



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
www.camelford-tc.gov.uk

Ordinary Council Meeting – 19th January 2021

Minutes of the Ordinary meeting of the Council held virtually on Zoom.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 7 Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Grigg, Hewlett, & Shaw 21/001

2. To receive Apologies for absence with reasons

Cllrs Scawn – business, Cllr Ackroyd-Johnson - personal

It was **resolved** to approve the reasons for absence

Proposed: Cllr Grigg Seconded: Cllr Bond unan 21/002

3. To receive Declarations of Interest & Approve Dispensations

None 21/003

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

Cllr Jordan attended. He has 2 chestnut trees that could be planted – Cllr Shaw to liaise 21/004

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 15th December 2020 after one amendment.

Proposed: Cllr Shaw Seconded: Cllr Coombes 7-0 (1 abs) 21/005

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease update; Town Trust has informed us that the Charity Commission application form went off this month – not November as originally thought. 2 speakers confirmed for APM from Census, Family Hub. Water meter cover has been released and reading sent to SWW. Youth shelter lighting has been fixed. Tregoodwell Lime Tree – have request title deeds from Land Registry for one of the properties, after the owner offered to come in with her deeds to prove Duchy of Cornwall ownership of the common. Veor/Medical centre – have been in discussions regarding the paperwork for the portacabin siting in Churchfield park. Environment agency trees in Enfield Park; maybe a delay in planting due to lockdown. No comments received regarding the Enfield Park project consultation – have extended deadline until 26th. 21/006

7. Planning

PA20/11346. The Granary, Mutley, Trevia Lane. Mr & Mrs Mark and Laura Innes. Conversion of a Barn into C3 dwelling house with variation of condition 2 (plans) of decision notice PA18/02986 dated 18.05.2018. Cllr Shaw visited site extensions have/will make the property bigger than the original. Cllr Hewlett noted that it would be possible to sell off separately. Doesn't encroach on agricultural land.

It was **resolved** to reply with No Objection

Proposed: Cllr Shaw Seconded: Cllr Coombes 7-1 declared carried 21/007

(Cllr Hewlett – separate habitation issue)

For Information

PA20/04205. Bowood Park Hotel and Golf Club. **Refused**
 PA20/08872. 3 Trevia Park Terrace, Sportsmans Road. **Approved**
 PA20/10028. The Mowhay, Mill Lane. Mr & Mrs Mark and Nancy Robertson. **Approved** 21/008

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted that he donated to Christmas breakfast – well done to all involved. Attended carol service, paid respect to Mrs Bond, Meeting with Veor – regarding the medical surgery – they are in negotiation with the diocese for the Glebe land and Old rectory site in order to extend. Feedback regarding long phone waiting times and general communication issues. CC has approved the increase in match funding for the bypass as the cost of the scheme has gone up. 21/009

9. Correspondence

a. Copy letter from Resident to Penbode Camelford Vets – regarding removal/replacement of trees. Clerk to write to vets and liaise with planning enforcement 21/010
 b. Cornwall Council – invitation to localism strategy launch 25th January 21/011

