Thursday 2 June 2016

Dear Member

You are summoned to a meeting of Calstock Parish Council which will be held on

**Wednesday 8 June 2016** 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.*

**A G E N D A**

1. 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. Chairman also to remind all Councillors to speak up during debate for any members of the public that are hearing impaired.
2. Apologies
3. Declarations of members’ interests in agenda items
4. Public participation (limited to 15 minutes)
5. Approve Minutes of last meeting 17 May 2016*
6. Note minutes and associated actions/expenditure/recommendations of Committee Meetings:
• Neighbourhood Plan Strategy Board: 21-05-16*
• Planning Committee: 17-05-16*
• Planning Committee: 01-06-16*
• Recreation 25-05-16*

7. Matters Arising:
• Action List*
• Neighbourhood Plan Update

8. Police report

9. New Correspondence
• Letter from Latchley Show
• Letter from Jane Keily
• Funding opportunity in Calstock*
• Resignation of Lee Manning
• Gunnislake Community Matters – Car Park and Mural
• Gunnislake Community Matters – Flower planters and river signs
• Resurfacing Harrowbarrow Car Park – Harrowbarrow and Metherell Community Association

10. Delicious – Sky TV (Programme set in Calstock and Pentillie Castle)

11. Community Storage - Cllr Kirk

12. Renewal of Insurance - Zurich

13. New Pay Scales

14. Appointment of Cleaner/Maintenance person

15. Local Devolution Fund

16. Representative for the Port of Plymouth Marine Liaison Committee

17. Cornwall Council report

18. Accounts

19. Reports from members representing the Council on the Committees or at meetings of other organisations

20. Dates of Future Committee Meetings

21. Urgent Information

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 Wednesday 08 June 2016,  
in the Tamar Valley Centre commencing at 7.00pm.

Those present were: -  
COUNCILLORS - Cllr Alford, Cllr Beech, Cllr Jaggard, Cllr Irons, Cllr Kirk, Cllr Moore, Cllr Roberts, Cllr Wright, Cllr Woolford, Cllr Yates.  
Miss Sue Lemon (Clerk),  
Miss Clare Bullimore (Deputy Clerk - minutes).

114/16 CHAIRMAN'S OPENING REMARKS  
Cllr Alford welcomed everyone and reminded them that they may be filmed, photographed or recorded. He requested that people speak clearly.

115/16 APOLOGIES  
Cllrs Greenwood (holiday), McLachlan (other commitments), Hoile (holiday), Latham (holiday), Letchford (holiday), Rooker (holiday), Wakem (holiday).

116/16 DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS  
Cllr Roberts declared an interest in item 9, Resurfacing of Harrowbarrow Car Park but asked for dispensation to speak about it which was granted.

117/16 PUBLIC PARTICIPATION  
Jane Risdill and Jo March spoke about having a mural on Gunnislake Car Park – they showed a design depicting this history of Gunnislake and asked whether they would have permission from the council to paint it and whether a financial contribution could be given towards it. The Council was very much in favour of it but felt that the people of Gunnislake should be given the opportunity to be consulted. Cllr Kirk said that if the Gunnislake Community Matters Group were supportive of it and put a bid in to her Community Chest appeal it would probably be looked on favourably which may support a request to the Parish Council. Cllr Roberts said he may have some paint that could be used if the wider consultation is positive. The item will be put on the next Council Meeting for full discussion/approval.

118/16 APPROVE MINUTES OF LAST COUNCIL MEETING 17-05-16-  
PROPOSAL: that the minutes be approved  
PROPOSED: Cllr Moore  
SECONDED: Cllr Beech  
RESOLUTION: All supported the proposal and the minutes were approved.
119/16 NOTE MINUTES AND ASSOCIATED ACTIONS, RECOMMENDATIONS AND EXPENDITURE OF COMMITTEE MEETINGS
Planning Committees: 21-05-16 and 01-06-16
PROPOSAL: that the minutes be noted and actions, recommendations and expenditures approved
PROPOSED: Cllr Roberts
SECONDED: Cllr Beech
RESOLUTION: All supported the proposal and the minutes were noted and actions, recommendations and expenditures approved.

Neighbourhood Plan Strategy Board - 21-05-16
PROPOSAL: that the minutes be noted and actions, recommendations and expenditures approved
PROPOSED: Cllr Moore
SECONDED: Cllr Roberts
RESOLUTION: All supported the proposal and the minutes were noted and actions, recommendations and expenditures approved.

