



CALLINGTON TOWN COUNCIL

FULL COUNCIL MEETING

Date: 28th March 2023
Time: 7.00pm
Venue: Council Chamber
Enquiries: Tel: 01579 384039
Chairman: Portreeve & Mayor, Cllr Tolman
Councillors: Brooks, Coakley, Gold, Long, Pound, Smith, Stentiford, Tolman, Ward and Watson.

Any member of the public wishing to express views on the agenda items below or to put questions to the Council are to email enquiries@callington-tc.gov.uk by **5pm on Mon 27th March 2023**

Prayers led by Rev. David Moss

AGENDA

THERE WILL BE A MINUTE SILENCE IN MEMORY OF THE LATE JOYCE PATON, FORMER PORTREEVE

1. **APOLOGIES**
2. **MINUTES**
Approval of the Minutes of the meeting of 28th February 2023
3. **MATTERS ARISING**
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.
5. **DISPENSATIONS** – To consider any requests for dispensations.
6. **RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING**
7. **PUBLIC SESSION.** - An opportunity for any parishioner of any age to ask questions or raise concerns. *Time is allocated during the Public Session for members of the public to comment on any of the items*

detailed in the agenda below or to bring any relevant matter(s) to the attention of the Parish Council. Contributions may be limited to 5 minutes on each subject.

8. **TOWN FORUM** – To receive any updates from the group
9. **TOWN TEAM** - To appoint a Chair and to discuss the future of the proposed Shared Prosperity Fund application
10. **KELLY BRAY RESIDENTS ASSOCIATION MATTERS** – To receive any updates from the group
11. **POLICE MATTERS** - To receive any updates
12. **FIRE MATTERS** - To receive any updates
13. **CARADON COMMUNITY NETWORK PANEL** - To receive any updates
14. **REPORTS**
 - a) **Planning Committee.** To receive the approved minutes from the meeting held on 21st February and 7th March 2023
 - b) **Town Hall & Premises Committee.** To receive the approved minutes from the meeting held on 7th February 2023
 - c) **Outside Services Committee.** To receive the approved minutes from the meeting held on 21st February 2023
 - d) **Finance & General Purposes Committee.** – To receive the approved minutes from the meeting held on 28th February 2023
 - e) **Staffing Committee.** – Update from the Chair (if any).
 - f) **Any other reports** [not for decision] from Councillors.
 - g) **Reports from Cornwall Councillor.**
15. **FINANCE**
 - a) Approval for expenditure as listed, and note the payments made since the last meeting. **(Addendum 1.0 below)**
 - b) Budget Monitoring
 - c) Audit update
16. **FOR DISCUSSION/DECISION** – Neighbourhood Plan update – to receive recommendation from the Steering Group regarding the amendments to the Design Guide.

17. **FOR DISCUSSION/DECISION** - to receive a request from the 'The Friends of Kelly Bray' group to place a Coronation banner in the Town Hall during the lead up to the Coronation and the Coronation weekend.
18. **FOR DECISION – CO-OPTION.** To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy

The meeting will be suspended for a brief period to allow Councillors to discuss the application. Members of the public and press will be asked to leave the room during this process but will be invited back in when the meeting resumes.

19. **FOR DISCUSSION/DECISION – FOR DISCUSSION/DECISION** – to set a timeline for the co-option of Councillor vacancy
20. **FOR DECISION** – Pannier Market Awning project. To discuss the future of the project.
21. **FOR DISCUSSION/DECISION** – Good Growth Funding. To consider which project, if any, to put forward for funding.
22. **FOR DISCUSSION/DECISION** - To receive the annual Health and Safety Report and agree any recommended course of action.
23. **FOR NOTING** - to receive the Memorandum of Appointment of New Trustees of the Brendon and Huggins Trust – Portreeve and Deputy to sign.
24. **ANY URGENT ITEMS – for information only**
25. **PART TWO SESSION**

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 will 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.

