

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall
Market Place
Camelford
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

TO MEMBERS OF THE COUNCIL:

Councillors: C Hewlett (Mayor), R Rotchell (Deputy Mayor), A Ackroyd-Johnson, S Bond, A Burgis, M Coombes, S Eford, E Grigg, L Rathbone, A Scawn, A Shaw

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **Thursday 5 September 2019 at Town Hall, Market Place, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1. **To note Councillors present**
2. **To receive Apologies for absence with reasons**
3. **To receive Declarations of Interest & Approve Dispensations**
4. **Public question time** (15 minutes allowed for this)
5. **To receive and approve the Minutes of:**
Ordinary Meeting 1st August 2019 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Signage at Pras-en-Ferla – Ocean Housing will install a sign. Trefew and Co-Op Corner are Highways maintainable – have requested the tree is cut back. Lift service report – worn but serviceable. A speed trap was undertaken by mobile operative in May – 9 offenders caught. Speedwatch - more volunteers being trained. Getting newspapers for Library from Spar. Post box at Market place – Highways have noted to the contractor that the surface has not been reinstated correctly. Pensions regulator – re-enrolled and re-declared. 10-week lead time for recycling bins, fingerposts will be delivered along with train signage. Cemetery – architect's meeting on the 11th Sept. Contractor will get all draft policies and recommendations ready for review at end of September. Lisa's contract ends 27th September. 100 people used the show bus. Doctor's surgery do not want to issue tickets for patients parking area.

7. Planning

Any late applications will be discussed under this section.

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

PA19/06930. Land West of Sir James Smiths Community School. Camelford Rise Ltd. Reserved matters application for appearance, landscaping, layout and scale following outline approval PA15/09884 dated 19.08.2016 for the erection of up to 37 dwellings, the provision of public open space and associated works.

PA19/07033. Garden SE of Tor Grag, Tintagel Road, Valley Truckle. Mr Mark Benettar. Application for outline planning permission with all matters reserved for the construction of one dwelling. [weblink](#)

PA19/06089. Land west of 1 Green Meadows. Mr Tim Burnett. Applications for approval of reserved matters following the outline consent under PA19/00444 for the erection of a bungalow with all matters reserved.

[weblink](#)

PA19/06715. Eversley Garth 6 Warrens Field. Mr Kevin Hobbs. Works to trees covered by TPO namely to remove lower limbs of sycamore and beech trees (G1)-to give appx 6m ground clearance. [weblink](#)

For Information.

PA19/05549. Trewen Bridge, Lanteglos.

Approved

PA19/03820. Land South West of 4 valley Truckle

Approved

PA19/04633. Land West of 3 Green Meadows.

Approved

PA19/06406. The Granary, Mutley, Trevia. Application for a non-material amendment. **Approved**

8. Portfolio Reports

- a. Mayor's Report – Cllr Hewlett
- b. Cornwall Councillor's Report – Cllr Rotchell
- c. Camelford Business Alliance – Cllr Ackroyd-Johnson

9. Correspondence

- a. Sandra Risdon – Unruly children in Enfield Park play area
- c. Maurice Brown – parking on the corner A39/College Road
- d. Jean Attwater – Additional ticket machine near the Doctors, Churchfield car park
- e. Cornwall Air Ambulance – request for grant towards new helicopter
- f. Residents at Pras-en-Ferla – petition requesting removal of Hell's Kitchen trailer.
- g. St.John Ambulance – request for grant towards training First Aiders and equipment.

10. Agenda Items

- a. To **discuss** and **resolve** on an application for licence to use stall at the OCM.
- b. To **resolve** to purchase 13 Bollards for Valley Truckle to prevent cars entering the green space. To be installed as per Highways drawing
- c. To **discuss** having a 'happy bench'. Cllr Grigg.
- d. To **resolve** to **purchase** ordinance survey explorer maps of the Camelford area to sell in the Library
- e. To **resolve** to **purchase** a Town Map to install in the poster case by the Masons.
- f. To **discuss** siting of post-box on Market Place. N.B. TT are happy with the installation.
- g. To **note** thanks to Maintenance Manager for repairing the Bird Hide vandalism on a Sunday.
- h. To **discuss** Cleave car park grass cutting.
- i. To **discuss** use of the BBQ area. Cllr Coombes
- j. To **discuss** pictures of former Mayors. Cllr Coombes
- k. To **resolve** to **authorise** attendance at the SLCC Regional Training Event £160 + VAT + mileage. To **note** Clerk and Deputy Clerk have been asked to present a local case study – Camelford Projects.
- l. To **note** correspondence from Camelford Scout Group regarding damage to the Scout Hut. To **resolve** on a course of action to protect the Scout Hut from further damage. To **resolve** on the essential repairs to the Scout Hut.
- m. To **discuss** having 'Just Park' options at Churchfield car park – pay by mobile phone.
- n. To **resolve** on a grant request from Camelford Leisure Centre –£3,500
- o. To **receive** report on lighting gantry. To **resolve** on a course of action.
- p. To **resolve** a position on XR following correspondence from Resident

11. Accounts

- a. To **note** Balances at 27th August 2019

| | |
|-----------------|------------|
| Current Account | £11,112.21 |
| Tracker Account | £51,331.06 |
| NS&I | £41,543.78 |
| CCLA | £80,000.00 |