Recreation Committee – 25-05-16
PROPOSAL: that the minutes be noted and actions, recommendations and expenditures approved
PROPOSED: Cllr Yates
SECONDED: Cllr Roberts
RESOLUTION: All supported the proposal and the minutes were noted and actions, recommendations and expenditures approved.

120/16 MATTERS ARISING
Action List:
Outstanding Items still to complete:
- The installation of the defibrillator is still to take place due to damage to the one that was delivered
- CRB checks are being progressed
- Speedwatch volunteers have been sent an application form
- Cllr Wakem will progress allotment actions once he returns from holiday
- Stephen Foster is hoping to hold a meeting about Fosters Field before the end of term
- Adrian Drake has been contacted about spraying pavements in St Ann’s Chapel
- Cllr Roberts suggested the Council considers looking at British Car Auctions when obtaining a vehicle for the new member of staff as they can offer much better value and would be willing to investigate this further

Neighbourhood Plan
Cllr Moore reported that the group are looking at settlement edges within wards. They have volunteers for Harrowbarrow and Metherell but are looking for help in Chilsworthy and Latchley. Cllr Moore is hoping that Cllr Irons may help with this and will speak to him outside of the meeting. The group have also been tasked with researching other Neighbourhood Plans that have been ratified to give some guidance as to the wording/language/policies used.

121/16 POLICE REPORT
The Police report was sent in by PCSO Addems and is shorter than usual as she is on leave:
Crime stats from 18/08 to 01/06:

Harassment – Gunnislake – Under Investigation

Updates of interest
Concerns regarding speeding through St Ann’s Chapel have been passed on to the Road Safety Casualty Officer who in turn has passed it to the Safety Camera Partnership, below is a reply from him:

“I will speak to my Sergeant and see if I can arrange for a Traffic unit to visit the area and do some speed checks. I’m also going to be speaking to the Safety Camera Team as well as Gunnislake has popped its head up too so it seems that the whole length of that piece of road needs looking at really. I’ll let you know once I get a reply...”

I have received the names of those willing to be volunteers for speed watch in St Ann’s. I will be asking my colleagues to help assist getting the ball moving and getting application packs sent out to those named.

122/16 NEW CORRESPONDENCE
Letter from Latchley Show
Latchley Show have requested a contribution as they do every year.
Proposal: £250 is granted
Proposed: Cllr Jaggard
Seconded: Cllr Yates
Resolution: unanimous support so the Parish Council will grant Latchley Show £250.

Letter from Jane Kiely
Following work carried out by Kier (on behalf of SW Water), Jane Kiely voiced concern with the way the lane (behind the social club) had been left. She has been liaising directly with Keir – and other householders - to find a resolution.

Funding Opportunity Calstock
A company called Shared Access have approached the Clerk about putting a mobile mast on Calstock Football Field and paying the Council £30,000. It was unanimously felt that this would not be an appropriate offer or location.

Resignation of Cllr Lee Manning
Lee Manning has tendered his resignation so the Clerk will start the process of advertising for the vacancy.

Gunnislake Community Matters
The GCM have requested money for planters: The Clerk has priced some at £145+VAT. It was suggested that the Council provide three and ask GCM to purchase a further three themselves. It was cautioned that the Parish Council may have to be prepared to maintain the planters. GCM also requested a sign be placed on the riverside path cautioning dog owners not to let their dogs drink from pools on the path (contaminated run off from the steps from the playing field). There had been a sign there in the past and a dog is known to have died from arsenic poisoning. It was felt that Cornwall Council are remiss in not addressing the underlying issue of contamination. Someone reported that the fence post that the sign was on is still there so the Clerk will ask Norm...
to check. Cllr Kirk said she would raise the contamination issues with Cornwall again. GCM also requested a mural – as discussed in Public Participation (Item 117/16).

Resurfacing of Harrowbarrow Car Park – Harrowbarrow and Metherell Community Association

Cllr Roberts, on behalf of the Harrowbarrow and Metherell Community Association, explained that they have had a quote for £30,000 from Cormac and £14,000 from AFE Surfacing (a local company). They have requested that the Parish Council pay for half of this work. It was decided to delegate this to the Amenities Committee.