10. Agenda Items

a. The opening of CTC services was reviewed and it was **resolved** that –
 i. Public toilets should remain open – reduced hours/disabled only;
 ii. Play areas should remain open;
 (Proposed to close: Cllr Shaw Seconded: Cllr Grigg 3-4 (1 abs) not carried)
 iii. OCM skatepark should remain closed in line with current legislation;
 iv. Library should remain open – reduced hours/click & collect books/emergency computer use only;
 v. Churchfield car park should remain free/no enforcement
 and to be **reviewed** on the 2nd meeting in March.
Proposed: Cllr Rotchell Seconded: Cllr Coombes unan 21/012
 b. It was **resolved** to pay CPRE membership £36.
Proposed: Cllr Shaw Seconded: Cllr Bond unan 21/013
 c. It was **resolved** to nominate Cllr Hewlett to Camelford Family Hub task and finish group.
Proposed: Cllr Bond Seconded: Cllr Grigg unan 21/014
 d. The minutes of Camelford Place Shaping Partnership team were **noted**. 21/015
 e. It was **resolved** to introduce the use of sticky labels for cars overstaying in the library and mis-using disabled parking bays following minor amendment to the proof.
Proposed: Cllr Shaw Seconded: Cllr Grigg unan 21/016
 f. The minutes of Staffing Committee/Code of Conduct consultation were **noted**. 21/017
 g. It was **resolved** to reply to CC's Code of Conduct review with agreement to changes.
Proposed: Cllr Shaw Seconded: Cllr Coombes unan 21/018
 h. It was **resolved** to adopt the Risk assessment and Management Policy 2021
Proposed: Cllr Shaw Seconded: Cllr Bond unan 21/019
 Clerk has scheduled the asset inspection for next week.
 i. It was **resolved** to join the Rural Market Towns group from the Rural Services Network for the duration of the free trial.
Proposed: Cllr Shaw Seconded: Cllr Hewlett unan 21/020
 j. A presentation from Cllr Burgis on the Town Team and Town Logo was **received**. He spoke regarding history of the Town Team – set up to apply for the Portas Grant Funding. Active for at least 3 years. Noted that place-shaping work has similar remit for town regeneration. Team received £10k for walking booklets, Walkers are Welcome, Signage in Town Centre, Banners, Logo, carrier bags, pennant for parades. Cllr Rotchell noted that the Town Team was a task and finish group. 2 members of the original town team are on the current place shaping group – strong links with original team. Numbers and balance of representation should remain as is.
 i. It was **resolved** that the vision partnership team meetings attendees from CTC (Cllr Shaw, Hewlett and Rotchell) should remain the same
Proposed: Cllr Shaw Seconded: Cllr Elford unan 21/021
 Clerk noted that CTC has previously resolved to use the official CTC seal on its projects, not the town team logo.
 ii. It was **resolved** to use the CTC Logo on all CTC projects. Otherwise Town Logo developed by the Town Team can be used by any business.
Proposed: Cllr Shaw Seconded: Cllr Bond 7-1 (dec carried) 21/022
 k. It was **resolved** to allow the Bandstand at Market Place as a focal point (not the Christmas tree).
Proposed: Cllr Rotchell Seconded: Cllr Grigg 7-0 (1abs) 21/023

Public to approach CTC for permission and to work with them for decorations.

11. Accounts

a. Balances at 12th November were **noted**

Current Account	£103,857.50	
Tracker Account	£51,422.10	
NS&I	£42,179.82	
CCLA	£80,000.00	21/024

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

Staff	December Wages	BACS	£7,327.80
HMRC	December Tax & NI	BACS	£2,027.81
Cornwall Pensions	December Pension contributions	BACS	£2,292.22
Zoom	Virtual Meetings	DD	£14.39
Voiphone	Telephone call group	DD	£9.60
Pennon Water	Library – water	DD	£39.50
Pennon Water	Public Toilets – water	DD	£106.50
Cornwall Council	Churchfield Park – Business Rates	DD	£444.00
Cornwall Council	Library/Town Hall – Business Rates	DD	£319.00
Cornwall Council	Cemetery – Business Rates	DD	£407.00
Andy Lawler	Technical services	DD	£40.00
Town Trust	Town Hall rent	DD	£481.54
Staples	Office supplies	Debit	£83.62
Barclays	Bank charges	DD	£5.50
SeaDog IT	Webhosting	DD	£25.00
SeaDog IT	Domain Registration	BACS	£145.00
SeaDog IT	Tech Support	BCAS	£13.75
Spar	Office supplies	Debit	£36.27
Amazon	Disinfectant fogger	Debit	£144.49
Amazon	Public Toilets supplies	Debit	£48.69
Positive Energy	Town Hall Electricity	DD	£198.20
Positive Energy	Town Hall Electricity	DD	£89.93
Microsoft Onedrive	Cloud backup	DD	£1.99
Cllr Rob Rotchell	Donation Christmas Lights	BACS	£50.00
Beiran Martlew	Storage heater inspection	BACS	£125.00
Cornwall Council	Car park enforcement	BACS	£12.00
SSE	Public Toilet Electricity	BACS	£111.92
Plusnet	Phone and broadband	DD	£52.20
BCHS	Public Toilets supplies	BACS	£180.59
Camelot Garage	Fuel for van	BACS	£30.00
Smart Window Cleaning	Town Hall windows	BACS	£25.00
Daniel Kavanagh Art	Video footage	BACS	£600.00
Daniel Kavanagh Art	Framed Photo	BACS	£40.00
Amazon	A3 Frame – Operation London Bridge	Debit	£14.85
Amazon	Book of condolence/black bag	Debit	£25.99
Amazon	Black table cloth	Debit	£11.19
Bunzl	Hand towels	BACS	£31.10
Stephens Home Hardware	Maintenance supplies	BACS	£16.98
Post office	Postage costs	BACS	£1.83
		TOTAL	£15,630.45

