



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 3rd 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 2nd 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 6th 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 7th 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 28th 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 26th 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
	TOTAL		£18,074.86

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
	TOTAL		£1,815.20

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 15th September 2020 Agenda.

RESKAMMEL



CAMELFORD TOWN COUNCIL

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Ordinary Council Meeting – 6th August 2020

Minutes of the Ordinary meeting of the Council held virtually on Zoom 7pm

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 7 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Hewlett, Grigg, Scawn, Shaw 20/254

2. To receive Apologies for absence with reasons

Cllr Rathbone - personal

It was **resolved** to accept the apologies

Proposed: Cllr Bond Seconded: Cllr Grigg unan 20/255

3. To receive Declarations of Interest & Approve Dispensations

Cllr Rotchell 7. Planning pecuniary to leave the room

Cllr Scawn 10.k agenda pecuniary to leave the room 20/256

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

None 20/257

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 21st July 2020 following one amendment.

Proposed: Cllr Coombes Seconded: Cllr Burgis 7-0 (3abs) 20/258

6. To receive Clerk's report

Matters arising from the Minutes. Re-opening High street grant – in process of buying equipment and instructing designers. CTC will 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 and land to be registered. Zip-wire installation – wire will be re-tensioned. Public toilet water meter read – still waiting – have chased. Littering issues at the OCM, staff spending approx. 45 minutes clearing up every morning, but not Sundays. Grounds Manager removing the fencing and installing an extra bin. Have acquired 1 x second-hand refurbished lap-top 20/259

7. Planning

PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. Listed building consent for various repairs.

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Hewlett unan 20/260

PA20/05699. Penmara Barn, Trewen, Lanteglos. Mrs Margaret Schwarz. Small extension to form a tack room with terrace over.

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 20/261

****Cllr Rotchell left the meeting and Cllr Shaw took the chair****

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. Cllr Shaw noted

Chair's Signature.....

Dated.....

previous application refused, so smaller properties prosed than previous, still lack of sufficient amenity space. Noted that it is inside the development boundary

It was **resolved** to Support

Proposed: Cllr Scawn Seconded: Cllr Coombes unan 20/262

****Cllr Rotchell returned and resumed chair****

PA20/05946. Bodulgate Farm Road From Trewalder To Lane End Cottage. Mr Andrew Kempthorne. Extension of an agricultural cover shed, together with associated works. Cllr Shaw noted the run off will be more concentrated if the yard is covered.

It was **resolved** to No objection

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 20/263

For Information

PA20/04164. Unit 2 Highfield Ind. Est. Mr Dexter. **Approved** 20/264

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted no events taking place. 24th interviewed youth worker – impressed with the calibre of the candidates. Waiting on a reply from Jeff Brown, Transport portfolio holder asking if he could support the proposal for Clease Road car park – additional funding. Contacted medical centre asking for a meeting to discuss the future proposals for the extension.

20/265

b. Camelford Network Panel report - Cllr Hewlett noted meeting on the 28th July. 2 interesting report. Viol reassuring committed to long term provision of surgeries in the area. Looking at expanding the existing building and working with the Church. Will see a planning application in the future. A reassuring conversation. Update of the bypass – consultation report will be published in September. The provisional outline business cae will go to CC for approved, then that report will go to the DoT in Spring 2020-21. Then in Autumn 2021 in further consultation. Next report to DoT summer 2022, construction would start Autumn 2022 and would be open 2024 if everything is approved. Next meeting 22nd September.

20/266

c. CTC Litter Pick – Cllr Rathbone. Next Agenda

20/267

9. Correspondence

a. Letter from Resident regarding anti-social behaviour. Clerk has noted the need to log any issues with the Police. More impact if the witness reports it on 101

20/668

b. Cornwall Council Briefing note regarding CC payments. Library will no longer take CC payments – can be done via the Post Office.

20/669

c. Letter from business – requesting purchase of 1x £25 parking permit that would be transferrable between 3x cars. No review of policy was required. No.

20/670

d. Letter from Resident requesting that meetings continue to be streamed once physical meetings resume. **Noted**

20/671

e. Letter from Walkers are Welcome committee requesting that CTC become a nominated contact for correspondence. Cllr Shaw noted that when CTC agreed to pay the membership fees, CTC noted it wouldn't take on bureaucracy. Cllr Hewlett noted need to analyse the benefit to the same. Clerk to investigate work volume further with committee, and to consider long term need at the SED working group.

20/672

10. Agenda Items

a. The re-opening of Council services – public toilets, play areas considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing was reviewed.

Library

Clerk noted CC has started liaising with Town Councils regarding Phase 2 opening of libraries. It seems that it would be up to CTC when to starting browsing. Mandatory for masks in library from the 8th August. Browsing will enable those without internet to get books, and allow toddlers to choose books. Book shops are allowing browsing. Quarantining returned books anyway. Click and collect will continue.

It was **resolved** to allow browsing - if wearing a mask and have sanitised hands on the way in.

Proposed: Cllr Bond Seconded: Cllr Grigg unan 20/673

Toilets

Current system working well – no complaints or problems/queues. Electric disinfectant foggers would speed up cleaning if both toilets were open.

