



TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **Thursday 2nd July 2020 at 7.00pm** via Zoom - meeting ID 869 6433 8760.

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 watch online via a post/link on Council Website ([weblink](#)). Members of the public who wish to address Council during public participation regarding items on the agenda are requested to email the Clerk by 5pm 1st July 2020 – you will be sent the meeting password on Thursday.

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- 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 16th June 2020 (attached).
 - 6. To receive Clerk's report**
Matters arising from the Minutes. Re-opening High street grant. Replied to the 5-day Protocol request for PA20/03167 - Culloden Dairy – Agree to disagree.
 - 7. Planning**
Any late applications will be discussed under this section.
PA20/03652. Anvil Cottage, Halwill Barton. Mr & Mrs Stephen and April Sanders. Change of use for Anvil Cottage from Agricultural to C3 residential, including extension and remodelling works.
PA20/03653. Anvil Cottage, Halwill Barton. Mr & Mrs Stephen and April Sanders. Listed Building Consent for change of use for Anvil Cottage from Agricultural to C3 residential, including extension and remodelling works. Anvil cottage listed by curtilage.
PA20/04704. Sportsmans, Fairview Trevia Lane. Miss Sarah Baker. The proposals are for a small extension to the front of the property to accommodate a self-contained annexe.

For Information

PA20/02751. Middle Warren, Trefew Road, Mr Carl Marsh. APPROVED.
PA20/03023. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne. APPROVED

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell

9. Correspondence

none

10. Agenda Items

- a. To **review** reopening of Council services – public toilets, play areas considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing.
- b. To **resolve** to **adopt** Civic Events and procedures
- c. To **resolve** to **renew** Service level agreement with Cornwall Council for the enforcement of Churchfield Car Park.
- d. To **resolve** whether an allotment holder can erect an 8x6ft (l, w)/7.6(h) front sloping to 6ft, window to the front, door to side (6x3) shed, gutter to rear c/w water butt. Allotment holder also wishes to get permission for vehicular access to their plot to remove rubbish.
- e. To **resolve** to **book** 2 x training webinars with SLCC for the Clerk - total cost £60 +VAT
- f. To **resolve** to adopt terms of reference for the working groups and committee.
- g. To **note** minutes of working groups and committee and note dates of meetings for 2020.
- h. To **resolve** that Music in the Park is rescheduled for 29th May 2021, and to review Winter festival arrangements in September.
- i. To **discuss** and **resolve** upon whether business might be allowed to use Enfield Park and Market Place as overspill facilities to ensure social distancing
- j. To **resolve** to **approve** final OCM design from Freestyle
- k. To **note** Q1 internal audit on 17 July

11. Accounts

- a. To **note** Balances at 23rd June 2020
- | | | | |
|-----------------|------------|--|--|
| Current Account | £56,352.96 | | |
| Tracker Account | £51,382.25 | | |
| NS&I | £42,179.82 | | |
| CCLA | £80,000.00 | | |
- b. To **resolve** to authorise the payments of Accounts Outstanding
- | | | | |
|-------------------------|-----------------------------------|--------------|-----------------|
| Seadog IT | Webhosting | DD | £25 |
| Positive Energy | Library electricity | DD | £81.55 |
| Positive Energy | Library electricity | DD | £131.31 |
| Kiddic.co.uk | Desk for home working | Debit | £109.00 |
| Staples | 2 x footrests and stationary | Debit | £68.71 |
| Wayfair | Desk lamp for home working | Debit | £25.98 |
| Lighting Direct | Office light | Debit | £89.60 |
| BG Business | Electricity | DD | £24.20 |
| Cormac | New lock for public toilets | BACS | £80.14 |
| Caboodle | Library sack trolley | Debit | £59.81 |
| R Sleep Ltd | Maintenance supplies | BACS | £43.92 |
| Tavy Signs | Social distancing signage library | BACS | £167.40 |
| Peter Wonnacot Planning | OCM planning application | BACS | £2862.00 |
| Bunzl | Hand sanitiser and dispensers x 2 | BACS | £223.20 |
| | | TOTAL | £3991.60 |
- a. To **note** Income
- | | | | |
|-------------|---------------------------|--------------|----------------|
| Residents | Allotment rent | AC | £88.00 |
| Residents | Parking permits | AC | £200.00 |
| Post Office | Allotment rent and damage | cheques | £228.00 |
| Post Office | Allotment rent | cheques | £44.00 |
| | | TOTAL | £560.00 |

12. 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; Contracts.

- a. To **receive** update on planning permission and lease for phase 2 OCM – to **resolve** to approve lease renewal
- b. To **resolve** to accept offer letter from Saputo
- c. To **resolve** to appoint Youth Outreach Worker from applications received
- d. To **resolve** to appoint a Tenant to manage the OCM Youth Hub/Café from tenders received
- e. To **discuss** and **approve** the Lease Agreement for the Youth Hub/Café

- f. To co-opt 4 members to the Events Working Group
- g. To **resolve** to pay Deputy Clerk approx. 12 hours overtime (from NDP budget) for final amendments to the Neighbourhood Development Plan.

13. To note items for 21st July 2020 Agenda.