



CAMELFORD TOWN COUNCIL

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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.
PA19/04045. Fenterwanson Cottage, St Teath.
PA19/04872. 1-12 Smithy Court, Anvil Road, Camelford.
PA19/05093. 16 Greenhills, Camelford.

Approved
Approved
Approved
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.