It was **resolved** to leaving as is as working well.

Proposed: Cllr Bond Seconded: Cllr Grigg 9-1 dec carried 20/674

b. Virtual meetings – Clerk reported that streaming to you tube is a possibility. Suggested recording meeting and then posting on youtube. CTC has Facebook followers already; CTC you tube channel in new. Cllr Rotchell noted that physical meeting will continue at CC for the rest of the year.

It was **resolved** to continue to stream via Facebook live.

Proposed: Cllr Seconded: Cllr unan 20/675

Clerk to investigate you tube link on website

c. It was **resolved** to pay Cornwall Council rates for the cemetery £2846.62 by DD over 7 payments.

Proposed: Cllr Bond Seconded: Cllr Ackroyd-Johnson 9-0 (1abs) 20/276

d. It was **resolved** whether an allotment holder can erect an 8x6ft greenhouse

Proposed: Cllr Grigg Seconded: Cllr Elford unan 20/277

e. It was **resolved** to enter into a service contract for Churchfield car park ticket machine £416pa

Proposed: Cllr Hewlett Seconded: Cllr Bond unan 20/278

f. It was **resolved** to pre-authorise the payment of August salaries

Proposed: Cllr Rotchell Seconded: Cllr Ackroyd-Johnson unan 20/279

g. The minutes of SED Working Group were **noted** 20/280

h. The minutes of E&P Working Group were **noted** 20/281

Cllr Shaw noted the window of opportunity to treat the encroaching of bracken in the Cemetery, need a long-term plan for the area; including creating a tree canopy. Cllr Hewlett noted the need for the steeply sloping hillside to be managed properly and not just constantly be sprayed. Cllr Bond confirmed that there would not be any ground nesting birds. Clerk to liaise with Cllrs Hewlett and Shaw regarding the short-term and long-term actions. 20/282

i. The use of recycling area in Churchfield car park once CC bins are removed was discussed. Charging-points and coach parking were discussed.

It was **resolved** to paint in blue lines for additional spaces once the area has been reinstated and discuss the provision within the 2021-22 budget.

Proposed: Cllr Rotchell Seconded: Cllr Grigg unan 20/283

ii. It was **resolved** to purchase anti-littering signs

Proposed: Cllr Shaw Seconded: Cllr Hewlett unan 20/284

iii. Parking at Market Place/Bandstand is an issue in the evening. The current bollards don't have option of chain placement. Cllr Coombes noted the need to protect the resin surface

It was **resolved** to have 2 removable bollards at Market Place £388.40

Proposed: Cllr Coombes Seconded: Cllr Grigg 8-2 dec carried (Cllr Shaw) 20/285

i. The minutes of finance working group were **noted**

j. Clerk noted that CTC will liaise with neighbours regarding fencing. It was **resolved** to **approve** final OCM design from Freestyle.

Proposed: Cllr Hewlett Seconded: Cllr Burgis 8-2 dec carried (Cllr Shaw) 20/286

Cllr Scawn left the room

k. The grant request from Camelford Town Trust for repair of stained-glass window in Town Hall were discussed (Trust deed and accounts attached) £1760 +. (£500 remaining in budget). Cllr Hewlett noted money available in the TT accounts. Cllr Shaw noted that CTC is paying rent, it's the TT window and TT should maintain the structure. Cllr Bond noted that this in the same building where CTC is considering upgrading the heating. Clerk noted £1k budget for secondary glazing, but quote received is for £700 so total of £800 available to grant if CTC so choose. TT have secured other funding from Co-Operative. Cllr Grigg noted it's the Landlords responsibility.

It was **resolved** not to grant

Proposed: Cllr Ackroyd-Johnson Seconded: Cllr Bond 8-1 dec carried 20/287

Cllr Scawn returned

l. Pavement licences were **discussed**. Cllr Bond noted that the liberal club would want 2 benches out the front. Need to apply formally to CTC and individual businesses need to ensure that they have their own appropriate licence for outside. 20/288

m. It was **resolved** to **approve** Openreach wayleave agreement

Proposed: Cllr Burgis Seconded: Cllr Bond unan 20/289

Clerk to query £0 wayleave

n. It was **resolved** to amend Parking signage at Fore Street – £35 for interim stickers

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/290

11. Accounts

a. Balances at 29th July 2020 were noted

Current Account	£68,633.48		
Tracker Account	£51,413.71		
NS&I	£42,179.82		
CCLA	£80,000.00		20/291

b. It was resolved 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
Proposed: Cllr Bond	Seconded: Cllr Grigg	Unan	20/292

c. 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
			20/293

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; Contracts, Staff

Proposed: Cllr Shaw **Seconded: Cllr Ackroyd-Johnson** **Unan** 20/294

a. Phase 2 OCM update received – It was resolved to pre-approve lease renewal

Proposed: Cllr Hewlett **Seconded: Cllr Ackroyd-Johnson** **7-0 (3abs)** 20/295

b. Replacement heating for Town Hall was provided. Clerk noted that both quotes are over budget. Clerk to write to TT to request help financing the heating and to cost up just replacing office heater as interim measure. 20/296

c. It was resolved to appoint Youth Outreach Worker from applications received

Proposed: Cllr Burgis **Seconded: Cllr Hewlett** **7-0 (3abs)** 20/297

d. It was resolved to approve the Heads of Terms Agreement for the Youth Hub/Café.

