



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall
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Council Meeting – 3 May 2018

Minutes of the Annual meeting of the Council held at the Town Hall, Camelford, 7pm.

1. To Elect Mayor

Only 1 Nomination for Mayor.

Cllr Ferguson spoke regarding her reasons for wanting to be Mayor. Excited about leading council over next 12 months working on excellent progress of last 18 months. Honoured to be part of team making Camelford a better place to live. Wants to dedicate her time in response to the support that people have given her and her family. Thanked Cllr Rotchell for support during her time as Deputy Mayor.

It was **resolved** to elect Kirsty Ferguson as Mayor

Proposed: Cllr Rotchell Seconded: Cllr Coombes Unan 18/245

2. To Elect Deputy Mayor

2 Nominations for Deputy Mayor – Cllr Hewlett and Andy Shaw:

It was **resolved** to elect Claire Hewlett as Deputy Mayor.

Proposed: Cllr Rotchell Seconded: Cllr Goodman 6-4 dec carried 18/246

Mayor suspended Standing Orders for press photos.

Mayor reinstated standing orders

3. Persons Present/Apologies

Cllr Rotchell opened the meeting at 7.00pm with 10 Councillors present: Cllrs Shaw, Ferguson, Burgis, Ferguson, Hewlett, Dawe, Guesford, Elford, Coombes, Goodman **18/247**

4. To receive Declarations of Interest and approve Dispensations

Cllr Elford 8a Planning PA18/01386 Pecuniary To leave the room
Cllr Goodman 19 Finance Pecuniary To leave the room
18/248

5. Public Participation

7 members of the public attended. 1 member of the press **18/249**

Member of public raised concerns in the park regarding brambles being cut back. Chif chaffs nesting 2 weeks before brambles cut down. Should not be cut down from March onwards. Contacted Cornwall Wildlife Trust and logged with Police. Also concerned about money spent on willow arch and location of willow arch by Moorhens. Could be spent on better things. Concerned about vision for the park. Need someone on the Council who has knowledge of wildlife.

****Cllr Griggs arrived 7.12pm****

Member of public directed questions to Rob Rotchell on the Health and Wellbeing Hub. Cllr Rotchell answered that plans are with architects and design team. Waiting to come back. £750m committed to Health Hub but going to cost a lot more. Still need to work towards total cost.

Chair's Signature.....

Dated.....

Pencluse House owner here to answer questions or concerns regarding planning application.

6. To receive and approve Council Meeting Minutes 17 April 018

It was **resolved** to approve the minutes of the Ordinary Meeting 17 April 2018

Proposed: Cllr Rotchell Seconded: Cllr Burgis 8-0 (3 abs) 18/250

7. Clerk's Report

ATM Litter – Cashpoint will be installing a bin. No date for installation known as yet. Library - IT & Security. New equipment purchased and set up. Councillor emails not set up yet and still work to be done. Staff are settling in well. SITA grant and skatepark update- SITA grant successful. Will be discussing offer letter in Part 2. SLCC response to car parking queries - confirms NALC advice. Copy of email available on request. Vandalism in market place – PC M Dodd has identified 8-10 people responsible/who took part in damage. Suggests restorative justice i.e community service for the Council. Waiting on all responses from Councillors. Cormac contract finalised – library cleaning schedule updated. Bandstand groundworks – waiting on Ian Hicks to give specification for ground works. Bandstand structure being delivered within the month. Groundworks to be completed ahead of structure being installed. Union flag has been located. Fun week – marketing has started. Lots of new and exciting events happening. GDPR new policies will be on the agenda for adoption at next meeting. Data Audit – going through filing cabinets – ongoing. On target to have essentials in place for 25 May.

18/251

Cllr Rotchell gave thanks to Deputy Clerk on SITA grant.

Cllr Rotchell commented on vandalism. Usually pressed for prosecution. Restorative justice suggestion should be debated. Should we prosecute or go to restorative justice? To go on next Agenda for full discussion.

18/252

8. Planning

Any late applications will be discussed under this section.

a. To **discuss** and **make a consultee comment** on the following applications:

PA18/02986. Mutley 8 Trevia Lane. Mr Karl Bacchus. Conversion of Barn into C3 dwellinghouse

Cllr Shaw – Old barn in good condition. Only issue is state of the road. It is not adopted. Cllr Rotchell – loop been patched and resurfaced.