Proposed: Cllr Shaw

Seconded: Cllr Coombes

unan 21/025

c. Income was **noted**

Conservative Club	Bollards	AC	£793.86
Cornwall Council	Grant for Place shaping	AC	£7,000.00
Open Reach	Wayleave	cheque	£11.18
Resident	Permit	AC	£25
Post Office	Winter Festival donation	AC	£100.00
Cornwall Council	Local Maintenance Payment	AC	£840.00
HMRC	VAT reclaim	AC	£1785.65
		TOTAL	£10,555.69

21/026

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 Grigg Unan 21/027

a. An update from Clerk was **received** and it was **resolved** to contract with Engie for Churchfield and Podpoint for Clease, for EV charge points from quotes provided

Proposed: Cllr Burgis Seconded: Cllr Grigg unan 21/028

13. To note items for 4th February Agenda.

Enfield park project and Public works loan board

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 20:33.

Clerk

From: Camelford Show <info@camelfordshow.co.uk>
Sent: 14 January 2021 10:53
To: clerk@camelford-tc.gov.uk
Subject: Camelford Agricultural Show

Dear Clerk,

I am writing to the Council from my position as Secretary for the Camelford Agricultural Association and subsequently the Camelford Show. I would firstly like to thank you for your continued support over the years through the provision of a bus on Show day, this makes all the difference to our attendance as many of our attendees would be unable to get to the Show without this service.

As you know these are difficult times for small businesses and individuals and it looks like the Covid issues are far from over, as a group with a small turnover we were hard hit by the cancellation of the 2020 Show and we are feeling increasingly nervous about our prospects for 2021. As of our end of year accounts 30th September 2020 we made a loss of £4382. this was despite running a few fund raisers before last year's lockdown. We have annual expenses which we are subject to even in the absence of the Show, these include insurances, staff honorarium, accountant charges and affiliation and society memberships. I have been in negotiation with other similar groups and our advisory society (ASAO) for advice on how we might be able to survive the cancellation of another show. Many have appealed to their local Council for support in this make or break time and have been allocated a small grant in the event of cancellation which has basically secured their survival.

I am passionate about the Camelford Show and I'm sure that you will agree that it is an essential part of not only Camelford's heritage but also of the future for agriculture and tourism in an area which is always last on the list for funding and support. I am coming to you with cap in hand and asking that you might be able to offer some support to help us through this year if the Show is unable to go ahead due to Covid, we are fully covered for all other aspects of cancellation such as weather etc but insurances companies as a whole will not cover the current situation.

I look forward to hearing from you, please do not hesitate to contact me if you require further information.

Kind regards,

Debbie.
Show Secretary.

Sent from Mail for Windows 10



This email has been checked for viruses by AVG antivirus software.
www.avg.com

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Minutes of the Estates and Properties Working Group Meeting – 15th January 2021

1. Cllrs present and apologies for absence
RR, AS, CH,
Clerk, MGM
Apologies AB, EG

2. Previous minutes and actions were reviewed
BT Cover at market place – chasing, not completed

Car park lining – chasing, not completed

Additional trees in the recycling area bank – Cllr Shaw to liaise with MGM and current guardians of the trees for collection and planting. Work can be undertaken by grounds staff.

Enfield Park river bank tenders

The tender was submitted to the Gov Contracts Finder on 15 December. The closing date is 26 January at 5pm. So far we have got one official tender submission. There have been 6 interested companies, two of which have visited the site.