Proposed: Cllr Hewlett **Seconded: Cllr Ackroyd-Johnson** **7-0 (3abs)** 20/298

e. It was resolved to defer cemetery structures decision until April 2021

Proposed: Cllr Scawn **Seconded: Cllr Shaw** **7-2 (1abs)** 20/299

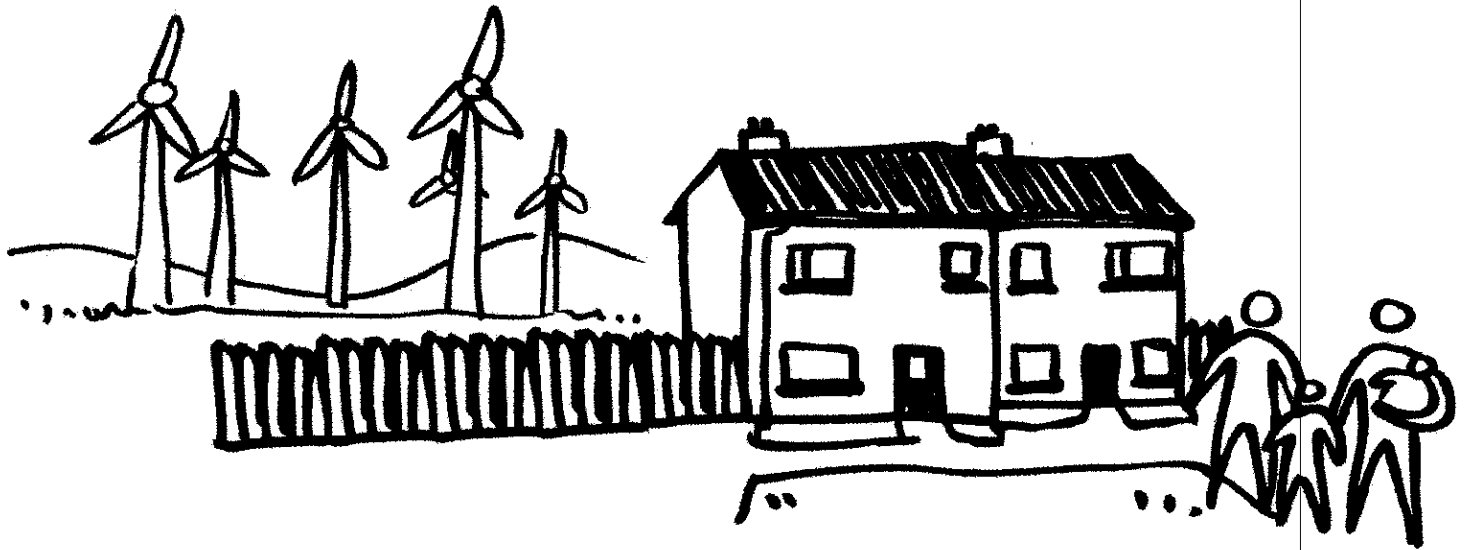
13. To note items for 3rd September 2020 Agenda.

Review service provision – toilets, play areas. Cllr Rathbone – CTC litter pick report, OCM lease renewal, Venue for Council meeting allowing social distancing, Shed for allotment tool swap, Bracken Management

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 21:16.



Have your say:

**NEW CLIMATE EMERGENCY
PLANNING POLICIES**

From 10 August to 25 September

Cornwall Council is proposing new planning policies to help address the climate emergency. This will give us more power and will help us protect our environment by reducing carbon, and encouraging an eco-friendly approach to building, transport, land and energy production.

Visit: www.cornwall.gov.uk/climatechangedpd

Contact us

Email: climateemergencydpd@cornwall.gov.uk

Call: 0300 1234 151

Or Write to us: **Climate Emergency DPD,**

Cornwall Council – Planning, PO Box 676, Threemilestone, Truro TR1 9EQ



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COUNCIL**
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 [**www.cornwall.gov.uk**](http://www.cornwall.gov.uk)

Camelford Community Speedwatch

Dear Camelford Town Council,

I thought I would take a minute to update you on the Community Speedwatch initiative that has now restarted following Lockdown.

The trained volunteers are endeavouring to get out twice a week now, carefully choosing different days and times.

We have had a few new interested volunteers, who initially attended a training session with PCSO Mike Dodds, however they now have to complete the paperwork to become a police volunteer before they can attend anymore.

The most recent speedwatch was on Sunday 23rd August at 1400 hrs. In 50 mins we caught 10 cars speeding. The fastest being 47 mph.

However, on the previous speedwatch the fastest speed was 50mph. This was at 1500 hrs on a Wednesday afternoon. The car was registered to Bedford, and he politely thanked us for recording his details with a hand gesture out of the sunroof. The car had children in it. This is appalling behaviour. 20 mph over the speed limit!

We are really hoping that he receives more than a warning letter!

As a group, we will continue to get out and hopefully get the message through to the locals who continue to speed.

I will Endeavour to update you each month.