It was **resolved** to reply with no objection.

Proposed: Cllr Shaw Seconded: Cllr Elford Unan 18/253

PA18/03178. Work to trees in Enfield Park. Esther Greig. Raise crown of row of trees.

Cllr Shaw would like further information on the exact location of the trees. Clerk to supply information.
Noted **18/254**

PA18/03186. Pencluse House, Clease Road. Mr Tann. Conversion of care home into 6 flats and erection of 5 garages with associated amenity and parking.

Cllr Shaw. Issue with overdevelopment of site and parking. 5 garages – not enough room. No fixed fire escape – nothing on plans. Access issues - situated on blind corner Clease Road, Dark Lane, Chapel Street.

It was **resolved** to reply with objection.

Proposed: Cllr Shaw Seconded: Cllr Goodman (5-4 dec carried) (2 Abs) 18/255

PA18/03221. Piggery Cottage, Helstone. Mr P Miners. Rear single-storey extension.

It was **resolved** to reply with no objection.

Proposed: Cllr Shaw Seconded: Cllr Grigg Unan 18/256

PA18/02876. 21 Roughtor Road. Mr Richards. Change of use of a single dwelling into two separate dwellings and construction of single storey porch to the rear of the property.

Chair's Signature.....

Dated.....

Enfield Park Lead – Cllr Rotchell.
Cllr Guesford
Cllr Shaw
Cllr Ferguson
Esther Greig

Proposed: Cllr Rotchell Seconded: Cllr Goodman Unan 18/266

Play areas Lead – Cllr Hewlett
Cllr Dawe
Cllr Elford
Cllr Ferguson
John Gilbert
Esther Greig
Amanda Lash

Proposed: Cllr Hewlett Seconded: Cllr Elford Unan 18/267

Car park Lead – Cllr Burgis
Cllr Shaw
Cllr Coombes
Cllr Hewlett
Esther Greig

Cllr Burgis proposed changing Car Park to “Car Parks and Transport”
Proposed: Cllr Burgis Seconded: Cllr Guesford Unan 18/268

NDP Lead – Cllr Shaw
Cllr Burgis
Cllr Hewlett
Cllr Coombes
Amanda Lash
Esther Greig

Proposed: Cllr Ferguson Seconded: Cllr Hewlett Unan 18/269

Events Lead – Cllr Ferguson
Cllr Grigg
Cllr Rotchell
Cllr Burgis
Cllr Dawe
Cllr Guesford
Cllr Hewlett
John Gilbert
Amanda Lash

Proposed: Cllr Ferguson Seconded: Cllr Guesford Unan 18/270

Allotments Lead - Cllr Grigg
Cllr Shaw
Cllr Dawe
Cllr Ferguson
Esther Greig

Proposed: Cllr Ferguson Seconded: Cllr Rotchell 10-0 (1 abs) 18/271

AQM Lead – Claire Hewlett
Cllr Shaw
Cllr Ferguson
Esther Greig

Proposed: Cllr Guesford Seconded: Cllr Rotchell Unan 18/272

Chair’s Signature.....

Dated.....
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Cemetery Lead – Cllr Shaw
 Cllr Rotchell
 Cllr Guesford
 Cllr Dawe
 Esther Greig

Proposed: Cllr Rotchell Seconded: Cllr Goodman Unan 18/273

11. Policy and Procedure

It was **resolved** to adopt policy and procedures on block:

- a. Code of Conduct
- b. Investment Strategy
- c. Risk Assessment and Management Policy 2017/18
- d. Standing Orders 2018 (attached)
- e. Financial Regulations 2018/19
- f. Internal Control Policy
- g. Procedures for handling requests under Freedom of Information Act 2000 and Data Protection Act 1998
- h. Policy for Dealing with the Press/Media
- i. Complaints Procedure

Proposed: Cllr Rotchell Seconded Cllr Burgis Unan 18/274

12. Terms of Reference

It was **resolved** to adopt the terms of reference for each committee/working group with the exception of the Car Parks & Transport Working Group. Add to agenda for that working group.

Proposed: Cllr Hewlett Seconded: Cllr Elford 18/275

13. Insurance

Insurance arrangements **confirmed**. Deputy Clerk advised insurance for the skate park has increased public liability premium by £82. It was **resolved** to accept this increase.