- b. To **resolve** to authorise the payments of Accounts Outstanding

| | | | |
|----------------------------|---|------|-----------|
| Staff | August Wages + expenses | BACS | £8,426.68 |
| HMRC | August Tax & NI | BACS | £2,277.91 |
| Cornwall Pensions | August Pension contributions | BACS | £2,515.80 |
| Cornwall Council | Churchfield car park non-domestic rates | DD | £435 |
| Cornwall Council | Enfield park non-domestic rates | DD | £51 |
| Camelot Garage | Fuel for maintenance equipment | BACS | £68.65 |
| Rialtas Business Solutions | Accountancy software – annual support | BACS | £202.80 |
| Jag Signs | Churchfield car park – overlay | BACS | £28.14 |
| Western Supply | Wood for bench | BACS | £17.98 |

| | | | |
|--------------------------|---------------------------------------|--------------|-------------------|
| Kernow Fire Consultancy | Staff training | BACS | £40.00 |
| Spar | Library supplies | BACS | £62.56 |
| HBH Woolacotts | Tablet – CCTV monitoring | Debit | £129.99 |
| R Sleep Ltd | Maintenance Supplies | BACS | £23.89 |
| Cllr Hewlett | Mayor's allowance – raffle prizes | BACS | £25.94 |
| Microsoft | One Drive | DD | £1.99 |
| Viking Direct | Stationery supplies x 2 | BACS | £130.04 |
| Amazon | Library supplies | DD | £15.74 |
| Cormac | Library cleaning June, weed spray | BACS | £435.78 |
| SeaDogIT | Web Hosting | DD | £25.00 |
| Positive Energy | Library Electricity | DD | £146.99 |
| Barclays Bank | Charges x 2 | DD | £27.10 |
| Buckereil Lodge Hotel | overnight B&B MGM ROSPA training | Debit | £99.10 |
| Tilley's coaches | Camelford Show Bus | BACS | £335.00 |
| Bunzl Cleaning & Hygiene | Toilet supplies | BACS | £91.86 |
| Glasdon Uk Ltd | Buffer Bollard sleeves | BACS | £494.57 |
| Adrian Jasper | CTC member photography | BACS | £40.00 |
| Duchy Defibrillators Ltd | Annual monitoring fee – Con club | BACS | £192.00 |
| Cut by Beam | Engraved boards | BACS | £354.00 |
| Camelford Town Trust | Town Hall Rent | DD | £469.79 |
| Autobank | Van Repayment | DD | £230.61 |
| Voiphone | Telephone | DD | £8.40 |
| British Gas | Enfield Park Electricity | DD | £64.11 |
| Positive Energy | Library Electricity | DD | £11.51 |
| Positive Energy | Library Electricity | DD | £4.11 |
| Pennon Water | Library Water | DD | £11.00 |
| Pus Net | broadband | DD | £38.94 |
| Litterbins | Litter bins | debit | £1,077.48 |
| Darren Milner | Newspapers - centrepiece | BACS | £17.65 |
| ICO | Data protection registration | DD | £35 |
| Pennon water services | Public toilets | DD | £113 |
| Amazon | Fade resistant pen – car park permits | debit | £8.16 |
| Voipfone | Call top-up | debit | £50.00 |
| | | TOTAL | £18,632.47 |
| To note Income | | | |
| CCLA | Quarterly dividend | AC | £800.04 |
| 100940 | Car park income & permits | AC | £123.55 |
| 100941 | Library takings Q1 | AC | £289.95 |
| 100941 | Car park income | AC | £100.50 |
| 100942 | Car park income | AC | £101.45 |
| HMRC | VAT reclaim | AC | £8,568.89 |
| 100939 | Car park income | AC | £206.50 |
| Centrepiece | bounced back – newspapers | AC | £17.65 |
| Camelford Library | Agency fee Q1 | AC | £25.94 |
| | | TOTAL | £10,234.47 |

12. To note items for 17th September 2019 Agenda.



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Ordinary Council Meeting – 1st August 2019

Minutes of the Ordinary meeting of the Council held at Town Hall, Market Place

1. To note Councillors present

Cllr Hewlett (Mayor) opened the meeting at 7.00pm with 9 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Grigg, Rotchell, Scawn, Shaw. 19/424

2. To receive Apologies for absence with reasons

Cllr Rathbone - personal

It was **resolved** to approve the absence

Proposed: Cllr Bond Seconded: Cllr Ackroyd-Johnson unan 19/425

3. To receive Declarations of Interest & Approve Dispensations

| | | | | |
|---------------|----------------|-----------|-------------------|--------|
| Cllr Shaw | 11 b. Accounts | pecuniary | to leave the room | |
| Cllr Rotchell | 7a Planning | pecuniary | to leave the room | 19/426 |

4. Public question time (15 minutes allowed for this)

2 members of the public attended. Steve Stephens spoke on behalf of the events working group. He noted that the lighting gantry should be kept as is because of the CCTV and Lighting wiring - banners and bunting can be hung on it. Benefits of it staying outweigh that of removing it. Next agenda.

19/427

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 16th July 2019

Proposed: Cllr Coombes Seconded: Cllr Scawn 9-0 (1abs) 19/428

6. To receive Clerk's report

Matters arising from the Minutes. No feedback from the Town Trust yet – next agenda. Computer hub in office wasn't modified. Post box relocation to Market Place was a mistake by Royal Mail contractor's - they assumed it was public land. TT will decide next week whether it stays there or is removed. TT have requested CTC view – next agenda. Regarding XR meeting on 22nd July - received email of concern regarding its activities from resident. Clerk spoke to the Police who advised that XR are currently not a threat. Cllr Rotchell reported attending a XR meeting with Cllr Hewlett. Roger Halam spoke – a good plausible presentation noting that the climate change issue is way worse than it is perceived by the general public. Mr Halam noted that it had written letters and spoken to people and policy hasn't changed; so insurrection is the only way forward. Cllrs Rotchell and Hewlett left the meeting at that point as they did not want to be associated with an organisation that advocates breaking the law and going to prison. Next agenda to take a formal position on XR. 19/429

7. Planning

Cllr Rotchell left the room

PA19/06089. Land West of 1 Green Meadows. Tim Burnett. Application for approval of reserved matters following outline consent under PA19/0444 for erection of a bungalow with all matters reserved. Next agenda 19/430

Cllr Rotchell returned

For Information.