PCSO Mike Dodds is looking at 2 new sites within the Camelford area, however we aren't sure if they will be safe places for us to do it.

Kind Regards

Kirsty Ferguson

Camelford community Speedwatch Coordinator.

TIMELINE OF CTC AND TRUST CORRESPONDENCE – OCM LEASE

Note this does not include various telephone conversations

Date	
	OCM skatepark built September 2018. Lease was sufficient for SITA but conversations started regarding Phase 2 and the need for a new 7-year lease or ideally 25-year lease. EG went through the lease and started correspondence with Trust.
30 April 2018	EG sent email to JJ with queries on the lease, in particular with regards to café being commercial.
25 May 2018	Meeting with Town Trust to discuss proposed rent - £500 for 25-year lease. Was subsequently agreed on 7 June 2018 (minute ref 18/367)
11 June 2018	EG sent email to JJ confirming Council decision for £500 rent for 25-year lease.
26 February 2019	EG sent email to JJ clearly stating the urgency of the 25-year lease for Phase 2 reiterating approval from Council for £500 rent.
21 March 2019	JJ sent email to AL confirming surveyor arranging for plans to be drawn and presented to solicitors who will apply to have land registered. When done, the Trust can then get permission from Charity Commission for 25-year lease.
25 April 2019	JJ sent email to AL that plans have been agreed by Trustees and returned to Sproulls who are forwarding them to land registry. JJ will contact charity commission to request 25-year lease.
10 July 2019	EG wrote to JJ requesting update on 25-year lease. JJ replied noting TT having meeting 25 th to discuss
23 August 2019	JJ sent email to EG saying not forgotten 2 July letter. Forwarded requests to solicitors.
24 October 2019	EG emailed JJ requesting update as promised in July
5 November 2019	EG emailed requesting that for TT meeting next week; please could the 25-year lease for skatepark be put on the agenda? Please could we have a draft copy ASAP , even if the land hasn't been registered yet? CTC would like the document agreed and ready for signing the moment it can be. EG noted that subject to funding and 25-year lease being available; the container café will be leased/sub-let to a third party to run. This is currently CTC's preferred option, rather than running it itself. CTC need to make sure that the TT is happy with this.
11 November 2019	JJ sent email to EG saying Trust had a meeting today. Lease nowhere near obtaining as land still unregistered. Not going to be resolved quickly.
12 November 2019	EG replied to JJ requesting information on the plan to get it registered, whether they are gathering evidence to submit to land registry and timescales. Also offered to pay Sproulls in order to get them to prioritise the work.
19 November 2019	EG sent chase email to JJ asking if registration documents had been sent to Land Registry
25 November 2019	Meeting with Town Trust to discuss lease and freely assignable issue.
29 November 2019	EG confirmed to JJ that Finnlaw had been instructed to liaise with Sproulls. Sproulls have not replied to Finns
29 November 2019	JJ confirmed points from meeting on 25 th had been forwarded to Sproulls and that TT had given permission to Sproulls to speak to Finns.
3 December 2019	EG requested update from JJ

4 December 2019	EG emailed JJ regarding clauses in Lease, namely sub-letting allowed for café and adding £500 rent.
9 December	Sproulls wrote to Finns regarding first registration and requesting that Finns draw up the lease
24 February 2020	Freely assignable issue raised. EG requested meeting with TT
5 March 2020	AL forwarded legal requirements from Reaching Communities' Solicitors to JJ
8 March 2020	JJ confirmed Sproulls are drawing up lease and are aware of sub-letting clause removal. TT having discussions about the 'freely assignable' clause
9 March 2020	Meeting with Town Trust to discuss lease and freely assignable issue.
10 March 2020	EG emailed JJ copy of full project proposal and budget for TT's information
17 March 2020	JJ emailed EG confirming peppercorn rent for £1 was for the 7-year lease until the 25-year lease was in place and that £500 per annum would then be requested. Confirmed that the new 25-year lease will be ready by June. No need for a renewal of the 7-year lease so charge will be for just one lease. JJ confirmed going to give Tara's number to Melissa to discuss freely assignable issue, paperwork and clauses.
20 March 2020	EG emailed JJ to confirm £750 authorised to pay solicitors for lease.
16 April 2020	AL emailed JJ to get update on the lease requesting by mid-May.
27 April 2020	JJ replied to AL to confirm Trustees aware lease must be in place by mid-May.
13 May 2020	EG sent email to JJ chasing confirmation of when lease will be ready – stating construction cannot start without lease.
29 May 2020	AL sent email to JJ saying EG has requested lease in place by 11 June
3 June 2020	JJ sent email to EG to confirm paperwork now with land registry. TT confirmed Sproulls will draw up lease. TT not agreeable to a freely assignable lease
4 June 2020	AL copied into email from JJ to Melissa at Sproulls re assignable lease. Neither JJ nor AL clear on what "assignable lease" means. Need clarification.
4 June 2020	JJ forwarded Deed of Dedication and Certificate of Title to AL.
9 June 2020	AL received Tripartite Agreement from Reaching Communities
10 June 2020	JJ emailed AL to say Sproulls have explained freely assignable clause and Trustees not agreeable to that.
10 June 2020	EG emailed JJ noting Sproulls and Reaching Communities' Solicitor will need to talk about the implications for the capital grant from the community fund if the Trust will not agree to the lease being 'freely assignable'. There will be no point renewing the lease if the grant will not be able to be awarded; if that condition cannot be satisfied.
11 June 2020	EG phoned Finnlaw to request liaison with Sproulls and Reaching Communities' solicitors; with urgency. AL emailed Finn Law current lease, the offer letter/terms and conditions, Tripartite Deed of Dedication and the Certificate of Title. AL raised issue that Grant T&Cs could state "assignable lease" not "freely assignable".
15 June 2020	JJ copied AL into email to Melissa stating Trust would like 25-year lease but be happy with 7 to fulfil grant condition to get grant.
24 June 2020	Planning permission granted. EG emailed TT and Finn Law to try and get lease by 2 July for Full Council Mtg.
24 June 2020	JJ emailed EG. Sproulls already aware that Trustees happy to arrange 7-year lease if not heard back from land registry. Aware of deadline.
1 July 2020	EG chased Finn Law as to whether had lease from Sproulls - no

