



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
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Ordinary Council Meeting – 21st July 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 20/227

2. To receive Apologies for absence with reasons

Cllr Grigg – business, Cllrs Ackroyd-Johnson, Elford - personal
It was **resolved** to accept the apologies

Proposed: Cllr Bond Seconded: Cllr Rathbone unan 20/228

3. To receive Declarations of Interest & Approve Dispensations

Cllr Scawn 7. Planning pecuniary to leave the room 20/229

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

PCSO Dodds gave a report – this year so far 263 crimes reported in the greater Camelford area, 91 incidents this month. Priorities from March has been covid 19 related. Police have visited over 100 properties during lock-down that were reported as having second-home owners in situ or holiday cottages with guests. Have recently visited pubs and restaurants to make sure their social distancing measures are sufficient. Will be checking on shops for face masks from Friday. Have been responding to domestic abuse and cannabis cultivation/modern slavery. First dwelling burglary this week. Investigation for minor crimes are being PC Dodds asked how the decisions for the shelters in the skatepark and play area, and youth worker were arrived at. Clerk responded that shelters were requested by the community through consultation. They are covered by CCTV, but vandalism and anti-social behaviour are an ongoing problem with some young people. The Youth Worker would be experienced and would be tasked with making contact with the relevant authorities once in post. Speedwatch training session refresher and advertising for new people. 20/230

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 2nd July 2020.

Proposed: Cllr Shaw Seconded: Cllr Coombes 7-0 (1 abs) 20/231

6. To receive Clerk's report

Matters arising from the Minutes. Update from solicitors – Broadwood path tree will be removed – will chase in 3 weeks. Lease from TT has not been received, Reaching Communities require the land to be registered. Zip-wire installation will be finished this week once the concrete has hardened. Youth Shelter damaged again – have fenced off as users are not social distancing either; however, seemed to have pushed anti-social behaviour issues to elsewhere in town. Re-opening high streets safely grant successful – posters, marketing and sanitisers have been ordered. Waiting on contractors for library electrics meters advice and public toilet water meter read. Library opening on the 6th – on the whole well received and reservations have increased. Working From home – still sourcing laptops; hoping to get 1 for DC. Honey bees in loft space in Town Hall - unfortunately died. Lorry reversed into the fingerpost, litterbin which knocked the noticeboard off the posts – GM fixing it. Attended SLCC branch meeting, toilets – most have gone back to pre-Covid opening times with enhanced cleaning regimes,

some using contractors for extra cleans, CALC noted Councils should lead by example and should continue with virtual meetings. CALC advise is physical meetings can't happen yet. Hybrid meetings are not possible as Councillors are summoned either online or to a place.

Cllr Rotchell noted that Cornwall Council have no plans to move away from virtual meetings.

Cllr Shaw noted that Camelford Hall should be on the map.

Cllr Burgis noted that the Noticeboard was installed by the Town Team but it belongs to the Town Council

Cllr Hewlett asked if meetings could be webcast or placed on You Tube. Clerk will continue investigations. 20/232

7. Planning

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

PA20/04164, Unit 2, Highfield Road Ind. Est. Mr Gareth Dexter. Co-Op. Display of advertising signs. Cllr Shaw noted that the entrance to the shop is from the High Street – perhaps it should be called 'High Street' store. Cllr Rotchell noted that the address is Highfield. Cllr Shaw also noted that some of the signs are large and should be turned off at night. Suggests totem turned off at night. Cllr Bond noted that BP has Totem sign – maybe that should be turned off too. Cllr Hewlett noted that BP sign has been there 30 years so can't ask them retrospectively, but any application to change it could have that request attached to it. She proposed no illuminated signs.

It was **resolved** to Support, noting that the signs should not be illuminated due to the proximity of the International Dark Sky Landscape of Bodmin Moor

Proposed: Cllr Hewlett Seconded: Cllr Shaw 5-2 declared carried 20/233

****Cllr Scawn returned****

For Information

PA20/03167. Culloden Dairy. Mr J Smeeth. **Approved**

PA20/03549. Higher Trefew Farm. Mr Michael Coombes. **Approved** 20/234

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported that he attended a virtual meeting regarding Cleese Road car park with Cornwall Council officers and the Clerk. He noted that the devolution budget had earmarked £15,000 for the repair of the surface, but the estimated repairs are now nearing £30k due to the damage to the sub-structure. He has written to Jeff Brown requesting the balance of the funds from highways budget as CTC has no money to add to the pot; especially as CTC would have to pay for a new parking order etc. if CTC were to take on this car park. He's waiting on a response. Cllr Shaw noted that there are other repairs/improvements that can be made. Cllr Burgis noted grants available for the installation of electric charging points from Cornwall Council. Interviewing 4 candidates for the youth worker position on Friday; pleased with the quality of candidates. 20/235

9. Correspondence

a. Thank you letters from Marie Curie and Cornwall Air Ambulance regarding donations. **noted**

b. Environment Agency – notice in respect of works at river Camel. **Noted** 20/236

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 considered.

Toilets

Primary responsibility is to our staff, could open slightly longer hours. Keep the ladies and gents closed still. Cllr Bond noted that Bodmin toilets are closed. Cllr Shaw noted that disabled is single use area. Use a face mask – one at a time – how do you police that in larger toilets. Cllr Rathbone noted that school holidays have started and the opening hours should be extended – young children get caught short. Cllr Burgis noted how long it takes to clean – suggested a spray. Clerk has passed on chemical dilution information to the Grounds Manager.