Playbark – expected this month

Playarea fence & Basket swing. MGM will monitor both during his monthly inspections and remove/replace as appropriate

Quotes for Bracken Management

DC contacted countryside services for advice. Cormac is getting back to CTC regarding a quote. An invasive species consultant's advice was as follows:

"The best methods are regular cutting through the season, crushing or bruising, or more drastically, and rather controversially, chemical control. I say controversial as it is a strong chemical which can only be applied, and indeed bought, at certain times of year for safety reasons. It must be applied by a qualified professional and you would need to justify its use due to the impacts it has on other wildlife.

We have successfully controlled (not eradicated, that's rarely appropriate) bracken using a brushcutter. The first season we cut the bracken three times, second season twice and now it just needs one yearly cut in areas where it needs managing. This is a good opportunity to link with local wildlife groups as cemeteries are usually full of wildlife and can provide a great engagement opportunity for visitors".

WG discussed herbicide, cutting, tree canopy etc. Clerk to get quotes for cutting bracken 3 x this year and 2 x next for next meeting.

Cabling to birdhide

1 quote received, waiting on 2 more.

Additional allotments

Received one quote - £288. To go on next FC agenda for resolution

Library heating and window – ongoing

Hedgerow trees around the exterior of the orchard – 35m2. £700 in budget; order trees soon for October delivery, to be planted after the bracken clearance. Clerk and MGM to liaise.

Cemetery turf removal and plan. CH to liaise with MC and Clerk. RR noted St.Austell verges were beautiful this year. CH to seek advice from Cormac and Heligan.

Pond maintenance – completed this week

3. Grounds Manager's report

Weed Killing on A39. Cormac cannot undertake as they are banned from using glycosulphates. It doesn't have an alternative at the moment. Too dangerous for CTC staff to do by hand. MGM trying to quotes from a foam-stream contractor. Buying equipment for CTC own use is prohibitively expensive. Need to source alternative. Clerk to ask Area Highways Manager to attend next meeting.

Benches. Not much maintenance has been done this year due to Covid, but all OK

Heather Beds continuing with current schedule – monthly litter pick, strimming back and weeding footings as necessary.

Decay inspection – no further work required. Report not the trees were well established and to monitor the decay – not an issue. Clerk to check report regarding Ivy.

Salt/Grit spreader not fit for purpose – MGM has recommissioned it work with the salt we get from Cormac.

Clerk will order another bag. RR will contact contractor for quote for hourly/meter costs. Next agenda to review regarding which streets should be gritted, if any, in addition to Highways salt map.

4. To receive Portfolio reports and discuss any recommendations:

Enfield Park – all good

Library & Town Hall – RR to chat with TT about using the pop-in area for CAB outreach etc.

Car Parks – 2 damaged cycle racks have been removed. RR noted had intention to devolve Clease on a freehold basis received from CC. AS suggested a motorcycle bay goes into the design. Clerk to pass on to the designer.

Play areas/OCM – CH noted that social distancing posters are unmissable at the play area. If basket swing is removed then there only be seesaw available with disabled access. To be discussed as soon as the swing is removed (MGM does not expect it to last through the 2021 season), if this is before the budget discussions in Autumn. Disabled access is very muddy – MGM noted the matting is sufficient in the summer – may just need relaying; but would probably disintegrate... MGM to pass dimensions required for new panel of turf crete to clerk in order to get quote for consideration. CH noted puddle in the youth shelter – MG will speak with contractor regarding ease of levelling to prevent reoccurrence. MGM noted that masonry is pressure washed quarterly.

Allotments – Tenancy agreement to be reviewed by officers then recommended changes to go to FC

Cemetery and Orchard – Already covered

Camelford Hall – all good.

5. Sticky notices for car parking.

AS recommended changes to wording. Noted.

6. Allotment tenancy agreement – to make recommendations for changes

7. Venue for CAB Digital outreach. Already covered

8. Videoing meetings post-pandemic

RR noted regulations covered virtual meetings until the next administration. for it to decide it May – depending on the actual situation at the time.