8 July 2020	£750 transferred to Finn Law for undertaking; so that Finn Law could confirm to Sproulls that CTC would pay their invoice for the new lease
8 July 2020	Simon Finn Law updated on conversation with Reaching Communities. Fund will not provide grants to land unregistered or in the course of registration. Backlog c9 months from registration.
9 July 2020	Finn Law requested copy of 1 st registration documents from Sproulls in order to pass to reaching Communities' Solicitors and confirmed undertaking of invoice payment
15 July 2020	Sproulls queried request that they provide a copy of the 1 st registration documents
16 July 2020	Finn Law replied that the Reaching Communities Solicitors required 1 st registration documents for due diligence on the freehold title.
21 July 2020	Sproulls notified Finn Law that the feely assignable clause was not agreed, and they would not be forwarding any other documents at this time.
21 July 2020	EG replied to Finn Law reiterating that Sproulls needed to find wording that the TT was happy with as the lease needs to be assignable in some format for Reaching Communities Solicitors
28 July 2020	EG sent email to Simon Finn Law asking for lease to be done by CTC meeting 6 August.
28 July 2020	Sproulls email to Finnlaw noting assignability clause is not agreed
28 July 2020	Finn Law email to Sproulls noting Reaching Communities' solicitors certainly will not proceed if there is an absolute prohibition on assignment. Finn Law request a phone conversation about finding some middle ground, noting not been able to reach Sproulls on phone.
3 August 2020	EG emailed to Finn Law noting potential loss of contractor and grants if not sorted out.
3 August 2020	Finn Law spoke to Sproulls. Sproulls will forward 1 st registration documents requested on 8 July. Trustees still concerned about assignability but maybe happy with assignability to a not for profit entity.
5 August 2020	Finn Law not received 1 st registration documents. EG offers to drive over the documents from Camelford to Bude. Sproulls then email the documents
5 August 2020	Simon Finn Law emailed EG – Amended 7-year lease over. Trust now want £500 for 7-year lease (*FYI refer to email 17 March from JJ)
12 August 2020	AL emailed Simon Finn Law re lease.
19 August 2020	Simon Finn Law emailed AL regarding Trust's issues with lease. <ul style="list-style-type: none"> • Trust want £500 for 7-year lease • Restrict assignees to those in line with Trust's charitable status; • Want to limit use of café to not for profit. • Want to limit café for café only.
20 August 2020	AL replied to Simon Finn Law – replied that would need to go to Council on 3 September. Cannot limit use of café to not for profit as tender gone out and awarded for commercial. Youth Hub always been part of the Phase 2 project. Details were given to the Trust at the start of the project.
21 August 2020	Simon Finn Law emailed AL to say Trust now do not want to enter into a Tripartite Agreement (sent 11 June) – want Deed of Dedication instead. Will go to Council 3 September.
25 August 2020	EG email to Finn Law to request draft lease for Council consideration at the 3 rd September meeting

