



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
Town Hall
Market Place
Camelford
Cornwall

PL32 9PD

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

Ordinary Council Meeting – 21st January 2020

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 8 Councillors present: Cllrs Ackroyd-Johnson, Burgis, Coombes, Elford, Rathbone, Rotchell, Shaw 20/001

2. To receive Apologies for absence with reasons

Cllr Bond and Grigg – personal, Cllr Scawn - business

It was **resolved** to approve the absences

Proposed: Cllr Rathbone Seconded: Cllr Ackroyd-Johnson unan 20/002

3. To receive Declarations of Interest & Approve Dispensations

none 20/003

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

5 members of the public attended. PC Skinner (new beat manager) spoke regarding crime. Camelford has low level anti-social behaviour issues. Is investigating specific persons for the Christmas lights vandalism. Damage to the new shelter in Enfield Park was resolved by community resolution. Very few incidents of any note recently in the Camelford district. Will be out and about - being a visible presence. Cllr Rotchell noted the cyclical nature of vandalism; new age groups coming through – meaning when there is an incident; it needs to be dealt with swiftly and effectively. PC Skinner requested that all incidents are reported on 101. Gets logged on the system, even if there isn't any CCTV or Witnesses.

Dan Mitchell – planning agent. Spoke regarding PA19/09648. Officer raising concerns about the extra dormers – they have been accepted on one elevation, but not on the other side. Trying to match up to make the symmetrical building. 20/004

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 17th December 2019

Proposed: Cllr Rotchell Seconded: Cllr Shaw unan 20/005

6. To receive Clerk's report

Matters arising from the Minutes. Phase 2 Enfield Park play area snagging. Post box repair to surface completed. Clerk appointed SLCC Cornwall branch National Forum Representative. Getting more shelving put in the Library cupboard to use the space more effectively. Pocket Park grant – it's CC that need to hold funds, not CTC. Regarding planning requirements for OCM phase 2 – DC getting advice from CC and quotes from planning agents/architects. Radon detectors have been installed. Grant Contracts from Sport England and Saputo have been received – Finance WG agenda next week, reminder SEPP meeting on Friday. Reaching communities decision is expected on the 24th Jan but depending on the schedule might be bumped until the 24th February. 20/006

7. Planning

None 20/007

b. A response to officer recommendation on PA19/09648 under 5-day protocol was discussed. Cllr Shaw can understand wanting to normalise roof line from both sides – but velux shouldn't used as it's not a residential building. It's storage and a garage – dormers are not needed. Cllr Rathbone noted not altering the style or raising levels.

It was **resolved** to maintain position of Support

Proposed: Cllr Rathbone Seconded: Cllr Burgis 5-0 (3 abs inc. Cllr Rotchell) 20/008

c. SLCC Articles were **noted** – Trees and the Planning system, Camelford Conservation Area/TPO Map 20/009

For Information

PA19/09546. Marshalls, Dark Lane, Mr & Mrs Marshall. **Approved**

PA19/08986. Land East of Trewen Cottage, Lanteglos. Mr R King. **Withdrawn**

Discharge of condition 3 in respect of PA10/05452.

PA19/03466. Land West of 3 Green Meadows. Mr R Biscombe. **Appeal Dismissed** 20/010

8. Portfolio Reports

a. Mayor's Report – Cllr Hewlett attended carol service at Camelford Hall, Christmas breakfast served over 100, met with residents regarding bypass. Meeting with school regarding the involvement of pupils in town events – issue seems to be staff time and not being able to ask them to work weekends. They are keen to be involved in the VE events. Meeting with climate action group – part of the network priorities – producing some interesting ideas. Potential repair café on Saturdays in one of the technology labs at Sir Jim's as an option. CLLD meeting regarding funding for businesses for post bypass. Bypass drop-in consultations scheduled this week. Thursday 5-8 for landowners and stakeholders. 20/011

b. County Councillor's Report – Cllr Rotchell attended Hallworthy carol service, a cluster of extra care meetings, meetings for budget - no money from central government. Met the MPs – Scott Mann into education. Corporate peer challenge - assessment of performance. Attended Sid Goodman's funeral; was an honoured citizen, standing room only at the Church. Foyer – corresponded with Head of Property Development noting building boarded up and an eyesore – reply received stating completed tender exercise, considering modular properties on this site – 2 or 3 houses on the site, property not suitable for conversion, alternative is demolition – otherwise will sell it. Cllr Rotchell noted if 2 dwellings - where would they park? Quite excited if Co-op moves – reuse the existing building for CTC strategic aims. Bypass CC completed all its initial paperwork – sent off submission in November, DofT sent questions that have been answered. Will know by March the 11th if £0.5m has been allocated in govt budget to develop technical spec. £6.5 million CC match funding is coming from the standard capital projects budget. 20/012

