

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall
Market Place
Camelford
PL32 9PD

01840 212880

clerk@camelford-tc.gov.uk
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 **Tuesday 15th September 2020 at 7.00pm** via Zoom - meeting ID. **819 5741 4358**

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 14th September 2020 – you will be sent the meeting password on Tuesday.

1. To note Councillors present

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

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 3rd September 2020 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Recycling area in Churchfield car park – bins being removed week beginning 7th September by Cornwall Council and Salvation Army. Ongoing anti-social behaviour in the Enfield Park play-area. Car park ticket machine out of order.

Recycling area in Churchfield car park – bins being removed week beginning 7th September by Cornwall Council and Salvation Army. Ongoing anti-social behaviour in the Enfield Park play-area. Car park ticket machine out of order.

7. Planning

Any late applications will be discussed under this section.

PA20/06691. Strathside, Trevia Lane. Mr Barry Parker. Proposed extension to dwelling and detached garage (resubmission of PA20/02666). [Weblink](#)

For Information

PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. **Approved**

PA20/05699. Penmara Barn. Trewen. Mrs Margaret Schwarz. **Approved**

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell

9. Correspondence

- a. CCLA – 90-day notice period for redemptions on property fund.

10. Agenda Items

- a. To **resolve** on a response to the CC consultation on Climate Emergency Planning Policies. [weblink](#)
- b. To **resolve** on purchase of electric disinfectant fogger £49.90
- c. To **note** minutes of Staffing Committee Meeting
- i. To **resolve** on adoption of staff handbook
- ii. To **resolve** on Christmas opening hours for Library/Office
- d. To **note** minutes of Events Working Group Meeting
- i. To **resolve** on cancelling this year's Winter Festival/Fireworks event.
- ii. To **resolve** (subject to receipt of grant application/associated paperwork including risk assessments) for Christmas Lights to go ahead and switch-on to be streamed virtually via Facebook and Website.
- iii. To **resolve** on an Honoured Citizens Event to take place on St Piran's Day 5 March 2021 (COVID-19 notwithstanding)
- e. To **resolve** upon Internal audit proposal
- f. To **resolve** upon body cameras/mobile phone for Grounds Manager.
- g. To **resolve** on any urgent action required following the Estates and Properties working group meeting on the ROSPA and Tree reports.
- h. To **resolve** on a response to the MHCLG consultation on changes to planning system. [weblink](#)

11. Accounts

- a. To **note** Balances at 8th September 2020

Current Account	£50,777.39
Tracker Account	£51,420.82
NS&I	£42,179.82
CCLA	£80,000.00

- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	September Wages + expenses	BACS	£8,363.56
HMRC	September Tax & NI	BACS	£2,587.45
Cornwall Pensions	September Pension contributions	BACS	£2,590.50
Metric Group Ltd	Ticket Machine service agreement	BACS	£499.20
Zoom	Virtual Meetings	DD	£14.39
Barclays	Bank charges	DD	£14.37
Public Works Loan Board	Churchfield car park loan	DD	£4862.42
Smart window cleaning	Town Hall windows	BACS	£25.00
Seadog IT	Webhosting	DD	£25.00
Bunzl cleaning and hygiene	Gloves and sanitiser	BACS	£87.91
SSE	Public conveniences – electricity	BACS	£374.39
Jag Signs Ltd	Overlays for Fore Street parking signs	BACS	£49.14
Camelot Garage	Fuel for maintenance equipment	BACS	£52.80
Plusnet	Phone and broadband	DD	£52.20
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
Cornwall Council	Cemetery – Business Rates	DD	£404.62
Town Trust	Town Hall/Library rent	DD	£481.54
Zoom	Virtual meetings - business	DD	£14.36
Us for design and print	Walking booklets	BACS	£330.00
SLCC	Webinar	BACS	£30.00
SchoolScapes	Zip Wire	BACS	£12,359.04
		TOTAL	£34,250.89

- a. To **note** Income

Post office counter	Parking machine and permits	cash	£105.00
Residents	Parking permits	AC	£25.00
Barclays	Interest	AC	£7.11
		TOTAL	£137.11

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
- b. To **resolve** to approve the Deed of Dedication with Big Lottery Fund.
- c. To **note** the Deed of Grant between Caladen and Town Trust
- d. To **note** Lease and Easement Plan
- e. To **discuss** and **resolve** upon contractor for office and reception Desk heating.

13. To note items for 1st October 2020 Agenda.