Risk assessment – Camelford Public Toilets

Camelford Town Council. June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Staff to keep toilets clear of equipment, use cleaning signs when in toilets – ensure floor dry before removal. Provision of induction training. Provision of cleaning signs. Extra mopping in wet weather		MGM	ongoing	
Manual Handling Injuries	Staff may carry or turn awkwardly causing joint or muscle injuries	Ensure that staff have manual handling training and provide if necessary.		Clerk	ongoing	
Contact with Chemicals	Staff contact – could cause skin and eye damage. Harmful vapours could cause lung damage.	Provide appropriate face and eye protection, appropriate footwear. Provide rubber gloves and gauntlets. Staff to wear PPE Ensure that staff have COSHH training and that any chemicals used have COSHH assessments and are used according to the manufacturers' guidance. Provision of induction training. Ensure adequate ventilation.		MGM MGM Clerk Clerk	ongoing ongoing ongoing ongoing	
Working Alone	Staff – personal injury or attack	Staff to inform MGM of arrival at work and intention to work in the toilets during a specific time and to check back in with the MGM To be in radio/phone contact at all times.		All staff	Ongoing	
Safe disposal of waste and sharps	Staff could prick themselves, get infections.	Provide PPE (as above). Use double bagging procedures, staff to have cardboard with them. Provision of induction training Provision of sharps box.		Clerk Clerk Clerk	ongoing ongoing ongoing	
Cleaning up contaminants	Staff	Provide PPE (as above), but also have disposable cloths/gloves/apron available. Ensure any cuts or wounds are covered. Provision of induction training		All Staff, Clerk to monitor	ongoing	
COVID-19	Staff and general public – Ill health/death	Ensure adequate ventilation Enhanced, focused cleaning regime Ensure social distancing 2m – phase 1 Ensure social distancing 1m and/or coincided play areas reopening – phase 2 Temperature checks/flushing water systems has continued throughout lockdown	Enhanced PPE Cleaning more often – part time opening to fit in with current staff availability Phase 1 – disabled toilet only. One in one out cubicles closed. Displaying targeted posters and signage – distancing, hand washing.	MGM MGM MGM MGM Clerk MGM	June 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Wet Mopping	Staff - by over reaching - putting strain on back muscles	Ensure that staff have had manual handling training and provide if necessary. CTC will provide a long-handled mop	.	Clerk	Ongoing	
Vandalism	Staff and users - flooding/damaged electrics	No plugs in wash basins Toilets locked at dusk Toilets locked if problems; specialist contractors called.		MGM	ongoing	
General Maintenance	Staff and users - personal injury	Daily cleaning and inspection regime. Defects reported and actioned swiftly		MGM	Ongoing	

15th June 2020.

[Handwritten Signature]

Clerk

From: Tina McGrath <Tina.McGrath@cornwall.gov.uk>
Sent: 14 July 2020 11:47
To: Esther Greig
Subject: Phone box review

Information Classification: CONTROLLED

BT are reviewing the following phone boxes in your area.

Please can you complete the grid below and return to me by **Friday 4 September**

- Just select **agree** if you're happy for BT to remove it.
- If the local community wish to **adopt**, please provide their contact details
- If you decide to **object**, you'll need to complete the last column with your reasons. You must be able to objectively justify your decisions based upon telephony needs. Annex 1 in **Ofcom's full guidance about removing phone boxes** states that BT's Universal Service Obligation applies to the telephone, not the phone box. The guidance also details the appeals process we must follow for unreasonable objections. It would, for example, be inappropriate for a local authority to object to removal of a public call box because it is a local landmark or on 'heritage' grounds,

	Telephone Number	Address	Postcode	
27	01840212302	PCO PCO1 THE CLEASE CAMELFORD	PL32 9PL	
28	01840212325	PCO PCO1 TREFREW ROAD CAMELFORD	PL32 9TP	

Regards

Tina

Please note my working days are Tuesday/Wednesday/Thursday

Tina McGrath
Community Link Officer, Camelford Community Network Area
Localism Team
Communities Service
Neighbourhoods Directorate
Cornwall Council
External telephone: 01872 326973
Internal telephone: 496973
Mobile: 07483 168459
Email: tina.mcgrath@cornwall.gov.uk

First Floor South Wing, Chy Trevail, Beacon Technology Park,
Bodmin, PL312FR

www.cornwall.gov.uk

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or

Ms Esther Greig
Camelford Town Council
Town Hall & Library
Market Place
Camelford
Cornwall
PL32 9PB

Our ref CO0016
SAAA ref SB01639

Email sba@pkf-littlejohn.com

06 August 2020

Dear Ms Greig

**Camelford Town Council
Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Camelford Town Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Tel: +44 (0)20 7516 2200 • www.pkf-littlejohn.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CO0016 or Camelford Town Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

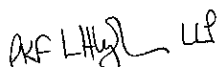
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Yours sincerely



PKF Littlejohn LLP



Camelford & District Liberal Club

26, Market Place
Camelford PL32 9PD
Cornwall U.K.
Tel: 01840 213466

Esther Greig
Town Clerk
Camelford Town Council
Town Hall
Market Place

12th August 2020

Dear Esther,

The Liberal Club committee have requested that I contact you regarding additional seating outside the club during the existing pandemic.

The proposal is that we have a pub style bench outside the front door to help patrons keep safe social distancing.

We have decided to open on Friday 5th September, all being well, and this can be put in place just prior to that date.

Yours sincerely,

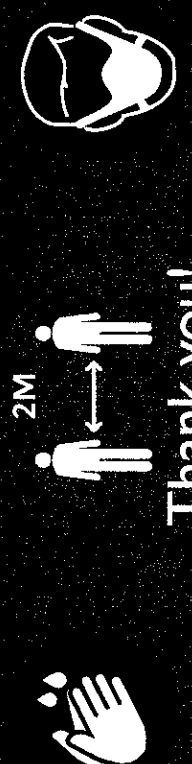
Alan Burgis
Club Secretary.