Proposed: Cllr Rotchell Seconded: Cllr Elford Unan 18/276

14. Subscriptions to other bodies

It was **resolved** for the Council to subscribe to be a member of CALC and for the Clerk and Deputy Clerk to subscribe to be a member of SLCC.

Proposed: Cllr Burgis Seconded: Cllr Elford Unan 18/277

15 Inventory of Land and Assets (Annual Transparency Code Statement)

The Inventory of Land and Assets was **reviewed and accepted**.

Proposed: Cllr Dawe Seconded: Cllr Grigg Unan 18/278

16 Meeting Dates and Times 2018/2019

Cllr Ferguson proposed to have one meeting in January (2nd meeting) and 1 meeting in August. It was **resolved** to delete the first meeting in January. Dates to be amended by Clerk.

Proposed: Ferguson Seconded: Cllr Dawe Unan 18/279

17 Portfolio Reports

It was **resolved** to keep the following as standing items, except Community Network Meeting Reports (quarterly) and Camelford Hall (quarterly)

- a. Community Network Meeting (quarterly)
- b. Mayor's Report
- c. Camelford Hall (quarterly)
- d. Cornwall Councillor's Report
- e. Events Working Group
- f. Air Quality Management/Green Camelford

Cllr Hewlett proposed that AQM and Green Camelford is separate. Cllr Guesford suggested that Green Camelford be re-named due to political connotations. It was **resolved** to rename Green Camelford – Eco Camelford.

Chair's Signature.....

Dated.....

Proposed: Cllr Burgis **Seconded: Rotchell** **Unan** **18/280**

Cllr Shaw raised the issue of Councillor other news/issues not being on the agenda. Cllr Rotchell responded that there cannot be AOB “Any Other Business”. Deputy Clerk advised that any news/issues to go on the agenda can be emailed to the Clerk as long as this information is given in time for the 3 clear working days before an agenda is sent out. If just news, can possibly go on Clerk Report. **18/281**

18. Correspondence

- a. Email from Andrew Ades – disabled car parking bays in Churchfield Car Park
Noted. **18/282**

19. Agenda Items

- a. It was **resolved** to **accept** Shirley Goodman’s resignation. Cllr Rotchell would like the Clerk to formerly write to Cllr Goodman to thank her for all her work for the Council
Proposed: Cllr Guesford Seconded: Cllr Hewlett Unan 18/283
- b. It was **noted** that Sir James Smith’s School raised £364.01 in aid of the Skate Park. Clerk to write to SJS to thank. Deputy Clerk has already emailed.
- c. Dennis Hardman’s proposal for CTC to pay £200/£250 to redecorate old offices was **discussed**. Cllr Rotchell proposed that we offer £100. Clerk to write to offer £100.
Proposed: Cllr Rotchell Seconded: Cllr Coombes 10-0 (1 abs) 18/284
- d. It was **resolved** to reject the Conservative Club’s request to site picnic benches on Market Place. Clerk to inform Conservative Club.
Proposed: Cllr Rotchell Seconded: Cllr Dawe Unan 18/285
- e. Events Working Group Minutes 11 April were **noted**. Mayors afternoon tea. Tickets done. Selling from library. 50 spaces. Posters all going out. Vegas has banner. Cllr Burgis to get date for putting the banner up. **18/285**
- f. It was **resolved** to instruct South West Aquatics to carry out maintenance works to the pond for the sum of £396.50. Agreed last year. Cllr Rotchell noted must ensure not going to upset wildlife.
Proposed: Cllr Rotchell. Seconded: Cllr Guesford Unan 18/286
- g. It was **resolved** to instruct Sk8tch to repair the mural for the sum of £560. Need to look at CCTV as may be some evidence of vandalism. Cllr Dawe asked if the store room could be painted. Deputy Clerk advised that the store would have to be whitewashed first before any work could be carried out. If it was whitewashed in time for the visit and Sk8tch had time, it would be possible.
Proposed: Cllr Guesford Seconded: Cllr Dawe 10-0 (1 abs) 18/287
- h. It was **resolved** to instruct Event Tech to manage sound requirements for Music in the Park for the sum of £590. Deputy Town Clerk to email Event Tech.
Proposed: Cllr Rotchell Seconded: Cllr Elford Unan 18/288

