

Callington Town Council

Annual Parish Meeting

Callington Town Hall

Tuesday 26th April 2022 at 7:00pm

Minutes

PRESENT: CLLRS BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MOORE (MM), POUND (SP), SMITH (MS), STENTIFORD (TS), TAGG (MT) (PORTREEVE & CHAIR), TOLMAN (ST) (DEPUTY PORTREEVE) & WATSON (PW)

OFFICERS: TOWN CLERK (TC), RESPONSIBLE FINANCE OFFICER (RFO) & ASSISTANT TOWN CLERK (ATC)

PUBLIC: 10 MEMBERS OF THE PUBLIC

	Minutes	Action
1.	APOLOGIES None	
2.	<p>MINUTES To approve the Minutes of the annual Parish Meeting 27th April 2021. It was proposed by Cllr Coakley seconded by Cllr Moore to approve the Minutes as a true record of proceedings. Votes in favour – Unanimous RESOLVED.</p>	
3.	<p>Reports Planning Committee – Chair Cllr Coakley Cllr Coakley advised she had been the chair of the Planning committee for 3 years and the committee meets twice per month to discuss and consider local planning applications and the public are welcome to attend. The last few years have been very strange with Covid being around. What has been happening in planning? The new development at Florence Road came in and the Town Council has worked with the developer to make sure that everything runs smoothly. The usual requests for changes to windows, new roofs and garages have continued, which the Planning Committee have made recommendations on to Cornwall Council.</p> <p>Town Hall and Premises Committee – Chair Cllr Moore Projects Completed or Currently being Implemented</p> <ol style="list-style-type: none"> 1. The new Public Toilets in New Road were completed in the early Summer, and have been fully operational, except following a couple of instances of vandalism. 2. The Town Hall Staff are to be commended for all of their extra work during the Covid-19 lockdowns and restrictions. The Staff had to implement many changes to their normal working routine; and they performed these extremely effectively in this respect. 3. A list of the Town Hall Assets has been prepared, and this will now be regularly updated. 4. New Working Practice Rules have been implemented for the Town Hall Staff and Outside Services Staff. These rules include logging the use of Council vehicles; and 	

have been put in place to ensure good and safe working practice and to safeguard staff from unwarranted public criticism.

5. A Mentoring System has been implemented for the Town Clerk and other Office Staff, including the Operations Manager.
6. Repairs and refurbishment is being carried out (weather permitting) on the flat roofed area above the main office in the Town Hall.
7. Some refurbishments have been made to the Town Hall Kitchen.
8. Repairs and refurbishments have been carried out in some of the Pannier Market properties that are leased to Tenants.
9. Reduction of Carbon Footprint – new double glazing is being installed for the large windows in the Town Hall auditorium; insulation of the roof spaces and cavity walls will be implemented in the near future; an electronic zoning system for heating the Town Hall is about to be implemented; and finally, funding has been set aside to cover the cost of installing solar panels or tiles in order to reduce the electricity consumption. Councillors Tagg and Watson are commended for their significant contributions to these activities.

New Projects for 2022-23

1. The installation of large awnings for the Pannier Market area is being investigated. If these awnings were to be installed, it would greatly increase the usability of the pannier market for multifarious events.
2. The installation of a new modern sound system in the Town Hall auditorium is being investigated. The current system is rather outdated.
3. Decision on the type of Solar Energy devices to be deployed on the Town Hall Roof and its subsequent installation in the coming year.

Outside Services Committee – Chair Cllr Gold

Things have now returned to normal and the Outside Services Committee is trying to catch-up with the extra work that needs to be done to maintain things to a high standard. The last two years has been extremely difficult for staff and residents with all the changes and regulations we have had to abide by.

The Outside Services Committee is responsible for the day-to-day running and maintenance of the Cemetery, four parks, Haye Road allotments and the Car Park in Saltash Road. The number of benches has increased to over 70 in the last few years with several being installed to remember friends and family. During recent months some of these have been repaired and repainted and this will be on-going until they have all been checked.

We have continued to work with local groups and organisations. Thanks go to the 1st Callington Scout Group for their work on the large tubs at Saltash Road Car Park and the planting of flowers by the Saltash Roundabout. Also to U3A who have planted a number of sapling trees in Launceston Road Park. We have also had trees donated by people and these have been planted around town. The Council's policy is that for any tree taken down we replace with three. Support for ensuring the town is well kept is welcomed from any individual or community group who would like to take responsibility of a planter. Thanks go to local businesses that already sponsor some of the flower beds. If you can help in any way please contact the Town Clerk.

The flowers for the planters and areas around town have been ordered and we look forward to a splendid show of colour in the summer. In the meantime grass cutting will start this month which will then take up much of the staff time.

The Outside Services Committee will continue to work to make sure that Callington and Kelly Bray are maintained to the high standard that we all expect.

Finance & General Purposes Committee

The Finance and General-Purpose Committee meets every third Tuesday of the month. This committee is a “Cinderella Committee” Unlike the Town Hall and Premises or Outside Services. We do nothing glamorous. Ours is more mundane, down in the engine room. We pay wages, buy stamps and pay the insurance and water bills etc.

Our main tasks remain looking after the pennies and keep the precept as low as possible. This is hard when you can no longer earn money from booking out the Town Hall and its facilities.

During the last year we have greatly improved our CCTV, upgraded the IT system. All very boring, but necessary and all done thanks to our professional council staff. However, our main achievement is to implement a fixed rate for our electricity and gas BEFORE these huge price rises, thereby helping us to have one of the lowest local council precepts in the county at 1.96%

This committee also distributes grant money to deserving organisations.

