

**FULL COUNCIL MEETING**

**Callington Town Hall**

26<sup>th</sup> April 2022 at 7:47pm

**Minutes**

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

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

	<b>Minutes</b>	<b>Action</b>
1.	<b>APOLOGIES</b> - None	
2.	<b>MINUTES</b> Approval of the minutes of 22 <sup>nd</sup> March 2022. <b>RESOLVED.</b> It was proposed by Cllr Moore seconded by Cllr Coakley and agreed to accept the minutes as a correct record of the proceedings. Votes in favour – unanimous.	
3.	<b>MATTERS ARISING</b> None	
4.	<b>DISCLOSURES OF INTEREST</b> 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.	<b>DISPENSATIONS</b> None	
6.	<b>RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING</b> <b>RESOLVED.</b> It was proposed by Cllr Long and seconded by Cllr Tolman and agreed to ratify all decisions made since the last meeting. Votes in favour – unanimous.	
7.	<b>PUBLIC SESSION. - None</b>	
8.	<b>TOWN FORUM</b> – To receive any updates from the group. <b>Update as per earlier Annual Parish Meeting</b> <i>Chair - Kelvin Spinks</i> <i>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.</i> <b>Noted</b>	
9.	<b>TOWN TEAM</b> – To receive any updates from the group Cllr Moore confirmed there were no further updates since the last meeting. Cllr	

	Moore would be meeting with Duchy College on 6 <sup>th</sup> May to progress the Agritech venture at the college and he would update Council on progress when available. <b>Noted</b>	<b>MM</b>
<b>10.</b>	<b>KELLY BRAY RESIDENTS ASSOCIATION MATTERS</b> – Cllr Long advised regarding ongoing concerns with speeding issues the Police were about to carry out random speed checks on the Launceston Road to monitor the situation and hopefully reduce incidents. <b>Noted</b>	
<b>11</b>	<b>POLICE MATTERS - Update as per earlier Annual Parish Meeting</b> <i>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 behaviour 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.</i> <b>Noted</b>	
<b>12</b>	<b>FIRE MATTERS - Update as per earlier Annual Parish Meeting</b> <i>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.</i> <b>Noted</b>	
<b>13</b>	<b>CARADON NEIGHBOURHOOD NETWORK UPDATE</b> Cllr Long confirmed the Network was made up of Callington and Kelly Bray and 7 other surrounding parishes. A new tranche of money had been released for highways improvements within the network. Increased available on street parking had been secured on Zaggy Lane and Haye Road with changes being made to road markings. At the recent AGM Callington were thanked for not overbidding on the available funds which had enabled a number of smaller parishes to secure funding for highways improvements.	
<b>14</b>	<b>REPORTS</b> <b>a) Planning Committee.</b> To receive the approved minutes from the meeting held on 15th March 2022 and 5 <sup>th</sup> April 2022. Proposed by Cllr Coakley and seconded by Cllr Long to receive the minutes. Votes in favour – unanimous. <b>b) Town Hall &amp; Premises Committee.</b> Cllr Moore passed thanks to Cllr Long for chairing the last meeting in his absence. To receive the approved minutes from the meeting held on 1 <sup>st</sup> March 2022. Proposed by Cllr	

Moore and seconded by Cllr Brooks to receive the minutes. Votes in favour – unanimous.

c) **Outside Services Committee.** To receive the approved minutes from the meeting held on 15th March. Proposed by Cllr Gold and seconded by Cllr Tolman to receive the minutes. Votes in favour – unanimous.

d) **Finance & General Purposes Committee.** – To receive the approved minutes from the meeting held on 22<sup>nd</sup> March 2022. Proposed by Cllr Tagg and seconded by Cllr Brooks to receive the minutes. Votes in favour – unanimous.

e) **Any other reports [not for decision] from Councillors.** Cllr Gold confirmed the Family Film show on the 9<sup>th</sup> April had 10-12 attending. The next show would be 'Sing 2 on Saturday 7<sup>th</sup> May and attempts had been made to increase advertising and awareness to improve numbers. If there were any councillors who would be available to volunteer on the day, this would be most helpful. Cllr Coakley and Tolman both offered to help  
**Noted**

MC/ST

f) **Report from Cornwall Councillor** – Cllr Long confirmed he had attended a joint meeting regarding Speedwatch with the Police, Town Clerk and Portreeve with the hope this could be implemented in Callington and Kelly Bray. There needed to be an increase in engagement with the public. Despite the increase in the Tamar Bridge and Torpoint Ferry tolls a number of political groups intended to continue pressure on the joint committee to reverse the decision.