| | | |
|--|-----------------|--------|
| PA19/00948. 26 Mill Lane, Camelford. Mr P Wilder. | Approved | |
| PA19/04045. Fenterwanson Cottage, St Teath. | Approved | |
| PA19/04872. 1-12 Smithy Court, Anvil Road, Camelford. | Approved | |
| PA19/05093. 16 Greenhills, Camelford. | Approved | 19/431 |

8. Portfolio Reports

- a. Mayor's Report – Cllr Hewlett attended Sea Sunday service in Falmouth. Cornwall Council cabinet meeting regarding the bypass – would like to congratulate Cllr Rotchell on his speech. Gave interview on Radio Cornwall following the Cabinet meeting. 19/432
- b. Cornwall Councillor's Report – Cllr Rotchell attended meeting with Cornwall housing - funding to do improvement work on the Highfield flats the block at the of Mount Camel – area for washing lines etc. Regarding the accommodation at Highfield – it cannot afford to replace it. Considering converting the ground floor flats to more 'aided' apartments. Raise the profile and improve the area – Cornwall Housing would welcome any ideas. Cabinet meeting – got told off for taking too long on his speech but secured unanimous vote to commit to the bypass bid. 2 x spotlight and 3 x radio interviews regarding adult social care. 19/433

9. Correspondence

- a. Andrew Ades – email regarding the use of Market Place by organisations. Cornwall for Europe; he felt intimidated by their attitude to him. Cllr Hewlett noted that they are passionate people; people who will argue their point but has never known them to be rude or intimidating. **Noted.** Item 10a on the agenda. 19/434
 - b. Sandra Holsey – Victoria Road. **Noted** 19/435
 - c. Debbie Balaam – Speeding. **Noted.** 19/436
- A discussion regarding speeding ensued. Enforcing speed limits is the responsibility of the police. This issue continues – Clerk will respond accordingly.
- d. Camelford Leisure Centre. Complete an online survey please. **Noted** 19/437

10. Agenda Items

- a. Having a policy for organisations wishing to use Market Place was discussed. Cllr Shaw noted that CTC decided previously that religious and political groups cannot associate on Market Place. Each organisation or individual has to ask office/Clerk. Clerk will enforce by asking those without permission to move on.

It was **resolved** that no political or religious groups be allowed to associate on CTC land. Any other groups at the discretion of the Clerk; if it is perceived to be detrimental to the town.

Proposed: Cllr Rotchell Seconded: Cllr Coombes unan 19/438

- b. It was **resolved** to purchase finger post signage from Jag Signs at a cost of £460 plus VAT
Proposed: Cllr Bond Seconded: Cllr Rotchell unan 19/439

- c. It was **resolved** to purchase recycling bins for Enfield Park and the OCM Skate Park from Litter bins UK for both - 3 quotes provided.

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 19/440

- d. The minutes of Events Working Group were **noted.** 19/441

- i. It was **resolved** to commission the Town Band for Winter Festival
Proposed: Cllr Rotchell Seconded: Cllr Burgis unan 19/442

- ii. It was **resolved** to **adopt** Terms of Reference for the Events Working Group
Proposed: Cllr Scawn Seconded: Cllr Grigg unan 19/443

- iii. It was **resolved** to adopt the criteria and procedure for Honoured Citizens, after an amendment.
Proposed: Cllr Ackroyd-Johnson Seconded: Cllr Grigg unan 19/444

- iv. Two potential events - Mayor Making and Civic Ceremony were discussed. Cllr Hewlett noted that many towns have Civic functions but Camelford has nothing. Cllr Rotchell noted that Mayor making is unstructured at the moment – the Mayor is the first citizen of Camelford – the Queen's representative in the Town. Should to be a more formal process. Mayor Making process – Clerk to produce a full

proposal to be discussed at a future meeting, but something in place for May 2020 . No appetite for a Civic Ceremony. 19/445

e. It was **resolved** to adopt the Terms of Reference for the Estates and Properties Working Group.
Proposed: Cllr Shaw Seconded: Cllr Bond unan 19/446

f. The minutes of Estates and Properties Working Group were **noted**. 19/447

i. The roundabout quotations from Wicksteed were **discussed**. Following public consultation requesting that the roundabout stay/it has disabled access; CTC felt that consideration for the purchase of a new roundabout should be discussed with budget working group. It was **resolved** to amend the design so that the possibility of having a roundabout is kept open.
Proposed: Cllr Grigg Seconded: Cllr Elford unan 19/448

ii.. It was **resolved** to purchase railways signage/boards for Enfield Park refurbishment,
Proposed: Cllr Rotchell Seconded: Cllr Grigg unan 19/449
Noting that project is now within budget having amended design to remove small hideaway.

iii. The cemetery layout drawings were **discussed**. It was noted that more grave space could be featured in the plan.
It was **resolved** to instruct architects to draw the revised plan.
Proposed: Cllr Rotchell Seconded: Cllr Coombes unan 19/450

iv. It was **resolved** to appoint external cemeteries administrator to help draft policy, fees and setting up legal paperwork system. Clerk noted maximum 2 days' work at £20phr.
Proposed: Cllr Bond Seconded: Cllr Elford unan 19/451

vi. It was **resolved** to purchase and install Waterfall Bridge (construction to be done in-house).
Proposed: Cllr Bond Seconded: Cllr Elford 9-0 (1 abs) 19/452

g. To **discuss** feedback from Town Trust meeting regarding the OCM site. None received – next agenda. 19/453

h. The Finance Working Group minutes were **noted**. 19/454

i. It was **resolved** to **adopt** Terms of Reference for the Finance Working Group.
Proposed: Cllr Scawn Seconded: Cllr Bond unan 19/455

ii. It was **resolved** to **adopt** Grants Policy 1 August 2019
Proposed: Cllr Ackroyd- Johnson Seconded: Cllr Bond unan 19/456

iii. The Investment Strategy 1 August 2019 was discussed. The inclusion of additional wording to reflect Climate Change required – next finance working group. 19/457

iv. It was **resolved** to increase mileage budget heading by virement of £300 from training budget
Proposed: Cllr Elford Seconded: Cllr Shaw unan 19/458