9. CTC environmental policy and CC environmental growth document. Next agenda following the other work to be undertaken from these minutes. Clerk and MGM to review/update maintenance tasks specification; also, to provide a version for publication.

10. A.O.B

11. Items for next meeting.

Portfolio/Site inspection reports

All in 1 building SW Ltd

8 Hillhead Gardens Camelford
CW
PL32 9TD
allin1buildingservicesw@gmail.com
www.allin1building.com
VAT Registration No.: 323547805



Estimate

ADDRESS
Camelford Town council
Town Council
Town Hall
Market Place
Camelford
Camelford
PL32 9PB

ESTIMATE 1174
DATE 04/11/2020

DESCRIPTION	AMOUNT
Re Allotments Valley truckle To supply excavator to clear and dispose of debris to skip approx 475m2 to include fencing, bark and compost etc, Level ground and remove bracken and brambles etc. Strim remaining areas of bracken.	640.00
Please advise if you require strim only around debris	0.00
<hr/>	
<small>Thank you for your recent inquiry and invitation to quote. We trust that the quotation will be of interest to you and look forward to hearing from you in the near future. should you have any queries I would be more than happy to assist</small>	
SUBTOTAL	640.00
VAT TOTAL	128.00
<hr/>	
TOTAL	£768.00

Accepted By

Accepted Date



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TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN 2021-2022

1 **THIS AGREEMENT** is made on (date) **BETWEEN** Camelford Town Council of Town Hall, Market Place, Camelford, Cornwall PL32 9PD ("CTC") and:

(Tenant name)

(Tenant address)

.....

1.1 (The named person is referred to throughout this agreement as 'the tenant', "you", "your(s)" and "yourself").

2 **WHEREBY IT IS AGREED as follows:**

2.1 You agree to take the Allotment Garden situated near Fenteroon Farm, Valley Truckle, Camelford and referenced as the plot number below in CTC's Allotment Register ('the Allotment Garden').

[office use] Plot number

2.2 **Rent**

2.2.1 The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the first day of April 2021 or after, and thereafter from year to year unless determined in accordance with the terms of this tenancy.

2.2.2 You agree to pay CTC the yearly rent of £22 per plot payable from the date stated in Clause 1 of this Agreement up to 31 March 2022.

2.2.3 All invoices are due for immediate payment.

2.2.4 If the rent remains unpaid for a period of 4 weeks, the tenancy shall be automatically terminated.

2.2.5 The rent currently in force will be subject to annual review by CTC.

3 **DETAILS OF THE TENANCY**

The tenancy is subject to the Allotment Acts 1908 and 1950 and also the following conditions. You agree with CTC to observe and perform the conditions set out below.

3.1 **Alienation**

3.1.1 The tenant shall not sublet, transfer or assign or part with possession of any part of the Allotment Garden.

3.2 **Use and Conduct**

- 3.2.1 The potential risks of an accident or injury are numerous on an allotment garden (trips, falls, blunt gardening equipment etc.) You therefore use the allotment garden at your own personal risk, and CTC is not liable for any personal injury sustained whilst using the allotment gardens.
- 3.2.2 The tenant shall reside within the Parish boundaries of Camelford during the tenancy, unless a prior agreement has been made.
- 3.2.3 You shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family and for no other purpose and not for profit.
- 3.2.4 The tenant shall keep the Allotment Garden clean and in a good state of fertility and cultivation.
- 3.2.5 The tenant shall not enter onto any other plot at any time without the express permission of that plot holder.
- 3.2.6 Any children that accompany the plot holder or any persons accompanying the plot holder may not at any time enter onto another plot without the express permission of that plot holder. The plot holder has full responsibility for the actions of children and others entering the site with your permission.
- 3.2.7 The tenant must not cause any nuisance or annoyance to other plot holders of the allotment site and must conduct themselves appropriately at all times.
- 3.2.8 You shall not undertake any illegal activity on the Allotment land.
- 3.2.9 Trim and keep in decent order all pathways and hedges forming part of the Allotment Garden.
- 3.2.10 You will NOT use barbed wire for a fence adjoining any path set out by CTC for the use of the occupiers of the Allotment Gardens.
- 3.2.11 You will be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to property.
- 3.2.12 You will permit an inspection of the Allotment Garden at all times by CTC's employees or agents;
- 3.2.13 You will NOT obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.

