



CAMELFORD TOWN COUNCIL

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Ordinary Council Meeting – 16th June 2020

Minutes of the Ordinary meeting of the Council held at Town Hall, Market Place

Cllr Hewlett noted that it would be useful for the general public to see the Councillors physically voting by raising of hands. Clerk added that it would be useful to vote via zoom too.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 9 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Grigg, Hewlett, Scawn, Shaw 20/164

2. To receive Apologies for absence with reasons

Cllr Rathbone – none received 20/165

3. To receive Declarations of Interest & Approve Dispensations

Cllr Scawn	12.	Town Trust	pecuniary	to leave the room	
Cllr Bond	11e.	Grants	non-registerable	to leave the room	20/166

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

None 20/167

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 17th March 2020 (attached).

Proposed: Cllr Shaw **Seconded: Cllr Ackroyd-Johnson** **unan** **20/168**

It was **resolved** to approve the minutes of the Annual Meeting 4th June 2020 after one amendment

Proposed: Cllr Grigg **Seconded: Cllr Elford** **unan** **20/169**

Cllr Rathbone joined the meeting

7. To receive Clerk's report

Matters arising from the Minutes. To note that CTC can dedicate Broadwood path (from Enfield Park to Trefew Road) as a definitive right away – but CC are not accepting applications at the moment. The fallen tree across this path has still not been removed by the landowner. Finn's have quoted £100 + VAT to write to the landowner. Cllr Shaw noted it may be necessary to state that if it CTC have to remove; CTC will recover the costs from the landowner.

It was **resolved** to send a letter.

Proposed: Cllr Bond **Seconded: Cllr Shaw** **unan** **20/170**

Annual Governance and Accountability Return (AGAR) has been forwarded to the external auditor and the Notice of Public Rights/AGAR has been published on CTC website. CCTV at the top of the park – waiting for quote from Yetiserve. Library lights replacement is nearly complete. Reducing number of electric meters from two to one in library – have asked electrical contractor for advice. Hanger Management sign has been removed by Cormac – to note that not putting up highways signs is a condition of their trading licence. Black Lives Matters demonstration on Saturday – office contacted the event organiser to request that she request permission to hold the event on CTC land. CTC were informed that only the pavement would be used. CTC were not given the opportunity to give permission or to prohibit use of its land. Police were also not informed of the event by the organiser.

Cllr Rotchell noted that if people want to organise events at the bandstand, they must contact the office with sufficient notice so CTC can consider the application. Current policy states that no political or religious organisations can hold events on CTC land.

Cllr Shaw offered the use of his wildlife camera over the summer (6 months battery life). 20/171

8. Planning

None

20/172

9. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported attendance at working group meetings. Trebarwith beach will be lifeguarded from Saturday 20/173

10. Correspondence

a. Open Reach – letter regarding reinstatement of resin surface at market square. Clerk noted that original contractor has discontinued that colour and are only offering Openreach to resurface whole area. Cllr Bond noted that Openreach have affected the integrity of the surface. Cllr Shaw noted that the contractor has damaged it and should repair it. Cllr Rotchell summarised that first option is to patch with colour match with a different local contractor. 20/174

11. Agenda Items

a. To **resolve to approve** the terms of reference for the working groups and committees of CTC.

It was **resolved** to move item to next agenda

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **20/175**

b. CTC recorded meetings on Facebook Live were discussed. Clerk noted that minutes are available following the next meeting and that they are not a verbatim record. Posts can continue to be commented on as this functionality cannot be turned off. Cllr Hewlett suggested that the recordings be left on Facebook for 6 months. Cllr Rotchell noted that CC meetings are webcast and kept for 7 years. Cllr Scawn and Elford noted that one week is sufficient

It was proposed to keep recordings for 6 months

Proposed: Cllr Hewlett **Seconded: Cllr Burgis** **2-9 (not carried)20/176**

It was **resolved** to keep recordings for 1 week and **resolved** to amend Standing Orders accordingly

Proposed: Cllr Shaw **Seconded: Cllr Bond** **9-2** **20/177**

c. The Examiner's Report and recommendations, taking note of comments from Cornwall Council (shown in blue on report) and **continue** with NDP were discussed. Cllr Hewlett noted that all that has been achieved is a development boundary. CC has also noted that it can amend the NDP, consigned CTC to a consultee on its own NDP. Does CTC think it is worth going through the referendum for the development boundary? Cllr Shaw can understand some points raised but upset that have lost the recommendation for maximum 30 houses per hectares. If CTC doesn't have an NDP then open to unscrupulous developers. Cllr Scawn - thanked the Cllrs and others involved in the process for their work - this document is not a fair reflection on their efforts. Cllr Burgis not happy about the loss of the recommendations to prohibit second homes. Cllr Shaw noted that if the changes are not accepted then NDP will not go to referendum and Camelford will not have the benefit of even a development boundary.