123/16 “DELICIOUS” – SKY TV – PROGRAMME SET IN CALSTOCK AND PENTILLIE CASTLE

Johnny Bamford who is a freelance location manager explained that a four-part comedy drama is due to be set in the Tamar Valley and they will be filming in Calstock. This will involve 7 days filming in two houses and some street filming. They have permission from Cornwall Council but would also like co-operation from the Parish Council and local people. They would also like to rent part of the field for a unit base and are looking at the first two weeks in August (they would pay £1000 per week). There was much enthusiasm for this project but the Bike Show will be taking place the first weekend of August - the field will be available from the 08 August 2016. It was unanimously agreed that the production company could use the field.

124/16 COMMUNITY STORAGE – CLLR KIRK

Cllr Kirk explained that she feels there should be a Parish Council storage space where resources bought for community groups could be stored: especially those purchased for groups who have ceased to exist. The Clerk said that a garage will be available from the beginning of July. Some caution was raised as to whether this would be big enough but it was felt that it would be a good start and it can be monitored.

Proposal: this is delegated to Amenities Committee
Proposed: Cllr Moore
Seconded: Cllr Yates
Resolution: to include on the Amenities Committee agenda.

125/16 RENEWAL OF INSURANCE – ZURICH

The Clerk told the Council that the insurance renewal is either £2710 per year for three years or £2900 for 1 year. This is cheaper than the previous year.

Proposal: to accept the three-year renewal
Proposed: Cllr Alford
Seconded: Cllr Moore
Resolution: unanimous support for the three-year insurance cover.

126/16 NEW PAY SCALES

NALC have advised new pay scales – for the three employees it will amount to less than £500 per year, combined.

Proposal: To accept the new pay scales
Proposed: Cllr Moore
Seconded: Cllr Beech
Resolution: unanimous support so new pay scales will come into effect.
127/16 **APPOINTMENT OF CLEANER/MAINTENANCE MAN**
Four applications were received for the post; three people were interviewed. The successful candidate was Kevin Ninnis who will start work on 20 June 2016. The Parish Council wish him luck.

128/16 **LOCAL DEVOLUTION FUND**
£20,000 is due to be spent within the Caradon Network Area. Four proposals have been put forward through Caradon Network Meetings:
1. Cycling Route – Callington to Saltash
2. Economic Feasibility Study for the railway line
3. Signage and leaflets advertising leisure activities in the area
4. Support for Neighbourhood Planning teams to work together.
**Proposal:** to show support for the Economic Feasibility Study
**Proposed:** Cllr Yates
**Seconded:** Cllr Beech
**Resolution:** unanimous support for the Economic Feasibility Study.

129/16 **REPRESENTATIVE FOR THE PORT OF PLYMOUTH MARINE LIAISON COMMITTEE**
Lee Manning was our representative for this committee: in his absence the Council were asked if anyone else would be willing to go. After some discussion it was felt that the committee was not particularly relevant to our area and it was decided that the Clerk’s office would ask that Calstock Parish remain on the mailing list and will delegate someone to attend if an agenda item looks to be pertinent.

130/16 **CORNWALL COUNCIL REPORT – CLLR KIRK**
**Air Quality Report**
Cllr Kirk has had contact with Jen Graham who said no recommendations have been taken up yet and there is no funding. This was not felt to be a satisfactory response. Cllr Yates has noticed that the traffic lights do not appear to be functioning as efficiently as they were originally, with cars going up and down the main hill having to wait longer again. Cllr Kirk will follow this up.

**Tamar Valley Line**
Cllr Kirk met with Bert Biscoe who has asked officers in Devon to undertake an engineering survey into the possibility of having the railway line go straight through to Gunnislake with the shuttle service going to Tavistock.

**106 Money – Wain Homes**
The original planning application for the development at Crow Lane was historic so no 106 monies will be forthcoming. Cllr Kirk is taking up concerns about pedestrian safety with Peter Marsh, Head of Service and Bert Biscoe as Adrian Drake has confirmed that there are no plans in place for pedestrian safety access. Cllr Woolford is aware of Wain Homes having helped a parish council elsewhere having been asked directly. Cllr Kirk to speak to Bob Taylor about this.

**Sand Hill Park**
The Government has announced there will be no more money for contaminated brown field sites. DEFRA will not pay for remediation so homeowners will have to pay themselves. This has been recently highlighted by Radio Cornwall.