c. Family Hub task and finish group meeting – Cllr Rathbone – will mention Co-op building to Network Manager. Hub needs to leave the primary school imminently. Short term plan to move across to the secondary school. Cost them £36k just to convert a room to office space. Researching population data, expected intake of pupils and considering what would need to be offered to everyone. Pilot run with the mobile library service. Exploring the home education sector. Future economic plan for area. Hub for the community – important thing is the venue. Enthusiasm within the group – really interesting. Cllr Rotchell – funds available to create a new hub; strong case for the new Towns fund. Potential for a broader conversation. 20/013

9. Correspondence

a. Letter from Sport England – confirming £50k grant for OCM. **Noted** 20/014

b. Councils and Clerks Direct magazine. **Noted** 20/015

c. Invitation to Mayor's evening 20th March 7pm Falmouth – St.Petroc's fundraiser. **Noted.** To liaise with Cllr Rotchell. 20/016

10. Agenda Items

a. Cllrs Grigg and Rathbone to undertake Q3 Internal Control Audit. **Noted** 20/017

b. It was **resolved** to **subscribe** to Walkers are Welcome £70.00.

Proposed: Cllr Burgis Seconded: Cllr Rathbone unan 20/018

Need for membership to be revisited as part of overall marketing strategy later in 2020.

c. It was **resolved** to **renew** First aid at work qualification for DC and MGM £260 + VAT

Proposed: Cllr Elford Seconded: Cllr Ackroyd Johnson unan 20/019

d. It was **resolved** to join the Institute of Cemetery and Crematorium Management - £95.

Proposed: Cllr Ackroyd-Johnson Seconded: Cllr Elford unan 20/020

- e. It was **resolved** to **purchase** Cemetery books as per attached list £1191.60 inc VAT.
Proposed: Cllr Rotchell Seconded: Cllr Coombes unan 20/021
- f. It was **resolved** to **allow** environment agency to plant 9 Lime trees within Enfield park (removal of 4 trees and replanting 17 in total). Clerk and Cllr Shaw to liaise about placement
Proposed: Cllr Shaw Seconded: Cllr Rotchell unan 20/022
- g. It was **resolved** to **adopt** Risk Assessment and Management document 2019/20.
Proposed: Cllr Rathbone Seconded: Cllr Elford unan 20/023
- h. Minutes of SEPP Working Group were **noted** 20/024
- i. It was **resolved** to **agree** that CC can appoint Deborah McCann to undertake the examination of the NDP, as recommended by CC.
Proposed: Cllr Rotchell Seconded: Cllr Coombes unan 20/025
- j. It was **resolved** to **hire** a skip for 2 weeks in February £290 + VAT.
Proposed: Cllr Burgis Seconded: Cllr Shaw unan 20/026
- k. It was **resolved** to **adopt** the CTC Environmental statement.
Proposed: Cllr Rathbone Seconded: Cllr Ackroyd-Johnson unan 20/027
- l. It was **resolved** to **instruct** interceptor cleansing in Churchfield car park. £depends on contents.
Proposed: Cllr Elford Seconded: Cllr Rotchell unan 20/028
- m. It was **resolved** to purchase 3 grab bags under the community emergency plan (from grant received from CC) £436.30 + VAT
Proposed: Cllr Rotchell Seconded: Cllr Coombes 8-1 (Cllr Shaw) 20/029
- n. It was **resolved** to instruct Cormac to undertake tree inspection in Enfield Park and Churchfield Car Park. £695.00
Proposed: Cllr Rotchell Seconded: Cllr Elford 8-1 (Cllr Shaw) 20/030
Clerk noted that public and high-risk areas need to be inspected more often than previously (every 3 year) due to recent case law.
- o. It was **resolved** not to adopt Trewalder phone box.
Proposed: Cllr Rathbone Seconded: Cllr Shaw unan 20/031
Cllr Rathbone noted that the Advent phone box is now a charity and owned via the Community Heartbeat Trust. Cllr Rathbone – will forward information to Clerk to send onto the residents.

