

**CALLINGTON TOWN COUNCIL  
Portreeve Choosing Ceremony**

**Minutes**

**13<sup>th</sup> May 2021**

**TOWN HALL**

Before the official proceedings Cllr Suzan Tolman welcomed everyone.

**Apologies:** Cllr Watson

**Present:** Councillors: Maria Coakley, Karen Gold, Andrew Long, Brenig Morgan, Mike Moore, Mark Smith, Tony Stentiford, Mike Tagg, Suzan Tolman

**Officers:** Town Clerk, Assistant Town Clerk & Facilities and Maintenance Officer (for IT purposes)

**Members of the Public:** Six invited guests

**ADDRESS BY PORTREEVE:**

Cllr Tolman thanked everyone for attending. She reported that she had intended holding the Office of Portreeve and Town Mayor for one year only but with the onset of the Pandemic and the first lockdown, the Government had asked everyone to stay in office for a further year.

The Council started the year with three Councillors short and, due to the Pandemic, it was not possible co-opt new members. With a team of just nine Councillors, Council meetings started via Zoom and she congratulated her fellow Councillors for the very professional way in which these meetings were held.

She went on to say that, during the very difficult year, staff had not been furloughed but some had been redeployed to other duties and some office staff started working from home.

She then explained some of the activities and projects that the Council had been involved in during the year, including upgrading the play park equipment, taking steps to become a greener Council, fighting against bad planning, campaigned for twenty new on-street parking bays in some areas of the town, fought and achieved the continuation of the one hour

free parking in the New Road South car park, supported the litter pick and soup run teams as well as providing staff to assist co-ordination of the volunteer scheme helping member of the community who were unable to shop or collect prescriptions due to COVID. She thanked those that helped with this scheme, namely, Callington Lions, Callington Rotary Club, Callington Community College, Churches Together and Battling On. The Council had also provided a base for Volunteer Cornwall to run support networks for at risk adults during the Pandemic.

She reported that the Council had also helped to fund fruit and vegetable boxes which were given to families in need, and adding financial vouchers to these boxes.

The public toilets refurbishment had started and was due to be completed very soon and the Pasty Factory mural had been refurbished and protected using grant funding and with no cost to the community.

She thanked former Councillor, Mikkie Raphael, who had recently left the Council, for his involvement with the litter pick and with the environment committee.

She also thanked the Town Clerk and Assistant Town Clerk and presented them with flowers.

**1. ELECTION OF PORTREEVE & MAYOR FOR 2021 TO 2022.**

Upon nominations being requested, Cllr Mike Tagg was proposed by Cllr Tolman and seconded by Cllr Gold.

There being no further nominations this was put to the vote and Cllr Tagg was unanimously elected.

**2. NEWLY ELECTED PORTREEVE INSTALLED WITH CHAIN OF OFFICE BY CLLR TOLMAN**

Cllr Tagg was installed with the Chain of Office.

**3. DECLARATION OF ACCEPTANCE OF OFFICE BY NEW PORTREEVE**

Cllr Tagg read and signed the Declaration of Office.

Cllr Tagg thanked Cllr Tolman for proposing him and Cllr Gold for seconding the proposition and the whole Council and Parish of Callington for their support.

**4. ELECTION OF DEPUTY PORTREEVE & DEPUTY MAYOR FOR 2021 TO 2022**

Upon nominations being requested Cllr Tolman was proposed by Cllr Tagg and seconded by Cllr Gold. There being no further nominations Cllr Tolman was unanimously elected.

**5. DEPUTY PORTREEVE PRESENTED WITH INSIGNIA OF OFFICE & MACE**

Cllr Tolman was presented with the insignia of office and mace.

**6. DECLARATIONS OF ACCEPTANCE OF OFFICE AND REGISTER OF INTEREST**

Completed by all Councillors present prior to the meeting

**7. CO-OPTION TO THE COUNCIL** Following the elections on 6<sup>th</sup> May, the council has two vacancies and these will be filled by the co-option process with the aim to appoint at the June Full Council meeting.

**8. ELECTION OF TOWN CRIER**

Upon nominations being requested Tony Stentiford was proposed by Cllr Coakley seconded by Cllr Tolman. There being no further nominations Tony Stentiford was elected. (1 abstention, Cllr Stentiford)

**9. GENERAL POWER OF COMPETENCE**

It was proposed by Cllr Tagg seconded by Cllr Tolman and agreed unanimously that the Town Council resolves now and, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility, to adopt the General Power of Competence.