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **8-3 (dec carried)20/178**

d. It was **resolved to adopt** 'whistleblowing' policy

Proposed: Cllr Rathbone **Seconded: Cllr Ackroyd-Johnson** **unan** **20/179**

****Cllr Bond left the meeting****

e. Grant applications were discussed (noting £1000 provision in budget for misc. applications). iSightCornwall – request £500, Cornwall Hospice Care, Marie Curie Cornwall, Girlguiding Cornwall - St.Breward Guide Hut. Cllr Shaw noted that grant applications need to benefit the local population and recommends that 3 of these are left on the table; apart from the local request for the girl guides. Cllr Rotchell noted that all charities have been unable to fundraise as in previous years. Cllr Grigg suggested £200 each, Cllr Scawn suggested £100 each, Cllr Hewlett noted that CTC is at the beginning of the financial year and other requests may well be received. Cllr Shaw and Grigg agreed with Cllr Scawn for fairness.

It was **resolved** to give £100 each

Proposed: Cllr Shaw **Seconded: Cllr Grigg** **unan** **20/180**

****Cllr Bond returned****

f. Tregoodwell lime tree was discussed. Clerk noted that the tree is on common land. CC have agreed to undertake a climbing inspection and action immediate maintenance. CC will not take responsibility for the tree after that.

It was **resolved** to take responsibility for ongoing maintenance of this valuable, specimen tree.

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan 20/181

g. Working from home provisions for Clerk/Deputy Clerk to ensure business continuity for Library and Council (COVID-19) following VSE assessment; immediate requirements were discussed. Cllr Shaw mindful of future/surplus equipment. Cllr Hewlett noted correct posture and usage will prevent future health problems. Every Councillor should have specific tech because of GDPR and the tech can be redirected to Councillors. Cllr Ackroyd-Johnson noted staff need to be comfortable at work. Cllr Rotchell feels this is the same as PPE; provide tech for health and safety reasons. Lockdown will continue for a considerable period of time. Social distancing in the office is difficult. Cllr Grigg – excess tech could be donated at a later date. Councillors and Staff using own tech is a GDPR issue. As Data Protection Officer, Clerk’s recommendation is that all Councillors have their specific CTC tech. Library due to reopen 6th July, if one of the staff has to self-isolate, then all will have to. That would interrupt Library service provision. Also, some staff have not got tech – DC is using her son’s lap-top.

It was **resolved** to provide – 1 x desk, 1 x daylight lamp, 2 x footrests and 3 x laptops + relevant tech. Spare computer chairs from library to be used.

Proposed: Cllr Hewlett Seconded: Cllr Rathbone 10-0 (1abs) 20/182

h. Car parking permits for staff were discussed. Clerk noted it was a neutral cost to Council and that the staffing committee had recommended that it be part of the terms and conditions of contract. Cllr Shaw noted that it is a benefit, but that perhaps the permit should only be used in work hours. Cllr Scawn noted that local businesses could be offered permits at £25 for all their staff. Cllr Burgis noted that staff either get a permit or they don’t. Cllr Shaw noted that permits are a legitimate business expense for tax purposes. Cllr Rotchell noted that is true for business owners, but not necessarily their staff. Cllr Rathbone wants to show support to businesses who have lost income this year; reducing expenses is a small contribution, but one that CTC can offer. Cllr Grigg suggested that only issued for those staff that live outside of Camelford. Cllr Rotchell noted that the principle for charging is the maintenance etc. of the car park and would like to know the financial implications; Clerk noted that this might be about to £2k.

It was **resolved** that Staff who travel into Camelford for work will receive parking permits

Proposed: Cllr Bond Seconded: Cllr Grigg unan 20/183

It was resolved all business permits for the next season will cost £25

Proposed: Cllr Grigg Seconded: Cllr Ackroyd-Johnson 10-1 (dec carried)20/184

i. It was **resolved** that the annual Churchfield car parking permit runs from July 2020 to September 2021 to compensate for 2 months’ loss.