**Neighbourhood Development Plan** – *as per Annual Parish Meeting held earlier in the evening 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.*

**Bus Services** despite a reduction in bus fares in Cornwall this did not include journeys which ventured over the border into Devon. There had been also been a reduction in services throughout the area. Stephen Rushworth the Portfolio Holder for Economy, Cornwall Council was due to visit on 15<sup>th</sup> May 2022 to discuss grant aid and issues with grant match funding since Brexit.

**Community Chest Funding** – grants were available of between £200 and £1,000 for qualifying projects and there was currently £3,000 in the available plot for Callington and St Dominick.

	<p><b>Real Heroes Read Books</b> – launch of project to increase reading amongst children and young people.</p> <p><b>Increase in Suicide Rates - especially young men.</b> It was noted that pre Covid figures suggest suicides among young men was at 1/ week and post Covid this had worryingly increased to 1/ day. It was hoped additional help would be provided.</p> <p><b>The 8<sup>th</sup> Anniversary of Cornish being recognized as a minority language.</b> Cllr Long advised this recognition would amongst other benefits enable street names to be written primarily in Cornish on road signs.</p> <p><b>Noted.</b></p>	
15	<p><b>FINANCE</b></p> <p><b>a) a) approval of payments (see addendum 1.0 below)</b> Proposed by Cllr Tagg and seconded by Cllr Moore to approve payment. Votes in favour - unanimous. <b>RESOLVED</b></p> <p><b>b) Budget Monitoring</b> –The Responsible Finance Officer (RFO) advised with the end of the financial year on 31<sup>st</sup> March 2022 she was completing data regarding debtors and creditors and would provide details to each Committee regarding current budget status. The Internal Auditor was booked to attend on 19<sup>th</sup> and 20<sup>th</sup> May, after which time the accounts would be submitted to the External Auditor.</p> <p><b>Noted.</b></p>	RFO
16	<p><b>FOR DISCUSSION –Jubilee update.</b> Cllr Long advised all the event days seemed to be on schedule, with the Combined Churches awaiting confirmation from Westminster regarding the live streaming of the Thanksgiving Service. He confirmed Louie’s Tea Rooms had confirmed they would provide the catering for the Beacon Lighting event on Thursday 2<sup>nd</sup> June. Cllr Long wanted to thank all the organisers and volunteers for their hard work in organising the events. The May edition of the Callington Newsletter had included a provisional schedule of the four days and the Assistant Town Clerk confirmed the deadline for inclusion of articles on the June edition was <b>Monday 9<sup>th</sup> May 2022</b> in order to ensure the newsletter was distributed in the week commencing 23<sup>rd</sup> May 2022. Cllr Long confirmed the Beacon Lighting was the only event that was the responsibility of the Town Council and all other coordinators were responsible for the promotion of their own days. Andrew Budd confirmed they may be some additional contributors joining the days’ events at the 11<sup>th</sup> hour, with more information to follow. Cllr Long confirmed that Callington seemed to be organising a much larger number of celebratory events than many other parishes and towns in Cornwall and that they should be congratulated for this.</p> <p><b>Noted</b></p>	MS/AL
17	<p><b>FOR DISCUSSION – Mural Update</b> Cllr Tagg advised the Farrier Mural had been removed and sold at Beech Auction for the small amount of £11 due to the poor condition, but preparatory work was being completed to refurbish the site with a replacement of the original painting. With regard to The Return of King Arthur on the side of the building at 55 Fore Street, a recorded delivery letter and copy via email had been sent to Mr Smit the owner of the property advising of potential costs to refurbish the wall and repair the mural and</p>	SP ATC/