It was **resolved** to open the Toilets Mon-Sat 10am-4pm

Proposed: Cllr Rotchell Seconded: Cllr Bond unan 20/237

b. It was **resolved** to accept the Service level agreement with Cornwall Council for the enforcement of Churchfield Car Park.

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/238

c. Pavement licences - none received. Con club opening 5th Aug, Liberal open 5th Sept. Next agenda.

- d. It was **resolved** to book Chainsaw operator refresher training for groundman £495.
Proposed: Cllr Scawn Seconded: Cllr Rathbone unan 20/239
- e. It was **resolved** to book ROSPA inspection for Enfield Park and Skatepark at a cost of £300.50 plus VAT.
Proposed: Cllr Scawn Seconded: Cllr Rathbone unan 20/240
- f. The Pay Policy Statement 2020-2021 was reviewed and it was **resolved** to adopt
Proposed: Cllr Rathbone Seconded: Cllr Burgis unan 20/241
- g. The Investment Strategy 2020 was reviewed and it was **resolved** to adopt
Proposed: Cllr Rotchell Seconded: Cllr Shaw unan 20/242
- h. The Financial Regulations 2020 were reviewed and it was **resolved** to adopt with one amendment – increase to £100 for Grounds Manager’s authority to spend
Proposed: Cllr Coombes Seconded: Cllr Burgis unan 20/243
- i. Q1 expenditure to budget report was **noted**. 20/244
- j. Planting commemorative trees for Remembrance/VE was discussed. 3 at the land at Valley Truckle/granite poppy – sentinels representing the 3 services. Applying for disease free elms via the tree warden scheme. Cllr Shaw will discuss further at the Estates and properties working group.
- k. It was **resolved** that an allotment holder can erect a 3 x 3 x 2.8 m high summerhouse. 20/245
Proposed: Cllr Rathbone Seconded: Cllr Hewlett 5-0 (3bs) 20/246

11. Accounts

a.	Balances at 15 th July 2020 were noted		
	Current Account	£83,211.43	
	Tracker Account	£51,413.71	
	NS&I	£42,179.82	
	CCLA	£80,000.00	20/247
b.	It was resolved to authorise the payments of Accounts Outstanding		
	Staff	July Wages + expenses	BACS £7,446.91
	HMRC	July Tax & NI	BACS £2,002.81
	Cornwall Pensions	July Pension contributions	BACS £2,209.54
	Voipfone	Telecoms	DD £8.40
	Voipfone	Telephone calls	DD £50.00
	Zoom	virtual meetings	DD £14.39
	Torch Fire Protection	Annual maintenance extinguishers	BACS £94.75
	Microsoft	One drive	DD £1.99
	Camelot Garage	Fuel for maintenance equipment	BACS £52.21
	Duchy Defibrillators	Annual monitoring – Camelford Hall	BACS £192.00
	Staples	Stamos and stationery	Debit £88.06
	Ivan Jones	Library lighting	BACS £1409.89
	Jag Signs	reception and desk screening	BACS £678.00
	Finn Law	OCM lease renewal	BACS £750.00
	Spar	Library supplies	Debit £17.13
	Seadog IT	Webhosting	DD £25
	Seadog IT	website support	BACS £24.75
	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
	Barclays	Bank charges	DD £5.50
	Town Trust	Library rent	DD £481.54
	Amazon	Water-based pavement signs x 6	debit £467.94
	Paypal shop	Hand sanitiser units x 4	debit £534.53
	Amazon	Face shields/Gauntlets/sanitiser	debit £68.27
	Amazon	Face masks	debit £28.48
	Amazon	Disposable aprons	debit £19.94
	R Sleep	Stihl Knapsack blower & supplies	BACS £468.54
		TOTAL	£18,220.07
	Proposed: Cllr Rathbone Seconded: Cllr Shaw	Unan	20/248

c.	Income			
	Residents	Parking permits	AC	£1500.00
	HMRC	VAT refund	AC	£3491.66
			TOTAL	£4,991.66
				20/249

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 Bond Seconded: Cllr Hewlett Unan 20/250

a. Staffing Q1 budget vs expenditure was **noted**

b. It was **resolved** to co-opt 4 members to the Events Working Group

Proposed: Cllr Rathbone Seconded: Cllr Bond unan 20/251

c. To **resolve** to appoint contractor to install heaters in the library from quotes provided. Next agenda

d. It was **resolved** on number, type and placement of noticeboards from the quotes provided. 3 map holders. Market place and 2 at Clease. Black/steel from David Olgivie

Proposed: Cllr Bond Seconded: Cllr Coombes unan 20/252

1 noticeboard on Mason's wall; moving existing to Town Hall. Black/steel from David Olgivie

Proposed: Cllr Rathbone Seconded: Cllr Hewlett 7-0 (1abs) 20/253

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

Review service provision – toilets, play areas

Final OCM design

OCM lease renewal

To appoint a Youth Outreach worker from the applications received

To pre-authorise Staff salary payment for August

Later agendas

Town Trust correspondence.

Venue for Council meeting allowing social distancing

The Mayor closed the meeting at 20:34.