Community chest funded - September agenda for approval



1000 mm

5000 mm

Play your part - keep Cornwall's Towns open!



www.camelford-tc.gov.uk



THE SOUTHWESTS
STRONGEST
SIGNAGE

Current Date: 13/09/2020

File Name: Camelford town council banners

Folder Name: N:\A\work\1 Design Flexi Current

All artwork and attachments are the property of Jag Signs Ltd and shall remain the property of Jag Signs Ltd until the artwork has been approved and payment has been made in full. If in response you are approving any artwork please ensure you thoroughly check all spelling / grammar / quantities / materials / sizes and any other job information carefully as Jag Signs Ltd is not liable for any errors once the artwork has been approved. By approving your artwork you are agreeing to our terms and conditions which are available on request. All artwork is copyrighted and anyone found to be using it for production purposes will be prosecuted. Jag Signs Ltd reserve the right to remove any completed signage on any account that hasn't been settled within the allocated time. All prices quoted are subject to VAT @ 20%.

Signed

Date

© 2018

01409 254585

Alan Burgess
Banner ESSO + MAF

5000 mm



1000 mm

Welcome to ENFIELD PARK



THE SOUTHWESTS
STRONGEST
SIGNAGE

Current Date: 19/08/2020

File Name: Alan Burgess Camelford TC banners

Folder Name: N:\Arwork\1 Design Final Current

All artwork and attachments are the property of Jag Signs Ltd and shall remain the property of Jag Signs Ltd until the artwork has been approved and payment has been made in full. If in response you are approving any artwork, please ensure you thoroughly check all spellings / grammar / quantities / materials / sizes and any other job information available as Jag Signs Ltd is not liable for any errors once the artwork has been approved. By approving your artwork you are agreeing to our terms and conditions which are available on request. All artwork is copyrighted and anyone found to be using it for production purposes will be prosecuted. Jag Signs Ltd reserve the right to remove any completed signage on any account that hasn't been settled within the allocated time. All prices quoted are subject to VAT @ 20%.

Signed

Date

© 2018

01409 254585

Clerk

From: Tina McGrath <Tina.McGrath@cornwall.gov.uk>
Sent: 18 August 2020 15:47
To: Tina McGrath
Subject: Camelford network area emergency plan -email to town and parish councils - response needed
Attachments: Communication tree.pptx

Information Classification: CONTROLLED

Good afternoon,

At the last 2 Camelford Community Network meetings (June & July) it was agreed by those present to set up a working group to look at developing a network plan to support communities in the event of a similar pandemic crisis or indeed a second wave lockdown.

The discussions in the working group highlighted the need for a network communication tree to disseminate information out but also to feedback any issues or gaps in services to the central hub of Cornwall Council who coordinate multi-agency responses.

This provides an opportunity for parishes to work together and share information if they wish.

I have also reached out to local groups which set up to support their community for their views and their input into this process too.

I have attached the draft communication tree, and would request that at your next Council meeting (or before if a parish meeting) you discuss this and nominate 2 reps to be included in the tree. I would like the opportunity to "virtually" attend your next meeting to explain more and answer any questions you may have.

I look forward to hearing back from you.

If your parish decides not to be part of this communication tree can you also please let me know so I can be assured that everyone has had a chance to discuss and make a decision.