So, we try and keep our council precept low whilst maintaining services and where possible improve and update those services. I genuinely believe we are achieving this.

Town Forum – Chair - Kelvin Spinks

There have recently been a number of changes within the committee and so things are just getting back up to speed. The organisation is considering working with other parties in organising and running a Food Fair in the Callington Pannier Market in September 2022. Further details will follow. The possibility of providing a cover of the Pannier Market to increase its use would be welcomed.

Brendon Huggins – Chair - Michael Green

The charity responsible for Alms housing in Callington. The AGM has been held and property inspections completed. Generally in good condition with some minor repairs and improvements required. The pandemic has proved challenging for securing tradesmen to carry out works. Following a change in the Electrical regulations consumer units need to be changed from plastic to metal. The changes to one property have been completed at a cost of £1,000 with this expected across the remaining 3. The Chair confirmed the requirements for applying to be a resident of an Alms House were, age 60 years +, in need, hardship or distress and lacking finance. Those allocated a property are classed as residents and not tenants and the Board of

	<p>Trustees decide together on allocation of available properties. There is a requirement for additional Trustees and they would contact the Brendon Huggins Trust direct.</p> <p>Trustees for the Labouring Poor – Representative Helen Dowdall Town Council Responsible Finance Officer</p> <p>The allotment site at Launceston Road is owned by the Trust. The site is managed and rents collected on their behalf by the Town Council. Regular updates are submitted to the monthly Outside Services Committee meeting. Bi-monthly meetings were carried out until the Covid pandemic impacted and it is hoped these can be resumed. The rents collected are used to pay for water, insurance, repairs and vermin control as required and the balance provides a pot for small grant applications for residents of Callington to apply for via the Trustees. Councillor Gold confirmed she is currently a trustee as the board is made up of 3 x residents of the community, (who are NOT allotment holders) and 2 x Town Councillors. There are currently available positions on the board and those who are interested and qualify, should contact the Trust via the Town Council.</p> <p>Constabulary – Representative Cllr Mike Tagg</p> <p>Cllr Tagg advised a member of the constabulary had been unable to attend this meeting. He confirmed the Police and Town Council had worked closely together regarding the installation and improvements to the CCTV in the town which provided assistance in protecting the Town’s assets. There had been extensive impact to available manpower during the pandemic and as a result of decreases in available spending. The police are in the process of increasing public awareness of ways to report crime and anti-social behavior and the public are encouraged to report any concerns via phone, email, report it pages on the Devon and Cornwall Police website. In addition the Crime Stoppers facility provides the option for anonymous reporting. It was hoped community officers would improve their visibility in the town and would be providing regular information for the Callington Newsletter.</p> <p>Fire Service- Representative – Cllr Andrew Long</p> <p>Cllr Long advised he had met with the Fire Service yesterday for an update and confirmed there were currently 9 x retained fire fighters. They needed to recruit 3 x additional officers. The current requirement was for them to be available for a ‘shout’ during weekday working hours. The fire engine was in good order and other stations in the region had utilised Callington equipment for training purposes.</p> <p>Portreeve - Cllr Mike Tagg</p> <p>Cllr Tagg wished thanks for all the Town Council Committees and Chairs to be minuted and to assure the public the Town Council was doing everything possible to ensure the precept is kept as low as possible for the residents of Callington and Kelly Bray especially in these financially challenging times.</p>	
4.	<p>Open Session - An opportunity for any parishioner of any age to ask questions or raise concerns.</p> <p>Mr Michael Green raised the following items:</p>	

	<p>Saltash Road Recreation Ground – Childproof gates The original gate latches on the gates were missing and therefore the gates could not be secured to prevent young children from straying from the park onto the road adjacent. Cllr Gold advised she would instruct the Outside Services Team to inspect and rectify.</p> <p>The Double Yellow Lines denoting no parking at the entrance to the car parking area together with the KEEP CLEAR demarcation in the same area were very worn and required repainting to prevent inappropriate parking. Cllr Gold advised she would instruct the Operations Manager to investigate and rectify.</p> <p>Overhanging Brambles on access path to park. There were a large number of overhanging brambles on the access path to the park, including some at head height which could prove dangerous. Cllr Gold advised the Outside Services Team would be instructed to deal with the issue as appropriate.</p> <p>Neighbourhood Development Plan (NDP) Was there any update on progress with the plan? Cllr Long advised the current version was with Cornwall Council for signing off prior to being made available for Public Consultation. Unfortunately staffing allocation at Cornwall Council to process this had been reduced from 3 to 1 and an increase in the submission of Planning Applications had further impacted on the available completion time. Cllr Long advised 25% of towns and parishes in Cornwall had implemented NDPs with the remaining 75% still in progress. In addition the Town Council was aware of a number of issues with other NDPs where the wording and intention of the NDP had been misinterpreted and the Town Council wanted to ensure this did not happen in Callington.</p> <p>Mr Kelvin Spinks raised the following item: On behalf of the Town Forum where could information on the use of, availability and costings for the Pannier Market be found? The Town Clerk confirmed the Town Forum should contact the Town Council to discuss options and how to work together to facilitate use of council facilities and open lines of communication between the two organisations was encouraged.</p>	<p>KG</p> <p>KG</p> <p>KG</p> <p>Cornwall Council TC</p> <p>Town Forum TC</p>
	<p>There being no further business the meeting was closed at 7:43pm.</p>	