**There being no further business the meeting was declared closed at  
7.22pm**

**CALLINGTON TOWN COUNCIL**  
**Full Council Minutes**  
**13<sup>th</sup> May 2021 7pm Town Hall at 7.26pm**  
**(Streamed on YouTube)**

**Public Session**

Two members of the public in attendance.

No comments or questions were raised.

**1. APOLOGIES**

CLLR WATSON

**PRESENT:** CLLRS COAKLEY, GOLD, TOLMAN, LONG, MOORE, MORGAN, TAGG (CHAIR), SMITH, STENTIFORD

**OFFICERS: TOWN CLERK , ASSISTANT TOWN CLERK  
FACILITIES & MAINTENANCE OFFICER (TO SUPPORT THE IT)**

**2. MINUTES**

Approval of the Minutes of the meeting of 27<sup>th</sup> April 2021.

**Resolved.** Proposed by Cllr Long seconded by Cllr Tolman and agreed to approve the minutes of 27<sup>th</sup> April 2021 (2 abstentions)

**3. MATTERS ARISING**

None.

**4. DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

None.

**5. DISPENSATIONS – To consider any requests for dispensations.**

None.

## 6. RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Long and agreed to ratify all decisions that have been made since the last meeting. (2 abstentions)

## 7. REPORTS

**a) Planning Committee.** None

**b) Town Hall & Premises Committee.** None

**c) Outside Services Committee.** None.

**d) Finance & General Purposes Committee.** None.

**e) Any other reports [not for decision] from Councillors.** – None

### **f) Reports from Cornwall Councillor**

Cllr Long congratulated the new Portreeve on his election. His report is as follows:

- Cornwall Councillors are officially signed in tomorrow in Truro
- For the first time since 2009, since the formation of the Unitary Authority, Cornwall has a one party control with the Conservatives having won 48 seats out of the 87. With 39 seats going to other parties.
- Cllr Long is very happy to have been elected and looks forward to working with the Town Council and also with the Parish Council of St Dominic as these are now joined for the next four years.
- He will be holding regular surgeries, on the second and fourth Saturday of the month starting in June, 10.0am – noon, in the Members Room of the Town Hall complex, to allow for easy access and egress. On the first Saturday of the month there will be a Councillor surgery at St Dominic Village Hall from 10.00am – noon. COVID measures will be in place.

### **g) Reports for Kelly Bray**

Cllr Morgan reported that the in January 2020 the Town Council applied for funding from the Community Network Highways Scheme in order to install a fixed speed warning sign on A388 the at Kelly Bray. The

application was successful and the speed warning sign should be operational by the end of July. The Community Highways Network Panel has identified eight sites within the network which are suitable for inclusion in a shared mobile speed activation device scheme, the Town Council declared an interest in being part of this scheme and, Cllr Moore was pleased to report that Station Road and Stoke Road have been included in this scheme.

The removal of the concrete bus shelter in Station Road has been approved. Together with Cllr Long, Cllr Morgan is hoping this will be completed as soon as possible.

## **8. FINANCE**

The Clerk took the new administration through the financial processes and the audit procedures.

The Internal Auditors have completed a successful audit and signed off their report, with no amendments.

Documentation in relation to the items as listed below had been circulated prior to the meeting with background and supporting information.

With no amendments or challenges from the Auditor, the Clerk asked that the items be approved a prepared and presented:

a) Approval for expenditure as listed, and note the payments made since the last meeting.