Proposed: Cllr Grigg Seconded: Cllr Bond 10-0 (1 abs) 20/185

j. The reopening of Council services was reviewed – play areas remaining closed. Clerk and MGM have discussed a phased reopening following a county wide meeting with Public Health Phase 1 could be just opening the disabled toilet to manage one in, one out and queuing, with part-time opening. Cllr Grigg noted the need to be careful - risking our staff and cross contamination. Cllr Burgis suggested go in and spray using a chemical tank. Cllr Elford does not want to put staff at risk – how often does it have to be cleaned? Clerk noted Public Health recommend what you would do in high season/at the busiest; not expecting cleaning after each use – so more frequent cleaning – perhaps hourly and daily deep clean. Mindful of correct PPE and staff safety. Cllr Shaw noted issues regarding unisex use. Cllr Scawn noted that if the staff are willing to reopen is some capacity, then they should open; toilets being open will help businesses.

It was **resolved** that the toilets remain closed and review at next meeting

Proposed: Cllr Grigg Seconded: Cllr Ackroyd-Johnson 8-3 (dec carried)20/186

k. Planting trees in Camelford funding via Urban Tree Challenge fund and Tree Council.

Cllr Bond and Shaw to identify areas for trees and to liaise with Deputy Clerk regarding the application.

l. It was **resolved** to purchase a sack trolley for library deliveries at a cost of £49.84.

Proposed: Cllr Hewlett Seconded: Cllr Burgis unan 20/187

m. Costs & measures required for ‘re-opening high street safely’ were discussed along with what the CC/ERDF grant fund would actually cover. Eligible items would be short-term temporary measures only – A frames, hand sanitising stations, marketing material - posters and leaflets for social media and noticeboards in the surrounding areas. Cllr Shaw suggested a banner ‘Camelford is Open’. Cllr Ackroyd-Johnson noted that marketing would be a boost for the town. 20/188

n. It was **resolved** that an allotment holder can erect a 6ft x 6ft greenhouse.

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 20/189

11. Accounts

a. Balances at 10th June 2020 were **noted**

Current Account	£96,647.51		
Tracker Account	£51,413.71		
NS&I	£42,179.82		
CCLA	£80,000.00		20/190

b. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	June Wages + expenses	BACS	£6,439.72
HMRC	June Tax & NI	BACS	£1,682.28
Cornwall Pensions	June Pension contributions	BACS	£1,970.17
Yetserve	Technical support and equipment	BACS	£425.96
Voipfone	Telecoms	DD	£8.40
Bunzl Cleaning and Hygiene	Public toilet supplies	DD	£8.81
British Gas	Enfield Park electricity	DD	£24.20
Seadog IT	Webhosting	DD	£25
Seadog IT	website support	BACS	£169.40
Stephens Home Hardware	Maintenance supplies	BACS	£54.98
Plusnet	Phone and broadband	DD	£52.20
Bodmin Nursery	garden supplies	BACS	£54.00
Camelot Garage	Fuel for maintenance equipment	BACS	74.36
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
SWW	Allotment water	DD	£67.45
	TOTAL		£12,083.93

Proposed: Cllr Rathbone Seconded: Cllr Elford Unan 20/191

Clerk noted that the water meter has not been read as SWW can't get the lid off. But have been promised it will be visited within 6 weeks

c. Income

Residents	Allotment rent	AC	£508.00
Residents	Parking permits	AC	£175.00
Big Lottery	Revenue grant – youth worker	AC	£5,000.00
HMRC	VAT refund	AC	£984.79
Barclays	Interest on savings account	AC	£13.44
	TOTAL		£6,681.23

20/192

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; Request for Return of Loan.

Proposed: Cllr Shaw Seconded: Cllr Grigg Unan 20/193

a. The minutes of Camelford Town Trust 23rd April 2018 & 11th October 2018 were reviewed.

CTC noted correspondence from the Chairman and terms requested within the letter. It was **resolved** to enter discussion on this matter following resolution of lease renewal.

Proposed: Cllr Shaw Seconded: Cllr Rathbone Unan 20/194

13. To note items for 2nd July 2020 Agenda.

To review Terms of Reference for working groups/committees

Opening Public Toilets review.

Later agendas

Opening play areas review

Town Trust correspondence.

The Mayor closed the meeting at 20:47.

Chair's Signature.....

Dated.....