



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
Town Hall  
Market Place  
Camelford  
Cornwall

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)

## Ordinary Council Meeting – 15<sup>th</sup> September 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, Hewlett, Scawn, Shaw 20/335

### 2. To receive Apologies for absence with reasons

Cllrs Grigg and Rathbone - Personal  
It was **resolved** to accept the apologies

**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **unan** **20/336**  
Cllr Elford to join later.

### 3. To receive Declarations of Interest & Approve Dispersations

Cllr Scawn 12. Agenda pecuniary to leave the room 20/337

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

Cllr Jordan attended 20/338

### 5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 3<sup>rd</sup> September 2020  
**Proposed: Cllr Burgis** **Seconded: Cllr Coombes** **8-0 (1abs)** **20/339**

### 6. To receive Clerk's report

Matters arising from the Minutes. Recycling area in Churchfield car park – bins have been removed fencing will go later this week. Car park ticket machine is now working, have requested amendment to line painting quote to touch up the white arrows and 2 x red lines that are wearing out. Staff appraisals are taking place this month, interviews for Saturday library position are taking place this Saturday. Have changed the dates for some of the working group meetings – pulled them forward from November due to budget setting.

Cllr Rotchell noted that with the problems of antisocial behaviour last year, the Area Police Inspector promised daily walks through town to ensure visibility of his Officers and reduce incidents. This doesn't seem to be happening now. Cllr Bond noted the hours he spends in the park without seeing Police officers. Clerk to contact area Inspector. 20/340

### 7. Planning

**PA20/06691. Strathside, Trevia Lane. Mr Barry Parker.** Proposed extension to dwelling and detached garage (resubmission of PA20/02666). Cllr Shaw noted the loss of amenity area for the property

It was **resolved** to reply with No Objection  
**Proposed: Cllr Shaw** **Seconded: Cllr Scawn** **unan** **20/341**

#### For Information

PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. **Approved**  
PA20/05699. Penmara Barn. Trewen. Mrs Margaret Schwarz. **Approved** 20/342

## 8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell noted it's been very quiet. Attended the 1<sup>st</sup> home match of Camelford football club, a small fundraiser for the Bells at Lanteglos that raised £250 (both socially-distanced). Had a place-shaping meeting with CC Officers regarding the bypass. 20/343

## 9. Correspondence

- a. CCLA – 90-day notice period for redemptions on property fund. Noted 20/344

## 10. Agenda Items

- a. It was **resolved** to hold a separate meeting to formulate and send a response to the CC consultation on Climate Emergency Planning Policies. Attendees: Cllrs Rotchell, Shaw, Hewlett, Coombes and the Clerk. 25<sup>th</sup> September 10am.

**Proposed: Cllr Burgis**                      **Seconded: Cllr Scawn**                      **unan**                      **20/345**

- b. It was **resolved** to purchase of electric disinfectant fogger £49.90

**Proposed: Cllr Hewlett**                      **Seconded: Cllr Burgis**                      **unan**                      **20/346**

- c. The minutes of the Staffing Committee Meeting were **noted** 20/347

- i. it was **resolved** to adopt CTC staff handbook

**Proposed: Cllr Scawn**                      **Seconded: Cllr Bond**                      **7-0 (1abs)**                      **20/348**

- ii. It was **resolved** that Library/Office will close on 24<sup>th</sup> December and open on the 4<sup>th</sup> January

**Proposed: Cllr Burgis**                      **Seconded: Cllr Ackroyd-Johnson**                      **unan**                      **20/349**

- d. The minutes of Events Working Group Meeting were **noted** 20/350

- i. It was **resolved** to cancelling this year's Winter Festival/Fireworks event.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Ackrod-Johnson**                      **unan**                      **20/351**

- ii. It was **resolved** (subject to receipt of grant application/associated paperwork including risk assessments from the Christmas lights committee) that the Christmas Lights will go ahead and switch-on to be streamed virtually via Facebook and Website. There will not be an event.

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **unan**                      **20/352**

- iii. It was **resolved** on an Honoured Citizens Event to take place on St Piran's Day 5 March 2021 (COVID-19 notwithstanding)

**Proposed: Cllr Ackroyd-Johnson**                      **Seconded: Cllr Hewlett**                      **unan**                      **20/353**

- e. It was **resolved** to accept the Internal audit proposal

**Proposed: Cllr Shaw**                      **Seconded: Cllr Coombes**                      **unan**                      **20/354**

- f. It was **resolved** to purchase 1 x body cameras and 1 x mobile phone for Grounds Manager.

**Proposed: Cllr Coombes**                      **Seconded: Cllr Ackroyd-Johnson**                      **unan**                      **20/355**

- g. i. It was **resolved** that following the Estates and Properties working group meeting urgent purchase of play bark is required (ROSPA) approx. £500

**Proposed: Cllr Hewlett**                      **Seconded: Cllr Coombes**                      **unan**                      **20/356**

- ii. It was **resolved** that following the Estates and Properties working group meeting urgent instruction of specialist decay report on 4 very large trees is required approx. £1100.

**Proposed: Cllr Bond**                      **Seconded: Cllr Shaw**                      **unan**                      **20/357**

- h. It was **resolved** to hold a separate meeting to formulate and send a response to the consultation on changes to planning system. MHCLG

**Proposed: Cllr Shaw**                      **Seconded: Cllr Hewlett**                      **unan**                      **20/358**

## 11. Accounts

- a. Balances at 8<sup>th</sup> September were **noted**

Current Account                      £50,777.39

Tracker Account                      £51,420.82

NS&I                      £42,179.82

CCLA                      £80,000.00

20/359

- b. It was **resolved** 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
		<b>TOTAL</b>	<b>£34,250.89</b>
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Shaw</b>	<b>Unan</b>	<b>20/360</b>
c. Income			
Post office counter	Parking machine and permits	cash	£105.00
Residents	Parking permits	AC	£25.00
Barclays	Interest	AC	£7.11
		<b>TOTAL</b>	<b>£137.11</b>
			20/361

## 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,

**Proposed: Cllr Shaw**      **Seconded: Cllr Bond**      **Unan**      **20/362**

e. Hall heating was **discussed**. Clerk and Mayor (following the Estate and properties working group) have instructed an electrician to survey the 6 heaters to see if they are working properly/all the elements are functioning – approx £150. Next agenda for update further action.      20/363

*\*\* Cllr Scawn left the meeting\*\**

a. An update on lease for phase 2 OCM was received. Finn law have produced a draft lease following non-receipt from Sproull – It was **resolved to** approve this lease

**Proposed: Cllr Burgis**      **Seconded: Cllr Hewlett**      **6-0 (1 abs Cllr Shaw)**      **20/364**

Clerk noted that the lease is also with TT for resolution.

b. It was **resolved** to approve the final draft Deed of Dedication with Big Lottery Fund.

**Proposed: Cllr Bond**      **Seconded: Cllr Hewlett**      **(1 abs Cllr Shaw)**      **20/365**

c. The Deed of Grant between Caladen and Town Trust was **noted**      20/366

d. The Lease and Easement Plan were **noted**      20/367

## 13. To note items for 1<sup>st</sup> October 2020 Agenda.

To **discuss** and **resolve** upon contractor for office and reception Desk heating.

Outcome of planning consultation meeting.

### Later agendas

Town Trust correspondence.

Honoured citizens - January

**The Mayor closed the meeting at 20:15.**