	<p>requesting a financial contribution from the owner in line with their intentions stated in the original planning application. No response from Mr Smit to date. An additional mural was in production which would be sited on the exterior of the Town Hall which would include Bees and Pollination in the subject and was hoped to be completed and installed in time for the Honey Fair in October 2022. This was a community project with people being encouraged to participate and decorate a tile to be part of the overall mural design.</p> <p>Cllr Long advised the Callington Fire Brigade had also offered the side of their shed in Redmoor Road as a suitable site for a future project.</p> <p><b>Noted</b></p>	<b>MT</b>
<b>18</b>	<p><b>FOR DISCUSSION – Promoting Dementia Friendly Communities</b></p> <p>Cllr Long advised he had recently attended a conference which promoted various ways in which to make communities dementia friendly. These including not printing signs in capital letters as this could be upsetting to dementia sufferers who interpret the signs as ‘shouting’ and using document pages that faded to yellow as this was easier for sufferers to understand and read. In addition the benefits of music were highly praised in helping dementia sufferers in general. These ideas could easily start to be implemented in various ways. Cllr Brooks also raised the issue of dyslexia and how the two projects could perhaps be combined to assist even more people.</p> <p><b>Noted</b></p>	
<b>19</b>	<p><b>ANY URGENT ITEMS</b></p> <p>None</p>	
	<b>Proposed by Cllr Tagg and seconded by Cllr Long to move to part 2. Votes in favour – Unanimous. RESOLVED.</b>	
	<b>Part II SESSION</b>	
	<p><b>EXEMPT REPORT: STAFF MATTERS</b></p> <p><b>THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (AS EXTENDED BY S.100 OF THE LOCAL GOVERNMENT ACT 1972), THE PUBLIC AND ACCREDITED REPRESENTATIVES OF NEWSPAPERS BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS OF BUSINESS ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 BY VIRTUE OF THE PARAGRAPH SPECIFIED AGAINST THE ITEM</b></p>	
<b>20</b>	<p><b>Update on Staffing Matters</b></p> <p>Cllr Tagg advised that the Town Clerk should be congratulated as she was now the qualified Proper Officer. <b>Noted</b></p> <p>The Town Clerk provided an update on staff recruitment.</p>	
	<b>Date of next meeting</b> Tuesday 24 <sup>th</sup> May 2022	
	There being no further business the meeting was closed at 8:42pm	

**Addendum 1.0**

<b>Payments for approval 17th March 2022</b>						
				<b>Net</b>	<b>VAT</b>	<b>Gross</b>
TH&P	BACS	Avalon	Booking System Annual Support	45.00	0.00	45.00
TH&P/OS	DD	AMS	Monthly vehicle tracking	27.95	5.59	33.54
F&GP	BACS	Filmbank Media	Peter Rabbit 2 - March Filmshow	133.00	26.60	159.60
TH&P	DD	Corona	February Electricity for Town Hall	268.38	53.67	322.05
OS	Cheque	DVLA	Tax for Kubota	0.00	0.00	0.00
OS	BACS	Entry Group	Service of Roller Shutter Door	160.00	32.00	192.00
F&GP	BACS	HR Support Consultancy	Support during February	914.50	182.90	1097.40
F&GP	BACS	LRM Planning	Neighbourhood Planning	250.00	50.00	300.00
F&GP	BACS	RBS	Annual Support and Maintenance License for accounts software	387.00	77.40	464.40
TH&P/OS	BACS	RG Julian	Skip Hire	215.00	0.00	215.00
F&GP	DD	Sea Dog IT	Website Hosting	25.00	0.00	25.00
F&GP	BACS	TEL Morris	Certificate Frame	9.00	0.00	9.00
F&GP	BACS	PaintNPrint	36 Mugs and 2 Engraved Picture Plaques	104.00	0.00	104.00
OS	BACS	Travis Perkins	Tamar Close Repairs - postcrete and Pz2 Bits	43.97	8.79	52.76
TH&P	Cheque	TV Licensing	Annual license	159.00	0.00	159.00
F&GP	BACS	Victoria Eyton	Union Flag Bunting	99.62	0.00	99.62
F&GP	BACS	Zurich	Insurance renewal 01.05.22-30.4.23	8541.04	0.00	8541.04
				<b>11382.46</b>	<b>436.95</b>	<b>11819.41</b>

<b>Payments for approval 28th March 2022</b>						
				<b>Net</b>	<b>VAT</b>	<b>Gross</b>
F&GP	DD	Three	3 Mobile Phones	42.50	8.50	51.00
F&GP	BACS	Bluemoon	Newsletter Printing	985.00	0.00	985.00
OS	BACS	Barriersdirect	Barriers	894.31	178.86	1073.17
F&GP	BACS	Cornwal ALC	Annual Membership	1650.19	261.61	1911.80
F&GP	BACS	Complete Bus. Sol	Stationery	21.58	4.32	25.90
F&GP	BACS	Every Corner Distribution	Newsletter Delivery	408.00	81.60	489.60

F&GP	BACS	ICCM	Cemetery Training Course	135.00	27.00	162.00
All	BACS	Inland Revenue	March PAYE & NI	5118.16	0.00	5118.16
F&GP	BACS	LRM Planning Ltd	Neighbourhood Planning	2050.00	410.00	2460.00
OS	BACS	Mole Valley	Fencing Stakes and Wire Roll	115.85	23.17	139.02
F&GP	BACS	M&SJ Tagg	Mileage and Over The Top Pasty	39.60	0.00	39.60
OS	BACS	Source for Business	Haye Road Water	331.19	0.00	331.19
OS	BACS	Travis Perkins	Treated Timber	43.20	8.64	51.84
F&GP	DD	Webmate	SIP Trunk for April	30.00	6.00	36.00
				<b>11864.58</b>	<b>1009.70</b>	<b>12874.28</b>