A discussion regarding amount of mileage that could be claimed ensued between 20p and various others up to 45p a mile.
It was **resolved** on a maximum of 40p per mile for Councillors (same as Cornwall Council) but leave decision of how much to claim/or not, to individual Councillors.
Proposed: Cllr Grigg Seconded: Cllr Burgis unan 19/459

v. It was **resolved** that the Finance Working Group will recommend cemetery fees to FC
Proposed: Cllr Rotchell Seconded: Cllr Bond unan 19/460

vi. Budgeting/precept procedure was discussed. Budget Working Group meeting on Thursday 24th October at 7pm. Thereafter – budget to be discussed at FC, precept to be set at the last meeting in December. 19/461

viii. Clerk noted that the VAT number was not added to car park tickets as yet to be confirmed by HMRC. 19/462

i. It was **resolved** to purchase 2 buffer bollard sleeves at a cost of £417.14 plus VAT.
Proposed: Cllr Grigg Seconded: Cllr Bond unan 19/463

j. The BT public consultation regarding phone boxes on Clease Road and Trefrew Road, Camelford were discussed. Close to the Hall and the OCM – needed.
 It was **resolved** to Object to both box removals
Proposed: Cllr Coombes Seconded: Cllr Ackroyd Johnson unan 19/464

k. It was **resolved** to continue poetry bridge and instruct Cut by Beam to complete 10 boards at a cost of £295 plus VAT (FEAST funding)
Proposed: Cllr Grigg Seconded: Cllr Bond 9-0 (1 abs) 19/465

l. It was **resolved** to approve salaries for August payroll.
Proposed: Cllr Bond Seconded: Cllr Ackroyd-Johnson unan 19/466

11. Accounts

a. Balances at 25th July were **noted**
 Current Account £19,068.20
 Tracker Account £51,331.06
 NS&I £41,543.78
 CCLA £80,000.00
19/467

****Cllr Shaw left the room ****

b. It was **resolved** to authorise the payments of Accounts Outstanding.

| | | | |
|-----------------------------|-------------------------------------|--------------|-----------------|
| Microsoft | One Drive | DD | £1.99 |
| N Power | Electricity Library | BACS | £533.76 |
| Viking Direct | Stationery supplies | BACS | £84.31 |
| SX2 Electrical Solutions | Installation of power CCTV car park | BACS | £300.56 |
| ICO | Data Protection Annual Fee | DD | £40.00 |
| Paragon ID | Tickets for machine | BACS | £145.20 |
| Paragon ID | Tickets for machine | BACS | £372.00 |
| EDF | Christmas Lights | BACS | £159.68 |
| Bodmin Nursery | Plants | BACS | £34.97 |
| Torch | Fire extinguisher maintenance | BACS | £118.30 |
| Amazon | Library supplies | DD | £15.74 |
| R Sleep | Town maintenance supplies | BACS | £86.09 |
| Amazon | Amazon Prime | Debit | £7.99 |
| British Gas | Electric | DD | £64.11 |
| Centrepiece | Newspapers | BACS | £17.65 |
| Amazon | Protective case for GM tablet | DEBIT | £14.48 |
| Cllr Shaw | Mileage County Hall | BACS | £34.65 |
| | | TOTAL | £2031.48 |
| Proposed: Cllr Scawn | Seconded: Cllr Grigg | Unan | 19/468 |

****Cllr Shaw returned****

Income was **noted**

| | | | |
|--------|---------------------|--------------|----------------|
| 100936 | Car park income | AC | £85.40 |
| 100967 | Car park income | AC | £101.10 |
| 100938 | Wayleave | AC | £3.48 |
| 100939 | Car park income | AC | £98.50 |
| Amazon | Amazon Prime Refund | AC | £7.99 |
| | | TOTAL | £296.47 |
| | | | 19/469 |

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

It was **resolved** 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: Staff. Contracts.

Proposed: Cllr Bond Seconded: Cllr Grigg unan 19/470

a. It was **resolved** to contract with Robert Gikler to repair the van from the 3 quotes provided.
Proposed: Cllr Bond Seconded: Cllr Grigg unan 19/471

b. It was **resolved** that OCM phase 2 funding should be financed through grants receipts.
Proposed: Cllr Ackroyd-Johnson Seconded: Cllr Grigg unan 19/472

13. To note items for 5th September 2019 Agenda.

Parking telephone payments.

Language in Enfield Park.

PA19/006089. Land West of 1 Green Meadows. Tim Burnett. Application for approval of reserved matters following outline consent under PA19/0444 for erection of a bungalow with all matters reserved.

Post Box at Market Place – to relocate.

Mayor making procedure

Town Trust meeting regarding OCM

Lighting gantry at Market Place.

Formal position re: XR

The Mayor closed the meeting at 21:26.

September 2019



CAMELFORD TOWN COUNCIL

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PL32 9PD

01840 212880
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Application for Licence to Use Stall(s) for Sale of Goods at The Old Cattle Market

Please complete this form and return to the Town Council at the above address.

Application Details

Full Name Rowena Jones

Address 2 Willow Bank
Camelford, Cornwall. PL32 9XL

Telephone number 07538 234788

Business Name Pitta Pans

Description of Goods to be sold Food, flatbreads, burgers
hot dogs, curries, chips etc.

Any Special requirements Preferably electric, but we
do have a generator.

Number of stalls required 1

Or square footage required

Date stall required Mon, Wed, Friday 11-4 to start
(If regular stall holder, please complete days of week and times (e.g every Friday, with.
5pm to 10pm)

I have read and accepted the Market Licence conditions

Signature [Signature] Date 29/7/2019

Clerk

From: Jones Oliver (Highways) <oliver.jones@cormacitd.co.uk>
Sent: 09 August 2019 15:47
To: clerk@camelford-tc.gov.uk
Cc: Highways & Environment East
Subject: FW: Land at Valley Truckle

Information Classification: CONTROLLED

Hi Esther,

Further to your email below, I have had a site meeting with Mr Pluess and he has no intention is claiming the area that has been surfaced, he is also happy for the Town Council to install a line of bollards as has been done on the side of the allotment gardens and as annotated below.