20. Accounts

a. To **note** Balances at 26 April 2018

Current Account	£136,254.59		
Tracker Account	£66,181.37		
NS&I	£41,469.81		
CCLA	£80,000.00		

18/289

Cllr Ferguson left the room

21. It was resolved to authorise the payments of Accounts Outstanding.

Proposed: Cllr Rotchell Seconded: Cllr Guesford Unan 18/290

RB Surveys	Topographical survey Skate Park	BACS	£450.00
Viking	Stationery	BACS	£77.10
Shirley Goodman	Mileage for speed watch training	BACS	£15.30
Gary Burton	River bank repairs	BACS	£7,590.00
The Grenaways	Music in the Park Performance	BACS	£500.00
Furniture@work	Conference chairs	BACS	£777.60
JWE	Works to reposition electrics library	BACS	£281.89

Chair’s Signature.....

Dated.....

Endsleigh Gardens	Apple trees	BACS	£53.80
Kernow Training	Brushcutter Course J Gilbert/L Ellison	BACS	£330.00
R Sleep	Maintenance supplies	BACS	£53.04
The Willow Bank	Willow arch kit Enfield Park	BACS	£178.00
Duchy Defibrillators	Monitoring Camelford Hall	BACS	£534.00
N Blue	Refund allotment overpayment	BACS	£20.00
Lemonwalk	Parkway Office Rent	DD	£416.67
Autobank	Vehicle repayment	DD	£230.61
Income			
C Rice	Allotments 46/47	Chq	£40.00
C Kidd	Allotments 27/28	Chq	£40.00
Mr Pearce	Allotments 23/24	CASH	£40.00
Mr Smith	Allotments 44/45	CASH	£40.00
Mr Keast	Allotment 37	CASH	£20.00
M Reeve UCA Team	Donation to Gardening Team	CASH	£40.00
N Blue	Allotment	BACS	£40.00
FEAST	2017 Fun Week Grant	BACS	£100.00

c. Direct Debit Affirmation

It was **resolved** to continue the use of the Direct Debit method of payments of:

- Non-domestic rates
- Vehicle Tax
- Vehicle purchase repayment
- AA Fleet – Breakdown for van
- Public Works Board Loan repayments
- Data Protection renewal
- Seadog IT – website hosting
- A Lawler – Service contract
- Utilities for public toilets, library and allotments
- Barclays Bank – bank charges
- Telephone/Broadband – Voipfone/Plusnet
- CPRE - Campaign to Protect Rural England
- Town Trust – Rent for Library/Skate Park/Market Place

Proposed: Elford Seconded: Guesford Unan 18/291

22. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items.

Proposed: Cllr Goodman Seconded: Cllr Dawe Unan 18/292

a. It was **resolved** to purchase a Brushcutter from Sleeps as it is a local supplier.

Proposed: Cllr Burgis Seconded: Cllr Coombes Unan 18/293

b. After discussion, it was **resolved** to purchase a 6ft wheelchair access picnic bench and 2 other benches. Cllr Rotchell proposed authorising Clerk to order as she sees fit and to resolve a ceiling price of £800.

Proposed: Cllr Guesford Seconded Cllr Rotchell Unan 18/294

c. To **review** and **resolve** upon the Old Cattle Market Skate Park Lease with the Town Trust. Town Council were unable to resolve as clauses in the Lease are unacceptable.

Proposed: Cllr Rotchell Seconded: Cllr Hewlett Unan 18/295

d. CTC **reviewed** the Offer Letter from SITA regarding the skate park and **resolved** to accept the offer. The Deputy Town Clerk updated Councillors on progress so far.

Proposed: Cllr Rotchell Seconded: Cllr Hewlett Unan 18/296

Chair's Signature.....

Dated.....

- 23. To note items for 15 May 2018 Agenda.**
Picnic bench and BBQ area
Skate Park Masterplan and Applications for Funding
GDPR Report
Community Networks Highways Scheme – Traffic Regulation Orders
Quotes for speeding signs (update on speedwatch)
Review of Old Cattle Market Skatepark Lease
Action to be taken following Vandalism

The Mayor closed the meeting at 20.27

Chair's Signature.....

Dated.....
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