3.3 **Cultivation**

- 3.3.1 The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that all of the plot is being worked all year round. It can be noted here that bases for any permitted structures (glasshouses, sheds and poly tunnels), water butts and compost heaps must be sited within the plot boundary and these areas are exempt from this requirement to cultivate.
- 3.3.2 Within the first three months of the tenancy 25% of the plot must be under cultivation with crops. This is discretionary on the condition of the plot at the time of the tenancy agreement and time of year the plot is let. After three months, it must be seen that the plot is regularly tended to and showing signs of progress. The remainder of the plot must be under cultivation with crops within twelve months.
- 3.3.3 The tenant must notify CTC of any change in circumstances which might temporarily prevent cultivation of the plot such as prolonged holiday, accident or illness.

3.4 **Allotment Boundaries**

- 3.4.1 CTC will inform you of your Allotment Garden boundaries (should they not be clear). If you install fences, you shall maintain and keep in good repair.
- 3.4.2 The tenant shall keep all footpaths surrounding the plot in good condition, including mowing, weeding and keeping them free from obstructions.
- 3.4.3 The tenant shall maintain every hedge, tree or shrub that forms part of the allotment plot on a regular basis.

3.4.4 The tenant shall not move boundaries/fencing. The entrance/exit of the plot shall remain the same.

3.5 **Environment**

3.5.1 The tenant is to use their best endeavours to garden organically and encourage biodiversity.

3.5.2 The use of pesticides and insecticides must be kept to an absolute minimum and tenants must ensure that they are not left unattended at any time.

3.5.3 The use and storage of chemicals must be in compliance with the Control of Pesticides Regulation Act (amended 1997).

3.5.4 If using such pesticides and insecticides, the tenant must take all reasonable care to ensure that wildlife and adjoining plots, hedges and trees and crops are not adversely affected.

3.5.5 The tenant must respect all wildlife that inhabits the allotment and not to harm any species in any manner that is in violation to the Wildlife & Countryside Act 1981.

3.5.6 The tenant shall practice water conservation techniques including utilizing covered water butts attached to sheds and greenhouses and consider mulching as a water conservation practice.

3.5.7 Use of hose pipes is prohibited. Tenants should follow guidance in 3.5.6.

3.6 **Green Waste, Bonfires and Rubbish**

3.6.1 Tenants shall compost all green waste on their plot in self-built or ready-made containers.

3.6.2 All refuse emanating from allotment cultivation that is not compostable must be disposed of offsite.

3.6.3 The allotment plot must be kept clean and tidy, which means that the plot must be kept free of rubbish, sheet plastic and old carpet, plastic bags, plant pots and other such containers that are no longer being used on the allotment.

3.6.4 The tenant must not deposit or allow other persons to deposit on the Allotment Garden any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation).

3.6.5 Bonfires may only be lit on the Allotment Garden with prior consent from CTC and following the guidelines for domestic bonfires issued by Environmental Health Cornwall Council (<https://www.cornwall.gov.uk/environment-and-planning/environmental-protection/environmental-protection-bonfires/>)

3.6.6 Bonfires are prohibited during COVID-19 Government lockdowns and/or restrictions.

3.7 **Structures**

3.7.1 Written consent from CTC is required to erect or place anything on the allotment which is in excess of a standard 6ft x4ft shed, including larger sheds, summer houses, greenhouses and poly tunnels. You should put your request in writing to CTC. Your request will be discussed at the next scheduled Town Council meeting.

3.7.2 Any structures must be well maintained and that they do not interfere with neighbouring plot tenants.

3.7.3 If the tenant is granted permission for a greenhouse or shed, a system of guttering must be placed on a greenhouse roof or shed roof so as to collect rainwater in one or more water butts.

3.7.4 CTC can order the removal of any structure that has not been approved or is not well maintained.

3.7.5 The tenant must remove from the Allotment Garden any broken or vandalised items such as glass from greenhouses and cold frames.