All that he has asked is that the bollards are spaced enough so he can get him ride on mower through them so he can continue to cut the grassed area, perhaps whoever undertakes this work can call into the garage before starting work on site.

Regards

Oliver



From: Clerk <clerk@camelford-tc.gov.uk>
Sent: 15 July 2019 15:25
To: Jones Oliver (Highways) <oliver.jones@cormacLtd.co.uk>
Cc: claire.hewlett@camelford-tc.gov.uk
Subject: Land at Valley Truckle

Afternoon Oliver,

Do you have any update on the land/negotiations with the garage owner? CTC are keen to get the bollards installed to prevent cars being parked on this land.

Also, Amanda has just rung in to say that a car is parked on the other side of the road (on the verge by the broken fingerpost/mile marker) being advertised for sale. She wasn't in a position to get the registration plate...

Best regards

Clerk

From: Emma Grigg <emma.grigg@camelford-tc.gov.uk>
Sent: 12 August 2019 21:26
To: Esther Greig
Subject: Item for agenda.

Hi,

Please can we discuss having a happy bench in the park for the elderly and lonely.

Thanks

--

Emma Grigg 07535400968

Dementia awareness
w.I. } happy to chat
reducing loneliness.

Hockerday Bronwen

From: Sales @ Westcountry Books <sales@westcountrybooks.co.uk>
Sent: 25 July 2019 10:39
To: Camelford Library
Subject: FAO BRONWYN

Good afternoon,

Thank you for your recent enquiry.

I am pleased to say that we are able to supply local maps.

Ordnance Survey Explorer 109 and Landranger 200 cover the Camelford area. Both retail at £8.99. There is also an 'active' edition of Explorer 109. It's the same map but entirely waterproof and tear proof. It retails at £14.99.

We can offer a 35% discount for each order of a minimum of twenty maps.

Kind regards

Russ

Russell Gibbs
Warehouse Manager
Westcountry Books

Bodmin
20 x 109
5 x w/p.

179.80
74.95

£254.75

LEISURE GOVERNMENT & BUSINESS

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Category

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 - Explorer
 - Landranger
 - Map bundles
 - Other
 - Ireland
 - Northern Ireland



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Standard £8.99

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Sort By
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Category

- All Products
- Leisure maps
 - Explorer
 - Landranger
 - Map bundles
 - Other
 - Ireland
 - Northern Ireland



EXPLORER 109 ?

Bodmin Moor

Standard
£8.99
Weatherproof



1st Floor, 24 - 26 Fournier Street, London E1 6QE

Quote

Cheques payable to: **TLC Holdings Ltd**
 Reg no: **4636734**
 VAT Reg. Number: **810 2889 39**
 Invoice No: **00003324**
 Date: **26/11/2018**

Amanda Lash

| | | |
|------------------------|------------------------|----------------------|
| Invoice To: | Deliver To: | Payment terms |
| Camelford Town Council | Camelford Town Council | Net |
| Town Hall | Town Hall | |
| Market Place | Market Place | |
| Camelford | Camelford | |
| PL32 9PD | PL32 9PD | |
| UK | | |

| Quantity | Item | Description | Price | Unit | Disc % | Total | VAT |
|---|--------|---|-------|---------------------|--------|---------|-----|
| | 000250 | Liasing w/OS Maps, Jag Signs, Camelford Council on Feedback etc | | | | £120.00 | 20% |
| | 000250 | Initial OS Map Adjustments & Prep From Source Files | | | | £60.00 | 20% |
| | 000250 | Icons & Inlays | | | | £60.00 | 20% |
| | 000250 | Overall Design & Layout Inc All Revisions to Approved Artwork | | | | £240.00 | 20% |
| Comment | | | | | | | |
| Camelford A1 Map w/Detail & Inlays. Costs are design only. Production/Fitting to be arranged by client. Cost for OS licensing not included, although from previous experience we understand there will be no cost for OS licensing of source map(s) required. | | | | | | | |
| | | | | Sale Amount | | £480.00 | |
| | | | | Carraige | | £0.00 | |
| | | | | VAT | | £96.00 | |
| | | | | Total Amount | | £576.00 | |
| | | | | Pre Paid | | £0.00 | |
| | | | | Balance Due | | £576.00 | |

Preferred method : bank transfer / TLC Holdings Ltd ACC : 00288748 SC : 20 32 06

admin@camelford-tc.gov.uk

From: Jason Smith <jason.smith@imagesbyhand.com>
Sent: 29 October 2018 12:43
To: admin@camelford-tc.gov.uk
Subject: Re: Map for Camelford

Hi Amanda

As discussed your requirements fit our town council map pricing and so our original price of only £850 with 3 years of free updates remains valid.

If this is acceptable to you, let me know and we will start working on a proof for you. Again there is no commitment or deposits required until you are 100% happy with the design. All designs are vector based and so can be enlarged to cover your office walls or reduced to fit on a credit card.

Please have a look at our Frequently Asked Questions and easy design process <https://www.imagesbyhand.com/town-map>

Best Regards

Jason Smith
Solutions Manager
Tel: 01379 388817
www.imagesbyhand.com
The Whitehouse, Diss Road, Eye, Suffolk, IP21 5HR



IMAGES BY HAND
MASTERS OF VISUAL COMMUNICATION

From: <admin@camelford-tc.gov.uk>
Date: Monday, 29 October 2018 at 12:12 PM
To: 'Jason Smith' <jason.smith@imagesbyhand.com>
Subject: RE: Map for Camelford

Hi Jason

I now have a list of things that Councillors would like included in the map (attached). I also attach the map from Truro which is a good one that we all like.

Can you get back to me asap with a quotation?