Payments for approval 1st April 2022						
				Net	VAT	Gross
TH&P	DD	Cornwall Council	Business Rates for Year on Units 7-9	2395.20	0.00	2395.20
TH&P	DD	Cornwall Council	Business Rates for Year on Public Toilets - now get 100% Public Lavatory Relief	0.00	0.00	0.00
TH&P	DD	Cornwall Council	Business Rates for Year on Town Hall	14595.75	0.00	14595.75
OS	DD	Cornwall Council	Business Rates for Year on Car Park	5738.50	0.00	5738.50
TH&P	BACS	Clearflow	Grease Trap for Unit 20 (Café)	295.00	59.00	354.00
F&GP	BACS	S Jackman	Project Management for Art Council Project	500.00	0.00	500.00
OS	BACS	Seton	First Aid Supplies	64.30	12.86	77.16
OS	BACS	Sparling Recycling	Mixed Waste Disposal	283.80	56.76	340.56
OS	BACS	VPG Weighing	Vanweigh for WA15 CYE	1300.00	260.00	1560.00
OS	BACS	Pear Technology	Cemetery Mapping Annual Support & Updates on System	225.00	45.00	270.00
F&GP	BACS	Full Stop	Install of additional devices	959.85	191.97	1151.82
F&GO	BACS	Full Stop	Alterations to existing CCTV system	1353.30	270.66	1623.96
				27710.70	896.25	28606.95

Payments for approval 13th April 2022						
				Net	VAT	Gross
OS/TH&P	DD	AMS	Vehicle Tracking	27.95	5.59	33.54

			System			
OS/TH&P	DD	Allstar	Fuel	152.97	30.60	183.57
OS/TH&P	BACS	Biffa	Waste & Recycling	203.89	40.78	244.67
OS	DD	Drax	Electricity at Heritage Centre	189.63	37.92	227.55
OS	DD	Drax	Workshop & Toilets	-57.39	-2.87	-60.26
OS	DD	Drax	Workshop & Toilets	45.23	2.27	47.50
OS	DD	Drax	Workshop & Toilets	51.65	2.59	54.24
TH&P	DD	Drax	Public Toilets	90.15	4.51	94.66
TH&P	DD	Drax	Town Hall	148.62	7.44	156.06
TH&P	DD	Drax	Welfare Room	86.17	4.31	90.48
F&GP	BACS	DTS Computers	IT Support and Hosting	545.00	0.00	545.00
OS	BACS	Environment Agency	Permit for Sewage Effluent Discharge at Cemetery	251.00	0.00	251.00
F&GP	DD	Google	Google Workspace	276.00	0.00	276.00
OS	BACS	GB Tool Hire	Ear plugs, Ratchet straps, Gloves and Barrier Tape	89.44	17.88	107.32
TH&P	BACS	GB Tool Hire	Hand Sanitizer	131.90	26.38	158.28
TH&P	BACS	GB Tool Hire	Washing Powder	31.95	6.39	38.34
OS	BACS	GB Tool Hire	Line marking and Skate Board Signs	48.80	9.76	58.56
TH&P	BACS	GB Tool Hire	Toilet Cleaner	28.20	5.64	33.84
OS/TH&P	BACS	HR Support Consultancy	HR support in March	449.50	89.90	539.40
OS	BACS	ICCM	Subscription 2022/23	95.00	0.00	95.00
TH&P	BACS	M&V Jago	Water Heater and servicing	360.00	0.00	360.00
TH&P	BACS	Soul Workshops	Room Hire Refund	66.66	13.34	80.00
OS	BACS	RG Julian	Skip Hire	215.00	0.00	215.00
OS	BACS	Mole Valley	Shield stakes	63.00	12.60	75.60
F&GP	DD	Natwest	Bank charges	18.50	0.00	18.50
F&GP	BACS	Rachael's Flowers	Hand Tied Flowers - Civic Thank You	30.00	0.00	30.00
F&GP	BACS	SeaDog IT	Website work	120.00	0.00	120.00
OS	BACS	Travis Perkins	Shorts	19.76	3.95	23.71
OS	BACS	Travis Perkins	Timber and Plywood	180.60	36.12	216.72
OS	BACS	Trewartha's	Various consumables; paint, nails, bolts, shovel, staples	201.85	40.37	242.22
TH&P	BACS	Trewartha's	Plunger, Batteries and Mop Bucket	19.11	3.82	22.93
				<b>4180.14</b>	<b>399.29</b>	<b>2251.33</b>