



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall  
Market Place  
Camelford  
PL32 9PD

01840 212880

[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## 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 3<sup>rd</sup> September 2020 at 7.00pm** via Zoom - meeting ID 850 5534 5971.

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 2<sup>nd</sup> September 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 6<sup>th</sup> August 2020 (attached).

## 6. **To receive Clerk's report**

Matters arising from the Minutes. Re-opening High street grant – have applied for reimbursement. Clerk to give verbal report on the attached timeline document, which sets out communication with TT regarding the Lease. Public toilet water meter read – have chased again; not been read since August 2017.

Parking signage at Fore Street – stickers have been received and installed; not likely to come off so would not recommended ordering replacement signs at this time. Repair of stained-glass window in Town Hall – glaziers have removed the window and scaffolding will be in place for further 6 weeks. Removable bollards at Market Place liaising with the Conservative Club about extra bollards their side. Littering signs have been installed. CTC YouTube channel is set-up and has recording of latest meeting. Recycling area in Churchfield car park – bins being removed week beginning 7<sup>th</sup> September by Cornwall Council and Salvation Army. Tree over Broadwood path has been removed. Works to the flood defences/river walls has commenced. ROSPA inspections of play area and OCM has been completed.

## 7. **Planning**

Any late applications will be discussed under this section.

**PA20/04619. Land Rear of 9 Mount Camel. Mr T Speight.** Resubmission of PA19/05202 Erection of two 2-bedroom detached dwellings.

**PA20/06008. Tregath Business park. Mr J Smeeth.** Extension of B8 building, together with associated works.

**PA20/06342. Penmara Barn. Trewen. Mrs Margaret Schwarz.** Conversion of an existing barn to an Annex/Home work unit for a family member.

**PA20/06401. Mutley, 8 Trevia Lane. Mr and Mrs A Brew.** Single storey front extension and new terrace and construction of new replacement garage.

**For Information**

PA20/04704. Sportsman's Fair view. Trevia Lane. Miss Sarah Baker. **Approved**

PA20/01510/PREAPP. Camelford Weir and fish pass. Proposed maintenance works on flood defence walls.

Planning conferences – to **nominate** attendees if more than 2 want to join Teams event.

**8. Portfolio Reports**

- a. Mayor's Report – Cllr Rotchell
- b. CTC Litter Pick – Cllr Rathbone

**9. Correspondence**

- a. Cornwall Council – consultation on climate emergency planning policies.
- b. Community Speedwatch Report

**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** upon BT request to review phone box usage at the Clease and Trefew Road.
- c. To **note** completion of external audit
- d. To **resolve** upon request from Liberal Club committee to have additional seating outside the front.
- e. To **resolve** to purchase banner £350 – as recommended by SED working group, to be reimbursed through the CC Councillors' community chest.
- f. To **resolve** to purchase banner £350 – advertising Enfield Park. Cllr Burgis to lead.
- g. To **resolve** to nominate 2 representatives to be included in network area emergency plan telephone tree.
- h. To **note** pond management works booked for 28<sup>th</sup> September £695 + VAT
- i. To **resolve** on annual or one-off Openreach wayleave payment.
- j. To **discuss** when to commence physical meetings and a venue for Council meetings allowing social distancing if appropriate.
- k. To **discuss** shed for allotment tool swap. Cllr Grigg to lead

**11. Accounts**

- a. To **note** Balances at 26<sup>th</sup> August 2020
 

Current Account	£57,913.39		
Tracker Account	£51,413.71		
NS&I	£42,179.82		
CCLA	£80,000.00		
- b. To **resolve** to authorise the payments of Accounts Outstanding
 

Staff	August Wages + expenses	BACS	£6,882.49
HMRC	August Tax & NI	BACS	£1,878.85
Cornwall Pensions	August Pension contributions	BACS	£2,118.58
Playsafety Ltd	ROSPA playgrounds inspections	BACS	£360.60
SWW Business	Water/Sewage Public toilets	N/A	£497.50
Seadog IT	Webhosting	DD	£25.00
Plusnet	Phone and broadband	DD	£52.20
Staples	Office supplies	Debit	£106.55
SLCC	Webinar	BACS	£36.00
PKF Littlejohn LLP	External Audit	BACS	£960.00
Voipfone	Telecoms	DD	£8.40
Camelot Garage	Fuel for maintenance equipment	BACS	£33.57
SWW Business	Water/Sewage Library	N/A	£22.87
JRB Enterprise Ltd	5 x 800 dog bags	BACS	£164.70
TLC agency	OCM Skatepark Club hosting/domain	BACS	£150.00
Microsoft	One Drive	DD	£1.99
Amazon Business	Office supplies	debit	£24.97
Seadog IT	Webpage template for 'London Bridge'	BACS	£195.00
R Sleep	Maintenance supplies	BACS	£36.29
Tavy Signs	Litter signs	BACS	£230.40
Duchy Defibrillators	Annual monitoring fee for cabinet	BACS	£192.00
Archant	Cornwall Life – Ad/Editorial	BACS	£1264.80

Pickle design	Map and posters – printing	BACS	£74.00
Pickle Design	Design A3 promotional poster/maps	BACS	£711.00
Post Office	Postage for posters	Debit	£31.00
Positive Energy	Library Electricity	DD	£99.05
Positive Energy	Library Electricity	DD	£126.99
Bunzl cleaning and hygiene	Gloves and masks	BACS	£69.28
Amazon	Postal tubes for posters	Debit	£14.78
Seadog IT	Website accessibility testing	BACS	£250.00
Paul Finns Solicitors	Letter and land reg office copy entries	BACS	£219.00
Welding Capacity Ltd	Standard Book Trolley	BACS	£210.00
Andy Lawler	Technical services	DD	£40.00
Pennon Water	Library - water	DD	£39.50
Pennon Water	Public Toilets - water	DD	£133.50
Cornwall Council	Churchfield Park – Business Rates	DD	£444.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Cornwall Council	Library/Town Hall – Business Rates	DD	£319.00
	<b>TOTAL</b>		<b>£18,074.86</b>

a. To **note** Income

Post office counter	Parking machine and permits	cash	£203.00
Post office counter	Parking machine and map donation	cash	£96.00
Post office counter	Parking machine and permits	cash	£260.00
Post office counter	Parking permits	cash	£260.00
Post office counter	Parking machine and library float	cash	£366.20
Residents	Parking permits	AC	£250.00
Businesses	Donations to map	AC	£170.00
Cornwall Council	Community chest – book trolley	AC	£210.00
	<b>TOTAL</b>		<b>£1,815.20</b>

## 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.

- To **receive** update on lease for phase 2 OCM – to **resolve to** approve lease renewal
- To **discuss** and **resolve** upon contractor for painting in lines at Churchfield car park.
- To **resolve** upon work mobiles for staff.
- To **discuss** and **resolve** upon contractor for installing bollards at Market Place.
- To **resolve** to approve the Deed of Dedication with Big Lottery Fund.

## 13. To note items for 15<sup>th</sup> September 2020 Agenda.