Kind regards

Amanda Lash
Deputy Town Clerk, Camelford Town Council

Town Hall
Market Place
Camelford PL32 9PD

01840 212880
www.camelford-tc.gov.uk

£275+VAT



Quotation

Ref: 1358151

Date: **30/07/2019**
To: **Amanda Musgrave**
Job Reference: **Artwork/Design, Artwork/Design, Artwork/Design**
Company: **Camelford Town Council**

Dear Amanda,

Thank you for your recent enquiry, please find your quotation set out as follows:

| | | |
|--|----------------|--------------------------|
| Artwork/Design Full colour, 8 page Artwork/Design printed 2 side(s) on Setup from supplied brief , Ref: 3 Churches Walk | Quantity 1 | Price (ex VAT) £40.00 |
| Artwork/Design Full colour, 12 page Artwork/Design printed 2 side(s) on Setup from supplied brief , Trail and park | Quantity 1 | Price (ex VAT) £60.00 |
| Artwork/Design Full colour, 12 page Artwork/Design printed 2 side(s) on Setup from supplied brief , Watermills walk | Quantity 1 | Price (ex VAT) £60.00 |
| Booklets Full colour, 8 page A5 printed 2 side(s) on Silk 170gsm, Saddle Stitching, Guillotining Ref: 3 Churches Walk | Quantity 20 | Price (ex VAT) £35.00 |
| Booklets Full colour, 12 page A5 printed 2 side(s) on Silk 170gsm, Saddle Stitching, Guillotining Trail and park | Quantity 20 | Price (ex VAT) £40.00 |
| Booklets Full colour, 12 page A5 printed 2 side(s) on Silk 170gsm, Saddle Stitching, Guillotining Watermills walk | Quantity 20 | Price (ex VAT) £40.00 |

} £2 per leaf



REGIONAL TRAINING SEMINAR PROGRAMME

| Time | Session |
|---------|--|
| 08.45am | Arrival & Registration Network with fellow clerks, exhibitors and your Regional Training Seminar Sponsor, Came & Company Local Council Insurance |
| 09.30am | Start of your Training Seminar Your SLCC President, Sarah Jeffries PSLCC, welcomes members & guests and introduces your facilitator for the day. |
| 09.40am | Website Accessibility Regulations & Current Policy Affecting Local Councils Rob Smith, SLCC Chief Executive / Clive Stilwell, LCC Associate Director |
| 10.30am | Cyber Insurance – Do you need it & local issues of the day Came & Company Local Council Insurance |
| 11.00am | Refreshments |
| 11.45am | Introducing your Local Council Consultancy (LCC) Clive Stilwell, LCC Associate Director & Reg Williams, LCC Associate |
| 12.00pm | Improve, Regenerate or Manage Change in your Community Andrew Maliphant, Clerk at Longhope Parish Council |
| 1.00pm | Lunch with the exhibitors Your last chance to network with fellow clerks, exhibitors and Came & Company Local Council Insurance |
| 1.45pm | Writing a Press Release: A Practical Workshop Ian Hembrow, Creative Bridge |
| 2.45pm | Legal Headlines and your questions answered Wilkin Chapman LLP |
| 3.30pm | Thinking Outside of the Box: A case study from your region |
| 4.00pm | Conclusion of the day with your facilitator |
| 4.10pm | Close of your Regional Training Seminar |

Disclaimer: Whilst the SLCC tries to ensure all speakers present accurate and reliable information, the SLCC does not endorse, or approve, or certify all such information, nor does it guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of such information. All presentations represent the opinions of the speaker and do not necessarily represent the position or the opinion of SLCC or its members. Reference by the speaker to any specific commercial product, process or service by trade name, trademark, service mark, manufacturer, and corporation or otherwise does not constitute or imply endorsement, recommendation, or favouring by SLCC.

1st Camelford Scout Group

Registered Charity No. 275227



Mrs Kim Cann – Secretary
1st Camelford Scout Group
21 Westdown Road
Delabole
Cornwall
PL33 9DT

8 August 2019

Dear Councillors

Re: Damage to 1st Camelford Scout Hut, due to proximity of skate park ramp

As you are aware the Scout Hut has been subjected to vandalism and 'accidental' damage since the skate park was opened nearly 12 months ago.

We acknowledge that you tried to secure and protect our hut by fixing a sheet of plywood to the side after the first couple of bouts of vandalism, but as you know this is insubstantial and has failed to protect the side of the hut but has also weakened the cladding. Consequently, further damage continues to be made.

The situation has now become untenable. The Police have advised repeatedly that most of the damage is classed as 'accidental' through use of the skate park.

The Police have requested that the damage is repaired as a matter of urgency as they have identified possible risk to people using the skate park if any boards were to fall off and hurt someone. As a risk has been identified and until the hut has been repaired, we have been advised for health and safety reasons, to formally request that you cordon off the ramp with a security fence with appropriate signage informing users not to use as it is unsafe.

During a meeting that Esther your Town Clerk had with one of our Leaders, it was discussed that a quote would be sought for an erection of an adequate barrier that was not attached to the hut, but along a similar line to the guard rails that have been erected around the stairs. Can you confirm that this is still the case.

We also understand, via various routes, that the Council is prepared to meet the costs of the actual repairs and this is very much appreciated – we are a charitable organisation with limited funds and we rely heavily on the goodwill of our volunteers, most of whom work full time and we do not have the funds available to continually fix/repair damage that is not our fault. We can confirm that we are waiting for quotes for the repair work to come in and will forward them on as we receive them.

It would be very much appreciated if you could make our Scout Hut secure and water tight, if possible using something a bit stronger than ply wood. This temporary fix needs to be carried out as a matter of urgency, due to the risks identified by the police.

We look forward to hearing from you.

Yours sincerely

Kim Cann – Secretary
1st Camelford Scout Group

Camelford Town Council

From: Ian Nicholls <ian@insteelonline.co.uk>
Sent: 31 August 2019 11:07
To: Camelford Town Council
Subject: FW: Rail across scout hut

Importance: High

Morning

Please find a price below for galvanised railings to the front of the Scout Hut.