Thank you

Regards

Tina

Please note my working days are Tuesday/Wednesday/Thursday

Tina McGrath

Community Link Officer, Camelford Community Network Area

Localism Team

Communities Service

Neighbourhoods Directorate

Cornwall Council

External telephone: 01872 326973

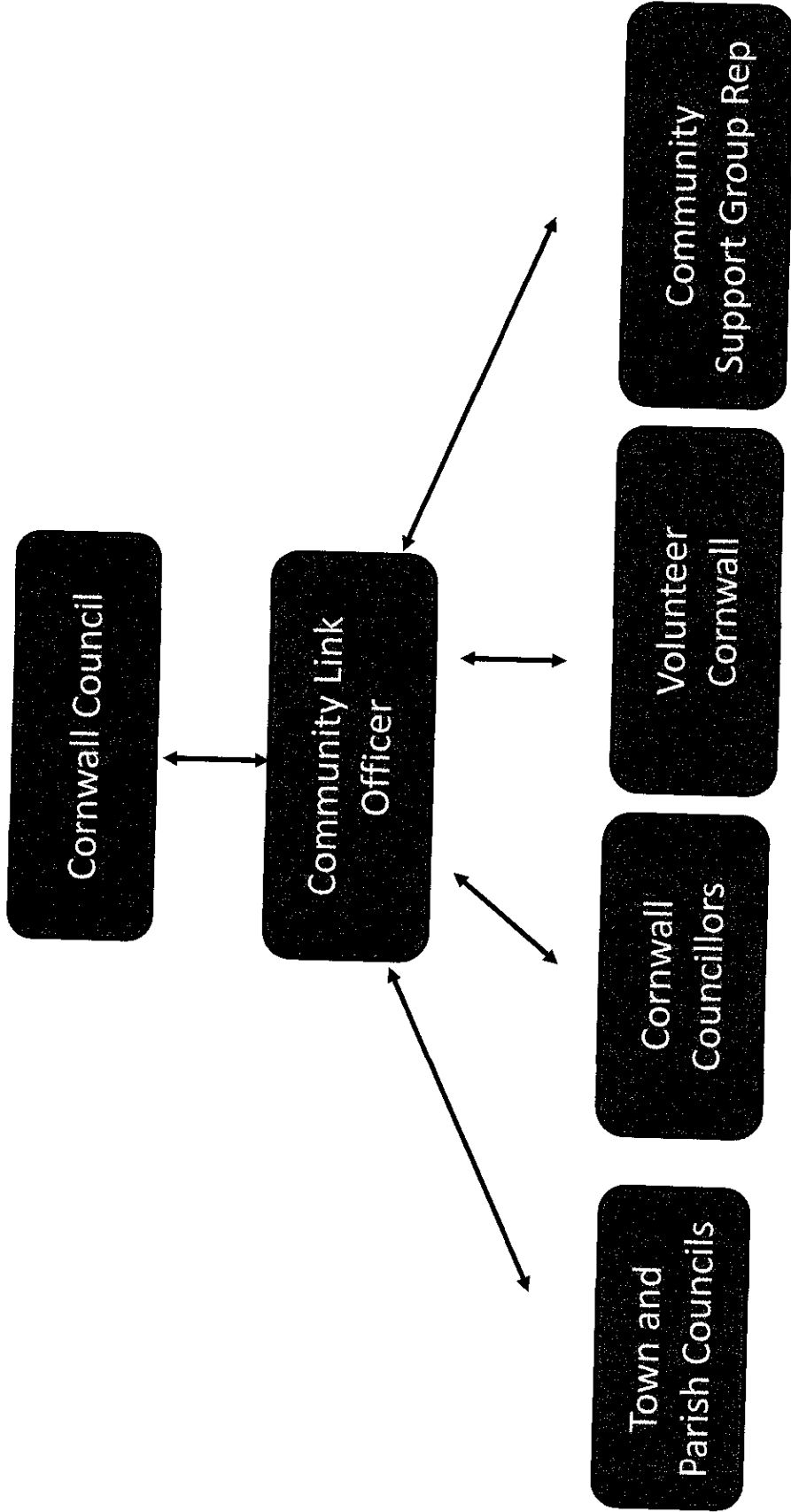
Internal telephone: 496973

Mobile: 07483 168459

Email: tina.mcgrath@cornwall.gov.uk

First Floor South Wing, Chy Trevail, Beacon Technology Park,

Camelford Community Network Community Emergency Communication Tree



Community Link Officer Contact

Name	Details
1. Tina McGrath	07483 168459 tina.mcgrath@cornwall.gov.uk
2. Sarah Sims	07968 892184 sarah.sims@cornwall.gov.uk
3. Zoe Bernard- John	07483 308763 Zoe.Bernard-John@cornwall.gov.uk
4. Steve Foster	07483 327724 Stephen.Foster@cornwall.gov.uk

Network Contacts

Town and Parish Council	First Contact for Town and Parish Council	Deputy contact for Town and Parish Council	Community support rep
Advent			
Camelford			
Davidstow			
Forrabury & Minster			
Lesnewth			
Michaelstow			
Otterham			
St Breward			

Network Contacts

Town and Parish Council	First Contact for Town and Parish Council	Deputy contact for Town and Parish Council	Community support rep
St Clether			
St Juliot			
St Teath			
Tintagel			
Tremaine			
Treneglos			
Tresmeer			
Trevalga			
Warbstow			

Cornwall Councillor Contact

Name	Details
Cllr Dominic Fairman	07939122303 dominic.fairman@cornwallcouncillors.org.uk
Cllr Barry Jordan	01840230048 barry.jordan@cornwallcouncillors.org.uk
Cllr Rob Rotchell	07828980157 rob.rotchell@cornwallcouncillors.org.uk

Volunteer Cornwall Contact

Name	Details
1.	
2.	
3.	
4.	

Clerk

From: Camelford Town Council <admin@camelford-tc.gov.uk>
Sent: 10 August 2020 13:01
To: ASW Team
Cc: clerk@camelford-tc.gov.uk; John Gilbert (john.gilbert@camelford-tc.gov.uk)
Subject: RE: Invoice 1643 from Aquatics South West

Hi Tom

Yes that is fine. Can you use Purchase Order AL/100820/2071 on any invoices please.

Many thanks

Amanda

Kind regards



Amanda Lash, CiLCA
Deputy Town Clerk, Camelford Town Council

Town Hall
Market Place
Camelford PL32 9PD

Monday to Friday 9am to 1pm

01840 212880
www.camelford-tc.gov.uk

From: ASW Team <aquaticssouthwest@hotmail.com>
Sent: 10 August 2020 12:18
To: Camelford Town Council <admin@camelford-tc.gov.uk>
Subject: Re: Invoice 1643 from Aquatics South West

Hi Amanda.

The cost for the pond management works will be £695.00 + VAT.

Please note that assuming the weather permits, we will aim to use our Truxor amphibious machine for the works.

Please let me know if you would like to go ahead with the works and, if so, I will book it in the diary for Monday 28th September.

Kind regards,
Tom Bunce MSc, BSc (Hons)
Director
07779 938615

BT Openreach Wayleave Payment

Wayleave - £166.12 one off-payment

Hi Amanda

This is usually a one off payment. When contacted by the wayleave team you could enquire about annual payment which looks to be £11.18

Regards

Chris Wheatley

Fibre Delivery Clerk of Works
Openreach