded

RESOLUTION – the accounts were approved with unanimous agreement

150/15 MOTION TO TRANSFER MONIES FROM RESERVES TO CEMETERY CHAPEL (£15,000 IN RESERVES AT PRESENT) – CLLR HOILE

Cllr Hoile explained that the Heritage Lottery Fund is moving the Chapel work forward. The HLF have suggested the Parish Council should donate £20,000 as a grant, £15,000 has already been set aside for this in reserves. In addition to this the HLF ask that a further £10,000 is underwritten by the Parish Council: the HLF support grants that fundraise £10,000 – this is not done by charity events but is evidenced through volunteer hour time. They are confident this can be achieved but Cllr Hoile would like this amount underwritten by the Council.

PROPOSAL: Cllr Hoile proposed moving a further £5,000 into the reserves and underwriting £10,000

SECONDED: Cllr Roberts

RESOLUTION – It was decided with unanimous support that a total of £20,000 is donated to the Cemetery Chapel project from the Parish Council and a further £10,000 is underwritten in the unlikely event that £10,000 cannot be raised in volunteer time.

151/15 CORNWALL COUNCIL REPORT – CLLR KIRK

- Andrew Kerr is leaving his Cornwall Council Chief Executive post to go to Edinburgh after 18 months at Cornwall Council
- John Pollard has been re-elected leader of Cornwall Council and continues to sound opinion on the ‘Case for Cornwall’ – there is a public participation event on devolution on 28th May 2015 at Luxstowe House at 6.30pm, further information can be found at www.cornwall.gov.uk/standup
- Cornwall is to receive 600million Euros of European Funding over the next few years now that Whitehall has released it – Cornwall’s GDP is now only 64% of the European average
- Adult Care remains a problem with not enough competing organisations with Cornwall to generate effective competition
- The Duchy have conceded that they will retain the permissive path at Clitters, however, although the public can gain access to it, it will not be on the definitive map by declaration of unimpeded access
- Cllr Kirk attended a ceremony of installation for the new vicar of Calstock Parish – the ceremony was led by the Bishop of St Germans at St Dominic Church – Cllr Flashman and Cllr Roberts were also in attendance
- Phil Mason, Head of Planning has emailed to say that he intends to discuss the correlation between more housing and more pollution caused by increased traffic through Gunnislake with his Local Plans Team once the Local Plan enquiry has been completed (which should be over the next few weeks)
- Bert Biscoe, Cabinet member for Transport has been in communication to assure Cllr Kirk of Cornwall’s support for the Tamar Valley railway Line but also suggested that Cllr Kirk continue to advocate for this
Delaware School is improving and the future of Gunnislake School does not appear to be under threat.

A Post Box has been put in front of a bench, alongside Gunnislake bus stop with no prior consultation or agreement from the Parish Council – Cllr Kirk will try to speak to someone about this as its current location is unacceptable.

Reinforcement works on Sand Hill are finally being carried out.

Cornwall Council has purchased 16 houses on the Nicholas Field development to rent out for Affordable Housing.

152/15 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS

Cllr Roberts and Cllr Kirk attended the swearing in of the new vicar.

Cllr Roberts attended the Civic Service in Callington.

153/15 DATES OF FUTURE COMMITTEE MEETINGS

F&GPP – 23rd June, 2015, 6.00pm

Car Parks – 23rd June 2015, 7.00pm

Footpaths – Sunday 24th May 2015, 10.00am (Nicholas Meadow)

Recreations – Wednesday 20th May 2015, 6.00pm (Gunnislake Playing Field).

154/15 FOOTPATH 606/9/1 END OF NICHOLAS MEADOW, METHERELL, CLLR MCLACHLAN

Meeting arranged for 24-05-15.

155/15 URGENT INFORMATION

It was reported that a girl had broken both her arms falling off the zip wire in Harrowbarrow Playing Field. The report came in this morning, the accident happened last Wednesday and the parent was alerting the Council. The Clerk will tell the insurance company and Recreation Committee will meet as a matter of urgency at Harrowbarrow Playing Field and prepare a report. Cllr Roberts will ask members of Harrowbarrow Committee to attend as well, the Clerk will bring the latest ROSPA report and weekly checklists – all of which have showed low risk and highlighted no issues.

156/15 PLANNING

PA14/1118, land adjacent to Rosehill House, Higher Kelly, CALSTOCK – MARKED FOR PLANNING COMMITTEE

Proposed single earth sheltered dwelling

This application had been opposed by the Parish Council. The Planning Officer approves the application and it is marked for committee. Discussion was held about the site and whether it is within the Conservation Area and inside the Development Area (it appears that it is outside the Conservation Area and inside the Development Area). After much discussion a proposal was made by Cllr Manning to support the application, this was seconded by Cllr Roberts and a vote showed 7 in favour of the proposal, 3 objections (Cllrs Hoile, McLachlan and Kirk) and 4 abstentions (Cllrs Irons, Scrivens, Rooker and Moore).
RESOLUTION: to propose to SUPPORT the application if the building work is carried out strictly in accordance with the plan and within the agreed boundaries.

PA15/02685, Field 4968, Callington Road, HARROWBARROW
Change of use of existing field from agricultural to equestrian use. Formation of level area for the construction of a timber stables building, to include stables, hay and straw storage areas and tack room. Formation of a vehicular access into the site from the road, provision for storage of the applicant’s touring caravan on the site. After much discussion Cllr Roberts proposed that the application be OBJECTED to on the grounds that this is an incomplete application as – under the National Planning Framework Policy – the position of the building to fixed know datum is not provided, Cllr Jaggard seconded. RESOLUTION - to object to the application for the reasons cited above, carried with 12 votes in favour and 2 abstentions (Cllrs Hoile and Kirk).

PA15/04287, The Willows, Lower Metherell, HARROWBARROW
Outline planning application with some matters reserved for the erection of 4 dwellings (resubmission or PA14/11672)
Cllr Rooker proposed SUPPORTING this application,
Cllr Jaggard seconded,
RESOLUTION: to SUPPORT this application (unanimous).

There being no further business the meeting closed at 8.55pm

Signed..........................................Chairman