Railings to match steps.

Railings to rest on floor and secure back to hut.

Price: £2080.00

Price plus VAT

Quote is valid for 3 months.

We thank you for your enquiry, and hope you find this quotation satisfactory and look forward to receiving your instruction in due course.

Regards

Ian

Director

In Steel (Blacksmiths & Fabricators) Ltd

Tel: 01209 822233

Web: www.insteelonline.co.uk
www.spiralstairs.uk.com

WE NOW HAVE OUR OWN PAINT FACILITY INCLUDING POWDER COATING.

Full trading terms and conditions are available on either web site.

Factory and registered office address: In Steel, United Downs Ind Est, St Day, Redruth, Cornwall, TR16 5HY.

Company Reg No 4066302 Vat No 591 2275 36

From: Jerry <Jerry@insteelonline.co.uk>
Sent: 29 August 2019 09:51
To: Ian Nicholls <ian@insteelonline.co.uk>



COLIN SQUIRE BUILDING CONTRACTORS

Mob:07980841867 Office:01840 211 767- 8 Hillhead Gardens Camelford PL32 9TD
 info@colinsquire.co.uk www.colinsquire.com

| Name / Address |
|--|
| Camelford Town council Town Hall, Market Place Camelford Cornwall PL32 9PB |

Date 02/09/2019

Quote 1761

| Description | Total |
|--|--------|
| Re Scout Hut @ Skate Park To remove damaged boards and damaged insulation and dispose of debris, Supply and fit new Rigid board insulation where necessary, replace breather membrane and fit new Cedral Fibre Cement Cladding boards to effected areas | 340.00 |

| | |
|--------------------|-----------|
| Company VAT Number | 925885578 |
|--------------------|-----------|

Subtotal GBP 340.00

Vat GBP 68.00

TOTAL GBP 408.00

This quote is valid for 90 days from today's date.
 If, during the course of this job, any significant additional work is required, it will be brought to your attention, and additional costs agreed before further work is undertaken. Unless previously agreed, payment will be due with in 7 days of invoice date. All materials will remain the property of CSBC untill payment is made, and we reserve the right to remove the materials at any time if payment is not made.



Car Park - Just Park options

Alan

On Thu, 28 Mar 2019 at 19:46, Antonia Hobden <antonia@justpark.com> wrote:

Hi Alan,

It was great speaking with you on Monday.

See below a commercial proposal (strictly private and confidential):

Fees:

- £0.15 per transaction (paid for by you out of the parking tariff or paid for by the driver)
- 3% Merchant ID fee per transaction

Signs:

- Signs will be provided at cost and sent to your offices for your installation.
- If you can send over the number of signs and stickers you need, I can send over a quote (for stickers, I need to know your machine type and how many you have).

Do let me know if you have any questions on the above and I will be more than happy to assist.

Thanks,

Antonia

--

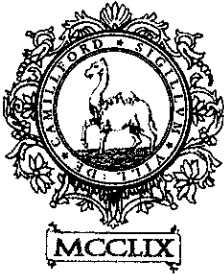
Antonia Hobden

Key Account Manager



t: +44 203 637 2457
w: www.justpark.com





Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

| Key details | |
|---|---|
| Name of organisation (please complete in block letters) CAMELFORD LEISURE CENTRE Ltd | |
| Name and purpose of project Supporting the activities of Camelford Leisure Centre | |
| Total amount requested from the Town Council | |
| Contact name and position JONATHAN HOLT COMPANY SECRETARY | Telephone: 01840 213188 Email: admin@camelfordleisurecentre.co.uk Camelvet55@gmail.com |
| Address for correspondence CAMELFORD LEISURE CENTRE Station Road CAMELFORD Cornwall | |
| Post code PL32 9UE | |
| Bank account name, sort code and account number CAF Bank Camelford Leisure Centre Ltd 40-52-40 00025727 | |

Aims of organisation – state the aims and objectives of your organisation and the nature of its activity

- Maintain and operate the facilities of a swimming pool and leisure centre, open and available to the community (schools, clubs and general public), 7 days a week, 52 weeks a year;
- Deliver sport and fitness activities, that the community needs and wants, that are inclusive and accessible to all;
- Maintain the availability of an essential sports facility to local education providers (including the eight primary schools, Sir James Smiths School, Adult Education and private training providers);
- Provide a sports and leisure ‘hub’ to the local area, forging positive partnerships with providers of sports and leisure activities, community groups, healthcare providers and schools, to improve community involvement in sports and physical activities and ultimately to improve levels of fitness and well-being;

Represent an exemplar community-led organisation, clearly demonstrating the values of a community-owned and operated service, operated with a clear understanding of its customers’ needs with the customer central to the operating system.

What is the status of your organisation or group? (please tick all those that apply)

- registered charity **X** number ...Community
- Benefit company.....
- company limited by guarantee number ...31555R.....
- social enterprise
- community group
- other

Is your organisation part of, or affiliated to any national organisation?

Yes

If yes, please give brief details.

Swimming Teachers Association is a national membership organisation for the leisure industry and companies providing swimming instruction

Financial details

Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).

| Item | A or E | Cost |
|--|--------|------------|
| Upgrade chemical dosing equipment for the swimming pool by installing acid storage and dosing system as well as new PAC pump | A | £3,333.60 |
| Replace sand in pool filters | A | £13,320.00 |
| | | |
| What is the total cost of your project? | | £16,653.60 |

| | |
|--|----------------|
| Amount requested from Camelford Town Council | £3,500 |
| <p>Have successful applications for grants been submitted to other organisations? No – balance will come from our own funds. (if yes, please supply the name of the funder and the amount)</p> | |
| Name of funder | Amount granted |
| | |
| | |
| | |
| | |
| Total granted | |
| <p>Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)</p> | |
| Activity | Amount raised |
| Local business corporate sponsorship x 3 | Approx. £1,200 |
| Various donations from members | Approx. £3,000 |
| Support from Local parish councils | £4,500 |
| Increasing LC revenue | Ongoing |
| Monthly memberships have increased by c£3k pcm in last 12 months | |
| Project details | |
| Name of project Plant room equipment update | |
| Who will manage the project? The Camelford Leisure Centre Managing Director and the Executive Board of Directors | |

Please provide a statement of how the project will benefit residents of Camelford.