**Kingswood Road – Sign**
A sign has appeared on a tree at the bottom of Kingswood Road saying ‘Private Property – No Public Right of Way’. Nobody was aware of this or knows where it has come from.
**Public Footpath/Double Yellow Lines**

A public footpath will be put in from Pearce’s garage to the Tamar Valley Centre and double yellow lines will be on the other side of the road (where cars from the garage are currently parked). It was not felt that the pavement would be of much benefit but the money is already committed.

**Tamar Trust**

Cllr Kirk attended the Tamar Trust’s meeting but it was on the same evening as the Chairman’s Dinner so she had to leave early and so far nothing has come of it.

### 131/16 ACCOUNTS

<table>
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<tr>
<th>June</th>
<th>Already Paid</th>
<th>Description</th>
<th>Amount</th>
<th>Item No</th>
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<tr>
<td>UK Fuels</td>
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<td>Pearce’s May fuel bill</td>
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<td>Salaries and wages</td>
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<td>bank transfers – 15 June 2016</td>
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<td>Business rates Toilets Gunnislake</td>
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<tr>
<td>Cornwall Council</td>
<td>DD</td>
<td>Business rates toilets calstock</td>
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<tr>
<td>Cornwall Council</td>
<td>DD</td>
<td>Business rates TVC Office</td>
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<tr>
<td>Cornwall Council</td>
<td>DD</td>
<td>Business Rates St Anns Chapel Playing field</td>
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<tr>
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<td>Tap at Burial Ground Calstock</td>
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<td>Richard Hoile</td>
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<td>IT Support (included in bank transfers)</td>
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<td>Screwfix</td>
<td>VISA</td>
<td>3 X Toilet seats</td>
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</table>

**To be paid:**

| Rod Tamblyn | CHQ | 02/05, 16/05, 23/05, 30/05                                              | 320.00  | 55      |
| Perfect Pastures | CHQ | May Grass cutting contract                                                | 1372.59 | 56      |
| J Pote | CHQ | Grass Cutting Harrowbarrow                                                | 200.00  | 57      |
| Metric | CHQ | Contract for ticket machine Gunnislake car park                           | 435.60  | 58      |
| Calstock Parish Twinning | CHQ | Refreshments for Twinning agreed 17.5.16                                 | 25.00   | 60      |
| SLCC | CHQ | Training course contracts/tenders                                          | 174.00  | 61      |
| Zurich | CHQ | Insurance for year                                                       | 2903.63 | 62      |
| Rialtas | CHQ | Alpha software maintenance                                                | 135.60  | 63      |
| Greenhams | CHQ | 2 x toilet roll holders                                                   | 34.18   | 64      |
| Skyguard | CHQ | MYSOS                                                                     | 207.36  | 65      |
| Wallgate | CHQ | Service contract 2 x wallgate machines Public toilets                    | 1377.60 | 66      |
| Trewarthas | CHQ | miscellaneous                                                             | 54.04   | 67      |
| Petty cash | VISA | Petty cash                                                                | 150.00  | 68      |

**Proposal:** the accounts be approved  
**Proposed:** Cllr Roberts
Seconded: Cllr Woolford
Resolution: the accounts were approved after unanimous support.

132/16 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON THE COMMITTEES OR AT MEETINGS OF OTHER ORGANISATIONS
Cllr Moore attended the Tamar Valley AONB’s Annual Forum and found it interesting and was pleased that they seem to have some ongoing funding.

133/16 DATES OF FUTURE COMMITTEE MEETINGS
Kit Hill Advisory Group: Thursday 16th June, Louis Tea Room, 6.00pm: representative required in the absence of Cllrs Roberts and McLachlan.
- Planning Committee: Wednesday 15-06-16, 7.00pm.
- Footpath Committee: Wednesday 15-06-16 (after Planning).
- F&GPP: Wednesday 22-06-16, 7.00pm.
- Amenities: Wednesday 29-06-16, 7.00pm.

134/16 URGENT INFORMATION
Cllr Roberts drew attention to another incident on the Zipwire which is currently out of service and asked whether the Council should consider removing it from the blanket insurance policy – item to be included on Recreations Committee.

Cllr Woolford drew people’s attention to a 10km run from the Tamar Valley Centre to Tavistock to raise awareness of the Tamar Valley (in case people should want to support it) on 13th August 2016, 6.30pm

There being no further business the meeting closed at 2035

Signed .......................... (Chairman)

Dated ..............................