3.7.6 Tenant must be aware that anything that is placed on the allotment is not covered against theft, vandalism or storm damage. CTC is not liable for loss or damage to property.

3.7.7 On termination of the tenancy, the tenant shall remove any structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to the tenant.

3.7.8 Written consent from CTC is required to plant any trees which must be on a dwarf root stock.

3.8 **Livestock**

3.8.1 Written consent is required from CTC to keep poultry on an allotment. An application form is attached to this agreement. For tenants taking on an allotment from 1 April 2019, a maximum of 10 will be allowed per tenant. Further details can be found in the Guidelines for Keeping Poultry 2019 (Clause 3.3.4.2).

3.8.2 Consent will only be given provided that the livestock is not prejudicial to human health or animal welfare or a nuisance to surrounding plot holders. Stringent animal welfare conditions apply.

3.8.3 Minimum standards in CTC guidelines for keeping poultry on allotments with regards to housing, food, water, animal husbandry, health and welfare must be met. Guidelines are attached with this agreement. Failure to adhere to the Guidelines will mean termination of your Tenancy Agreement.

3.9 **Dogs**

3.9.1 No animals are to be brought into any Allotment Garden, except for dogs on leads.

3.9.2 Any fouling must be removed and disposed of responsibly.

3.10 **Adverts**

3.10.1 Tenants shall not erect any notice or advertisement on the allotment, the fence or on the gates to Allotment Gardens.

3.11 **Cars**

3.11.1 No caravans or cars are permitted in Allotment Gardens. Cars should be parked responsibly outside the Allotment Garden. CTC is not liable for any loss or damage to your vehicle.

3.11.2 Overnight parking is prohibited.

3.12 **Security**

3.12.1 CTC has the right to refuse admittance to any person other than the tenant or member of their family.

3.12.2 In the unfortunate cases of vandalism or thieving on the allotments, CTC cannot be liable.

3.13

3.13.1 The tenant shall not cause a nuisance to other tenants.

3.14 **Tenant's Circumstances**

3.14.1 The tenant must inform CTC immediately of any change of address or contact details (e.g. telephone number/email).

3.14.2 Any notice given by CTC in respect of this agreement shall be sufficient if sent by email and/or post to the last known address of the tenant.

3.15 **Disputes**

3.15.1 Any dispute between yourself and another allotment holder shall be referred to CTC whose decision on the matter will be final.

4 **ENFORCEMENT OF THE TENANCY**

4.1 For the purposes of management and maintenance, an employee of CTC can at any time enter the Allotment Garden to carry out plot inspections.

4.2 If this tenancy is breached, Enforcement Procedures will start. "Enforcement Notice 1" is sent to the tenant through the post and email. This notice requires the tenant to contact CTC to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. If within 14 days the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will send through the post and email an "Enforcement Notice 2" giving the tenant a further 7 days to remedy the breach of tenancy or advise of any extenuating circumstances. If, within the further 7-day period the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will automatically terminate the tenancy. Enforcement Notice 2 will state the date when the tenancy will terminate.

- 4.3 Enforcement Procedures can be stopped at any time providing the breach of tenancy is remedied.

