



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 6th August 2020 at 7.00pm** via Zoom - meeting ID 83710691691.

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 Facebook <https://www.facebook.com/camelfordtc> 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 21st July 2020 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Re-opening High street grant – in process of buying equipment and instructing designers. Re-opening high streets safely grant have to apply for reimbursement once all the invoices have been paid Lease from TT has not been finalised, Reaching Communities require the lease to be assignable land to be registered. Zip-wire installation – wire will be re-tensioned. Electricians meters advice. Public toilet water meter read – still waiting – have chased

7. Planning

Any late applications will be discussed under this section.

PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. Listed building consent for various repairs. [weblink](#)

PA20/05699. Penmara Barn, Trewen, Lanteglos. Mrs Margaret Ochwarz. Small extension to form a tack room with terrace over. [weblink](#)

PA20/05739. Messers Cathrae and Burnett. Land East of 1 Green Meadows. Proposed residential development to provide 1 x2 bed bungalow and 1 x 3 bed bungalow. [weblink](#)

PA20/05946. Bodulgate Farm Road From Trewalder To Lane End Cottage. Mr Andrew Kempthorne.

Extension of an agricultural cover shed, together with associated works. [weblink](#)

For Information

PA20/04164. Unit 2 Highfield Ind. Est. Mr Dexter. **Approved**

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell
- b. Camelford Network Panel report - Cllr Hewlett
- c. CTC Litter Pick – Cllr Rathbone

9. Correspondence

- a. Letter from Resident regarding anti-social behaviour
- b. Cornwall Council Briefing note regarding CC payments
- c. Letter from business – requesting purchase of 1x £25 parking permit that would be transferrable between 3x cars.
- d. Letter from Resident requesting that meetings continue to be streamed once physical meetings resume.
- e. Letter from Walkers are Welcome committee requesting that CTC become a nominated contact for correspondence.

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** whether to stream via Facebook live or Youtube in September.
- c. To resolve to pay Cornwall Council rates for the cemetery £2846.62 by DD over 7 payments.
- d. To **resolve** whether an allotment holder can erect an 8x6ft greenhouse
- e. To **resolve** on service contract for Churchfield car park ticket machine £416pa
- f. To **resolve** to pre-authorise the payment of August salaries
- g. To **note** minutes of SED Working Group
- h. To **note** minutes of E&P Working Group
 - i. To **discuss** use of recycling area in Churchfield car park once CC bins are removed.
 - ii. To **discuss** and **resolve** upon Littering signs
 - iii. To **discuss** and **resolve** upon having 2 removable bollards at Market Place £388.40
- i. To **note** minutes of finance committee
- j. To **resolve** to **approve** final OCM design from Freestyle
- k. To **discuss** and **resolve** upon grant request from Camelford Town Trust for repair of stained-glass window in Town Hall (Trust deed and accounts attached) £1760 +. (£500 remaining in budget)
- l. To **discuss** and **resolve** upon pavement licences
- m. To **resolve** to approve Openreach wayleave agreement
- n. To **resolve** to amend Parking signage at Fore Street – £35 for interim stickers, £tbc for replacement signs.

11. Accounts

- a. To **note** Balances at 29th July 2020

Current Account	£68,633.48
Tracker Account	£51,413.71
NS&I	£42,179.82
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Seadog IT	Webhosting	DD	£25
Cormac	Men's Wallgate repair (Feb)	BACS	£91.20
ICO	Data protection fee	DD	£40.00
Microsoft	One Drive	DD	£1.99
Metric Group Ltd	Printer replacement	BACS	£506.14
Positive Energy	Library Electricity	DD	£87.16
Positive Energy	Library Electricity	DD	£122.89
Barclays	Bank Charges	DD	£9.47
Bunzl	Sanitiser and gloves	BACS	£87.91
Tavy Signs	Posters for High Street	BACS	£98.40
Wayfair	1 x desk	Debit	£103.99
Zoom	Virtual meetings	DD	£14.39
Camelford Town Trust	Town Hall Rent	DD	£481.54
Post Office	Stamp – recorded delivery	Debit	£2.45
Stephens Home Hardware	Maintenance supplies x 2	BACS	£48.61
		TOTAL	£1,721.14
- a. To **note** Income

Kiddic.co.uk	Desk for home working - refund	AC	£109.00
Residents	Parking permits	AC	£50.00
Businesses	poster advertising	AC	£120.00

OCM Skatepark Club	Donation to Electric lighting in Shelter	AC	£500.00
CCLA	Property fund dividend	AC	£713.09
		TOTAL	£1,573.09

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 lease for phase 2 OCM – to **resolve to** approve lease renewal
- b. To **discuss** and **resolve** upon contractor for replacement heating for Town Hall from the quotes provided.
- c. To **resolve** to **appoint** Youth Outreach Worker from applications received
- d. To **discuss** and **approve** the Heads of Terms Agreement for the Youth Hub/Café.
- e. To **discuss** and **resolve** upon cemetery structures from the quotes provided. 1 x £2764.99 + 1 x £4064.99. To **review** installation quotes.

13. To note items for 3rd September 2020 Agenda.