- a) Car Parking
- b) Staffing matters

Jo Taylor, Town Clerk

21st March 2023

Payments for approval 1st March 2023						
To be minuted at March Full Council						
				Net	VAT	Gross
TH&P	BACS	Cornwall Vacuum Services	Replacement parts for vacuum cleaner	£64.97	£12.99	£77.96
F&GP	BACS	Every Corner Distribution	Distribution of March Newsletter	£478.00	£95.60	£573.60
F&GP	BACS	Full Stop	Call out for CCTV	£140.00	£28.00	£168.00
F&GP	BACS	George Du Plessis	Eye Test	£25.00	£0.00	£25.00
OS	BACS	GB Tool Hire	Hire of Fence Panels	£18.00	£3.60	£21.60
TH&P	BACS	GB Tool Hire	Cleaning Material	£263.90	£52.78	£316.68
OS	BACS	GB Tool Hire	Road signs and Line Marking Spray	£90.30	£18.06	£108.36
TH&P	BACS	GB Tool Hire	Cleaning Material	£179.42	£35.88	£215.30
OS	BACS	Radland Building Supplies	Loose Contract Ornamental Bark	£316.66	£63.34	£380.00
OS	BACS	Source For Business	Allotment Haye Road Water	£246.70	£0.00	£246.70
TH&P	BACS	Source For Business	New Road Toilets Water	£274.95	£0.00	£274.95
OS	BACS	Sparling Recycling	Green Waste	£10.00	£2.00	£12.00
			BACS Payments	£2,107.90	£312.25	£2,420.15
TH&P/OS	DD	RAM Tracking	Vehicle tracking	£27.95	£5.59	£33.54
			DD Payments	£27.95	£5.59	£33.54
			Total Payments	£2,135.85	£317.84	£2,453.69
Payments for approval 8th March 2023						
To be minuted at March Full Council						
				Net	VAT	Gross
TH&P	BACS	Annette Perring	Market Refund	£5.00	£0.00	£5.00
OS/TH&P	BACS	Biffa	Waste Collection	£155.96	£31.19	£187.15
OS/TH&P	BACS	Biffa	Recycling Collection	£31.06	£6.21	£37.27
			Waste & Toasty Grant - heat and utility costs			
F&GP	BACS	Callington Foodbank		£500.00	£0.00	£500.00
TH&P	BACS	CPC	Power adaptor for lighting desk	£12.16	£0.00	£12.16
TH&P	BACS	Cornwall Council	February Enforcement	£292.20	£0.00	£292.20
F&GP	BACS	Dawe Hawken & Dodd	Internal Audit	£600.00	£120.00	£720.00
			Landlords Gas Safety Report & Service			
TH&P	BACS	DB Heating		£117.00	£23.40	£140.40
F&GP	BACS	HR Support Consultancy	February HR Support	£136.50	£27.30	£163.80
OS	BACS	ICCM	Cemetery Training Course (AH)	£135.00	£27.00	£162.00
OS	BACS	ICCM	Cemetery Training Course (DP)	£135.00	£27.00	£162.00
F&GP	BACS	Summerfield Planning Ltd	Neighbourhood Plan	£1,000.00	£200.00	£1,200.00
OS	BACS	Trewarthas	Paint, Spray and Screen Wash	£86.67	£17.34	£104.01
TH&P	BACS	Trewarthas	Paint	£93.40	£18.68	£112.08
TH&P	BACS	TV Licensing	TV License	£159.00	£0.00	£159.00
			BACS Payments	£3,458.95	£498.12	£3,957.07
F&GP	BACS	Google	February Google Workspace	£310.50	£0.00	£310.50
F&GP	DD	Webmate	SIP Truck Unlimited	£30.00	£6.00	£36.00
TH&P	DD	Source For Business	Town Hall - August 22 - February 23	£27.52	£0.00	£27.52
TH&P	DD	Source For Business	Unit 11 - Lost Surfers	£231.26	£26.95	£258.21
			DD Payments	£599.28	£32.95	£632.23
			Total Payments	£4,058.23	£531.07	£4,589.30

Payments for approval 15th March 2023						
To be minuted at March Full Council						
				Net	VAT	Gross
TH&P	BACS	Big Dug	Industrial Shelving	£272.00	£54.40	£326.40
TH&P	BACS	East Cornwall Property Care	Call out to fit temporary extractor ducting and vent, at Calli Pizza	£145.00	£0.00	£145.00
F&GP	BACS	Karen Gold	Reimbursement for Booker expenses - community events	£37.42	£7.48	£44.90
TH&P	BACS	Dan Hunt	Service Call to improve Laptop HDMI - Council Chamber	£91.50	£0.00	£91.50
OS	BACS	Lynher Training Online	Chainsaw Course (HJ)	£595.00	£0.00	£595.00
OS	BACS	Radland Building Supplies	100mm Half Round Rails Tanalised	£15.20	£3.04	£18.24
TH&P	BACS	Sovereign Scaffolding	Scaffolding & platform - Flat Roof above main office	£710.00	£142.00	£852.00
TH&P/OS	-	DVLA	Tax on WK13 BZF - Mower - Exempt	£0.00	£0.00	£0.00
F&GP	BACS	Visit Tamar Valley	Yearly Membership	£250.00	£0.00	£250.00
						£0.00
			BACS Payments	£2,116.12	£206.92	£2,323.04
F&GP	BACS	Google	February Google Workspace	£310.50	£0.00	£310.50
TH&P/OS	DD	Drax	February - Heritage Centre	£193.79	£38.76	£232.55
	DD	Drax	February - Workshop & Toilets	£47.46	£2.38	£49.84
	DD	Drax	February - Public Toilets	£51.48	£2.58	£54.06
	DD	Drax	February - New Offices	£106.01	£5.31	£111.32
	DD	Drax	February - Staff Room	£148.65	£7.44	£156.09
F&GP	DD	Natwest	Autopay Monthly Service Fee	£18.50	£0.00	£18.50
			DD Payments	£876.39	£56.47	£932.86
			Total Payments	£2,992.51	£263.39	£3,255.90