OS	12400	R G Julian	Skip Hire	215.00		215.00
THP/O	12401	Biffa	Waste ( Reimburse Mrs H Dowdall)	39.60	7.92	47.52
THP/O	12401	Biffa	Waste ( Reimburse Mrs H Dowdall)	130.72	26.14	156.86
OS	12402	Root & Branch	Clear trees on Laun Rd Allotments	375.00		375.00
OS	12403	GB Tool Hire	Safety boots & jacket	114.95	22.99	137.94
THP	12403	GB Tool Hire	Mop heads, toilet cleaner, gloves, disenfec.	183.37	36.68	220.05
THP	12404	Seadog IT	Managed hosting	25.00		25.00
THP	12405	A Skews Constructions	Remove lead flashing, repair lintel	400.00		400.00
FGP	12406	HR Support Consultancy	April work	150.00	30.00	180.00
THP/O	12407	Trewartha, Gregory & Doidge	Plaster, filler, white spirit, TRV, pipe cutter	80.39	16.08	96.47
THP	12408	Citron Hygiene	Medical/sanitary waste disposal	189.78	37.96	227.74
FGP	12409	Microshade Business Consult.	DPO service for year	449.00	89.80	538.80
OS	12410	Cornwall Tree consultancy	Risk assessment for entire tree stock	661.03		661.03
FGP	12411	DTS Computers	Monthly server checks, back up etc.	345.00		345.00
THP	DD	Corona Energy	Electric Town Hall	250.17	50.03	300.20
THP	12412	British Gas	Electricity Unit 11 Pannier Market	104.75	5.23	109.98
THP	12413	Travis Perkins	Stain, gloss paint	30.72	6.14	36.86
THP	12413	Travis Perkins	Wood filler	9.89	1.98	11.87
THP	12413	Travis Perkins	Timber	17.04	3.41	20.45
FGP	12414	Seadog IT Ltd	Website design final payment	947.50		947.50
THP	DD	British Gas	Electric Public Toilets	37.38	1.86	39.24
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	122.61	
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	89.49	
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	42.66	
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	42.66	
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	122.61	
THP	DD	British Gas	Electric Public Toilets - CREDIT	-	89.49	
				<b>4246.77</b>	<b>336.22</b>	<b>5092.51</b>

b) To review the internal controls and/or appropriate use of insurance cover, and risk management arrangements.

c) To receive any comments or recommendations from the Internal Audit.

d) Annual Governance Statement

e) Annual Return

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to;

a) Approve and note the payments

b) Approve the internal control arrangements (including insurance and risk management arrangements)

c) To receive the Internal Auditors report

d) Approve the Annual Government Statement

e) Approve the Annual Return.

## 9. FOR DECISION – SELECTION OF REPRESENTATIVES & COMMITTEES

Recommendation

That the Council approves the Councillor membership of committees and outside bodies for 2021/2022 Civic Year.

Re-election of all Committees –

**Finance & General Purposes (12 members)**

(Min 8 – Quorum 4)

All Councillors

To meet on the 4<sup>th</sup> Tuesday at 6.30pm before Full Council at 7.30pm

**Outside Services (12 members)**

(Min 8 – Quorum 4)

All Councillors.

To meet on the 3<sup>rd</sup> Tuesday after Planning

**Planning (12 members)**

(Min 8 – Quorum 4)

All Councillors

To meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6.30pm

Town Hall & Premises (12 members)

(Min 8 – Quorum 4)

All Councillors

To meet on the 1<sup>st</sup> Tuesday after Planning

**Staffing Committee (3 members)**

(Portreeve, Relevant Committee Chair and Senior Councillor)

The Clerk gave all Councillors the opportunity to step down from a committee if they so wished.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to the re-election of all committees as presented and



for Councillors have the option to remove themselves from a committee as they see fit, in writing or before the committee itself.

a) Election of representatives to external groups.

<b>GROUP/OUTSIDE BODIES</b>	<b>COUNCILLOR REPRESENTATIVE FOR 2021/2022</b>
<b>Mining</b>	Cllr Long, Cllr Smith and Cllr Moore  Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed.
<b>Police</b>	Cllr Tagg  Proposed by Cllr Smith seconded by Cllr Long and unanimously agreed
<b>Fire</b>	Cllr Long  Proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed
<b>Tamar Valley Association</b>	Cllr Watson (TBC)
<b>Tamar AONB Management</b>	Cllr Watson (TBC)
<b>CALC</b>	Clerk, Cllr Coakley and a representative from the Staffing Committee  Proposed by Cllr Tagg seconded by Cllr Gold and unanimously agreed
<b>Kit Hill Countryside meetings</b>	Cllr Tagg and Cllr Coakley  Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed.
<b>Heritage Centre</b>	Cllr Gold and Cllr Tolman  Proposed by Cllr Tagg seconded by Cllr Coakley and unanimously agreed.
<b>Callington Town Forum/One Callington</b>	Cllr Tagg, Cllr Coakley and Cllr Morgan  Proposed by Cllr Tolman seconded by Cllr Moore and unanimously agreed.
<b>Trustees for Labouring</b>	Cllr Gold and Cllr Coakley