Camelford Leisure Centre continues to improve the service to residents of the town and surrounding parishes, membership is increasing and we are receiving very good customer feedback from our surveys. The original business plan required CLC Ltd to overcome an operating deficit which had been running at £170,000 in the year to December 2012. Since then the Centre has improved the position significantly. By 31st July 2019, the average monthly trading deficit had been wiped out to £380 (2018 £380). During 2017-18, the overall operating deficit was £4,570 (2017 £15,250 (**after depreciation**)). There is £21,592 allowed for depreciation in the period.

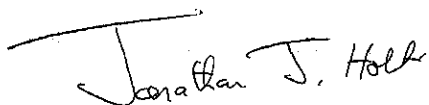
The income, net of grants, for the period from 1st August 2017 to 31st July 2018 was £234,549 (2017 £211,749). Plus £30,864 from grants and donations . The expenditure was £271,140 (2017 £226,999) a considerable increase on the previous year but it includes £30,000 spent on the fitness suite.

The Directors and staff are pleased with progress, but we are not complacent. There is more to do in the next twelve months to improve the facilities and increase non-user membership. The redevelopment of the Fitness Suite appears to be very popular with users and has resulted in an increase of nearly 60% in membership income.

The Centre requires continuing grant support to ensure long-term sustainability of our service to the community, in particular to the six primary schools in our area.

The latest financial year end was on 31st July 2019 and figures are not yet available. It is expected that the financial position will be slightly better than last year due to higher income. Full figures will be forwarded after the AGM in November

You may use a separate sheet of paper to submit any other information which you feel will support this application.



Signed.....

Date 28th August 2019.....



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (hons), CILCA.

Town Hall
Market Place
Camelford
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Lighting Gantry Report September 2019

Contents

1. Background
2. Costs associated with Move
3. Events Working Group discussion
4. Questions for discussion and resolution.

1. Background

The lighting gantry at Market Place, between the bandstand and the entrance to Enfield Park, seems to be a permanent structure. All the other Christmas lights structures are temporary – they are removed and reinstalled for each Christmas Lights season.

In 2018 the water fountain was installed at the public toilets. To accommodate the installation of the fountain, the CCTV pole on the public toilets was moved. Due to the position of the trees in front of the building, it was noted that a better view of the bandstand and the public toilets could be gained by placing 2 of the cameras on the lighting gantry.

It has since been resolved to position a third camera to cover the front of Market Place – this camera would also need to go on the gantry in order to get the best view.

2. Costs

The installation of a new pole of similar height, with 4 cameras and electricity would cost approximately £1600.

3. Events Working Group Discussion and recommendation.

The Clerk notes that she did not want to make assumptions about the ownership of the gantry or the intentions for it long term. She requested that the Events Working Group discuss/approach the Christmas lights committee to see if the intention was ever to remove the gantry, or if it was possible to remove the horizontal bar, or whether the cameras needed to be moved if the gantry needed to come down at some point. The gantry has electricity for the Christmas Lights.

The Events Working Group discussed this on 17 July. Cllr Burgis wanted the gantry to stay so that banners advertising events could be put up. It was noted that there are only 2 events per year – Fun Week/Four Days of Fun in May and the Winter Festival. More often than not, the banners are not put up in time or indeed at all. The Winter Festival is advertised on the main road, with the gantry used for a Christmas

lights display. It was felt that the gantry needed more discussion before any decision is made about removing it.

4. Questions for discussion and resolution.

Would the better long-term solution for the CCTV cameras be on a separate pole? What is the gantry's year-round use? Should the gantry be removed when the others are removed? The other option is to clear the line of sight in front of the public toilets – removing or reducing the trees in front of the toilets?



Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Website: www.camelford-tc.gov.uk

Not available on Thursdays.

From: Andrew Ades <[REDACTED]>

Sent: 17 July 2019 12:36

To: theoldbankcamelford@gmail.com

Cc: clerk@camelford-tc.gov.uk; camelford@devonandcornwall.pnn.police.uk; 'Risto Talas' <[REDACTED]>

Subject: EXTICTION REBELLION (XR) - REPORT BY RICHARD WALTON AND XR'S ACTIVITY IN THE OLD BANK ON 22ND JULY

Good afternoon,

May I please draw the attention of the Trustees of our wonderful community centre that is 'The Old Bank' to the report outlined in today's Telegraph (page 9) by Richard Walton (ex-Head of the Met's Counter Terrorism Command and now an academic)? This report is unequivocal in holding that XR is a subversive organisation aimed at overthrowing democratically elected government by all means including violence.

In these circumstances, and acknowledging the expertise of the report's author, might I invite:

- (1) The Trustees to consider whether the use by XR of 'The Old Bank' on 22nd July et al is appropriate and falls within the Charity's aims?
- (2) The Town Council to take a view, and, lastly but by no means least,
- (3) Camelford Police to consider in the light of the report by Richard Walton, whether the use as planned on 22nd July of 'The Old Bank' is conducive to public order and safety?

I am all for pressing the arguments about climate change - and any other matters of national and international importance - through factual debate and raising public awareness in order to press governments to take properly informed decisions on our behalf but properly opposed to those seeking to use violence to overthrow our elected government and our system of democracy. Here, I remind the Town Council that it is a part of Her Majesty's Government.

Sincerely,

Andrew A

Andrew Ades

MBE MBA LL.M CMC MIC FCMJ MCI Arb

Poldhu
18 Warrens Field