11. Accounts

- a. Balances at 14th January 2020 were **noted**
- | | | | |
|-----------------|------------|--|--------|
| Current Account | £66,953.46 | | |
| Tracker Account | £51,382.25 | | |
| NS&I | £41,543.78 | | |
| CCLA | £80,000.00 | | 20/032 |
- b. It was **resolved** to authorise the payments of Accounts Outstanding.
- | | | | |
|---------------------------|--------------------------------|-------|-----------|
| Staff | January Wages + expenses | BACS | £6,916.22 |
| HMRC | January Tax & NI | BACS | £2,011.54 |
| Cornwall Pensions | January Pension contributions | BACS | £2,102.17 |
| Spar | Newspapers and office supplies | Debit | £131.52 |
| Voiphone | Telephone x2 | DD | £16.80 |
| Seadog IT | Website hosting x 2 | DD | £50.00 |
| Zurich Municipal | Insurance – additional assets | BACS | £95.63 |
| Camelot Garage | fuel for maintenance equipment | BACS | £30.00 |
| Elite Industrial Supplies | PPE for maintenance team | BACS | £52.43 |
| R Sleep Ltd | Maintenance supplies | BACS | £28.59 |
| British Gas | Enfield Park Electricity | DD | £54.93 |
| Bunzl Cleaning Supplies | Clear bin bags | BACS | £36.79 |
| Amazon | First Aid Supplies | Debit | 26.87 |
| Secure Trading | Radon Detectors | Debit | £51.60 |
| Stephens Home Hardware | Maintenance supplies | BACS | £24.45 |
| CSA Architects | Cemetery lay out drawing | BACS | £498.60 |
| Viking | Office supplies | BACS | £20.43 |
| Badgemaster | Lanyards/ID cards | BACS | £162.90 |
| Barclays | Bank charges | DD | £15.13 |
| Jag Signs | Additional Station sign | BACS | £224.34 |
| Post Office | Registered postage | Debit | £2.03 |
| Microsoft One Drive | Cloud Storage | DD | £1.99 |

Jag Signs	CTC Flag	BACS	£152.34
Cormac	Wallgate repair – public toilets	BACS	£202.60
Bunzl Cleaning Supplies	Public toilet supplies	BACS	£121.31
Plus net	Telephone and broadband	DD	£38.40
A Lawler	Service contract	DD	£40.00
Cornwall Council	Churchfield car park rates	DD	£435.00
Pennon Water	Public toilets water	DD	£133.50
Pennon Water	Library water	DD	£39.50
Positive Energy	Library electricity Jan	DD	£198.72
Positive Energy	Library electricity Jan	DD	£165.26
Autobank	Van repayment	DD	£230.61
Town Trust	Library Rent	DD	£469.79
Positive Energy	Library electricity meter 2 x5	DD	£677.13
		TOTAL	£15,459.52
Proposed: Cllr Rotchell	Seconded: Cllr Rathbone	Unan	20/033
Income was noted			
Cormac	credit – overpayment Oct	BACS	£0.40
Post Office Counter	Car park ticket income	Cash	£66.70
Post Office Counter	Winter festival	cash	£107.00
Post Office Counter	Car park ticket income + map	cash	£216.70
Post Office Counter	Car park ticket income	cash	£66.00
Jag Signs	Credit – invoice	AC	£95.04
Npower	Library Electricity - refund	AC	£110.56
GWR	Balance of Grant for Enfield Park	AC	£20,000.00
		TOTAL	£20,662.40
			20/034

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; staffing, budget, contracts.

Proposed: Cllr Burgis **Seconded: Cllr Rathbone** **unan** **20/034**

a. The contract for new Saturday Library Assistant was **reviewed** and it was **resolved** to **sign**.

Proposed: Cllr Coombes **Seconded: Cllr Ackroyd-Johnson** **unan** **20/035**

b. The 4 quotes for Zipwire replacement were **reviewed** and it was **resolved** to **instruct** Schoolscapes to install equipment in April and All-in-One building services to complete the groundworks.

Proposed: Cllr Rathbone **Seconded: Cllr Elford** **unan** **20/036**

c. The 3 quotes for Broadwood Steps replacement were **reviewed** and it was **resolved** to **instruct** Paul Dewhurst to install steps in April using recycled plastic risers

Proposed: Cllr Elford **Seconded: Cllr Rathbone** **unan** **20/037**

d. Letter to Council from a minor.

13. To note items for 6th February 2020 Agenda.

The Mayor closed the meeting at 20:23.