<b>Poor</b>	Proposed by Cllr Tagg seconded by Cllr Long and unanimously agreed
<b>Brendon &amp; Huggins Trust</b>	Cllr Coakley and Cllr Morgan Proposed by Cllr Tagg seconded by Cllr Tolman and unanimously agreed.
<b>Callington Community Network Panel</b>	Cllr Morgan and Cllr Moore Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed.
<b>Festival Committee</b>	Cllr Coakley Proposed by Cllr Tagg seconded by Cllr Tolman and unanimously agreed.
<b>Callington Primary School</b>	Cllr Watson (as existing and previously agreed)
<b>Kelly Bray Residents Association</b>	Cllr Morgan, Cllr Smith and Cllr Coakley Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed.
<b>Neighbourhood Plan</b>	Cllr Long and Cllr Gold Proposed by Cllr Tagg seconded by Cllr Smith and unanimously agreed.
<b>Mural Committee</b>	Cllr Coakley, Cllr Gold, Cllr Tagg and Cllr Tolman Proposed by Cllr Long seconded by Cllr Gold and agreed (1 abstention)
<b>Town Team</b>	Cllr Moore, Cllr Gold and Cllr Tagg Proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed.
<b>Town Market</b>	Cllr Coakley and Cllr Smith Proposed by Cllr Long seconded by Cllr Moore and unanimously agreed.
<b>Environmental Led</b>	Cllr Stentiford and Cllr Long Proposed by Cllr Long seconded by Cllr Smith and unanimously agreed.

## 11. PLANNING APPLICATIONS

- a) **PA21/03428, Fin Lodge, West Frogwell Farm, Frogwell Road.** Certificate of Lawfulness for residential occupation of dwelling, on an unrestricted open market basis, by persons not employed within agriculture, and by persons not being the owners of the agricultural operation

Discussions took place.

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed to recommend the application for approval on the basis that the Town Council are satisfied with the evidence of occupation on the site for a period of more than 10 yrs. (6 support, 2 abstentions)

- b) **PA21/01065, Land Pt Os 4647 Frogwell Road, Callington.** Siting of a temporary (three years) caravan and building to house dog day care and boarding facility including septic tank and relevant services and change of use of the land to allow for a secure dog paddock for hire

A lengthy discussion took place.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Smith to have no objection to the application subject to Environmental Health being satisfied regarding potential adverse impact on neighbouring properties due to the nature of the business. Further, that the Planning Officer is content with regard to access and egress onto the public highway in consultation with the Highways Officer (2 support, 6 against, 1 abstention)

As the motion could not be carried a further discussion took place.

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Gold and agreed to recommend refusal of the application based on the lack of evidence to show that there would be no adverse impact on neighbouring properties and additionally, there has been no evidence to show that there will be no adverse impact on the highways. (6 support, 1 against, 2 abstentions)

- c) **PA21/02607, Larks Corner, South Hill Road.** Proposed garage/store

**Resolved.** It was proposed by Cllr Morgan seconded by Cllr Moore and agreed to have no objection to the application subject to the Planning Officer being satisfied with the materials being used. There should be no further change of use without an additional planning application and that the property should remain an integral part of the existing property. (8 support, 1 abstention)

12. **FOR DECISION** – To consider the grant request from Cornwall Pride CIC.

Discussions took place.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed not to support this application at this time, but looks forward to working and supporting Cornwall Pride in the future and other forthcoming activities.

13. **FOR DECISION** – Would we like to have a designated Councillor for Arts (see email dated 27<sup>th</sup> April)

Discussions took place.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Smith and unanimously agreed to defer this item and bring back to the June meeting.

14. **FOR DECISION** – To approve the purchase of the Covid Bench and one in memory of Richard John Trevithick

Discussions took place regarding the Covid bench.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to defer this item until the next Outside Services meeting to allow for the Clerk, Operations Manager and Portreeve to obtain some designs and costings within a budget of a maximum of £1,000.

Discussions then took place regarding the Trevithick Memorial bench

**Resolved.** It was proposed by Cllr Long seconded by Cllr Morgan and unanimously agreed to proceed with this project, with the Portreeve to have discussions with the family and friends with regard to any fundraising and to proceed with the location as agreed.

15. **FOR DECISION** – To agree the urgent work as recommended by the Tree Report (as circulated on the 10<sup>th</sup> May).

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Morgan and unanimously agreed that the urgent work progresses and other areas of the report are worked through over time.

16. **ANY URGENT ITEMS** – None

**It was proposed by Cllr Long seconded by Cllr Tagg and unanimously agreed to move to a Part Two session at 8.43pm**