5 TERMINATION OF THE TENANCY

- 5.1 The tenancy of the allotment plot shall automatically cease of any one of the following circumstances:
- 5.1.1 On the death of a tenant.
- 5.1.2 On the rent or any part of it being in arrears for more than 4 weeks.
- 5.1.3 If the tenant has not responded to CTC or remedied their breach of tenancy during the 28 Day Notice to Quit Enforcement Process.
- 5.2 A Termination Letter will be sent to the tenant stating the reasons why the tenancy has been terminated and that they have 10 days to remove their belongings (gardening tools, shed, greenhouse etc unless otherwise agreed by CTC) and any crops from the plot.
- 5.3 Only when CTC is satisfied that the plot has been left tidy, free from excessive weeds and general waste, will CTC determine the agreement.
- 5.4 In the event that the tenant refuses or is unable to undertake the work necessary to return the plot with all possessions and rubbish removed first, CTC will do the necessary work and reclaim the costs incurred from the tenant.
- 5.5 CTC will not reimburse for crops or possessions that remain on the plot after the tenancy has ended, or for any improvements made to the plot.
- 5.6 The tenancy of the Allotment Garden shall determine on CTC giving one month's notice if the conditions of the tenancy are breached and whenever the tenancy or right of occupation of the council terminates.
- 5.7 Tenants who wish to quit their Allotment Garden must give one month's notice in writing to CTC. No refunds will be given for rent paid. Tenants will then have 10 days from the date of their notice to remove their belongings (gardening tools, shed, greenhouse etc (unless otherwise agreed by CTC) and any crops from the plot. Anything left after 10 days may be transferred to the new tenant or removed by CTC.
- 5.8 Tenants should leave their allotment in the condition that they would hope it to be left in when taking on an allotment.
- 5.9 It is at the discretion of CTC to allow tenants who have previously had their tenancy agreement terminated for breach of tenancy to rent an Allotment Garden in the future.

6 TENANCY REVIEW AND AMENDMENTS

- 6.1 CTC reserves the right to review and amend if necessary the forgoing rules and regulations at any time.

7 DATA PROTECTION

- 7.1 Personal data collected within this Tenancy Agreement will only be used by CTC for the purpose of administering the allotment gardens. We will not give out this information to any third parties and your information will only be kept whilst you are a current tenant. More information about how your data is used can be found on our website www.camelford-tc.gov.uk (Policies and Procedures/GDPR).

8 IN WITNESS whereof CTC and the Tenant have executed this Agreement as a Deed the day and year above appearing

SIGNED as a Deed by the duty authorised officer of CAMELFORD TOWN COUNCIL

SIGNED as a Deed by the said

.....
Allotment Holder

.....
Esther Greig, Town Clerk

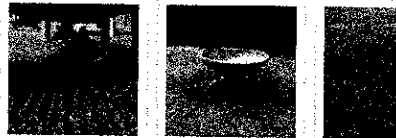
New Office Hours During Lockdown

Monday - Thursday 9:00 to 4:00
Friday - Closed

Orders can still be placed on the website www.onlineplaygrounds.co.uk
 Please allow a little longer for delivery than usual.

Supporting the NHS

HOME > COMMERCIAL PLAYGROUND SPARES > SURFACING > SAFAGRASS / GRASSLOK > SAFAGRASS 1.5M X 1.0M RUBBER GRASS MATS PLAYGROUND
 SAFETY SURFACING TESTED TO EN1177



Safagrass 1.5m x 1.0m Rubber Grass Mats Playground Safety Surfacing Tested To EN1177

Be the first to review this product

Commercially tested to EN1177 our 1m x 1.5m x 23mm thick c/w pegs and ties to provide a CFH of 3.00m depending on soil conditions.

Product Code: SG1

Sign up to get notified when this product is back in stock

£25.20 Incl. Tax

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Buy 30 for £18.00 (£21.60 incl. tax) each
 and save 15%

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Online Playgrounds can deliver the quality parts you need, at a time you need them throughout the world.

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DESCRIPTION

ADDITIONAL INFO

REVIEWS

RELATED



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
PL32 9PJ

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Minutes of the Finance Working group meeting – Friday 22nd January 2021

1. To note members present and apologies
Cllrs, Shaw, Burgis, Coombes, Scawn. Esther Greig – Clerk.
Apologies Cllr Rotchell.
2. Previous minutes were reviewed
3. Clerks report Q3 budget to expenditure was received. Marketing will be over but grants have come in to cover the expenditure. Car park income approx. £3k less but expenditure will be reduced by about the same amount. The extra spend on PPE etc. due to Covid is covered by the election budget which was vired over after Q2 and by some reopening high street grant monies. Events and Fireworks budget lines totalling £9k still in hand. Cemetery rates – new budget line is balanced by the building modifications underspend. In a healthy position going forward to end of year.
4. Asset Inspection, Clerk will be undertaking the inspection with the Maintenance Manager before the end of February.
5. Fees – recommendations for FC
Burials – keep the same
Allotments – keep the same
Public toilet advertising – to be considered at FC. Clerk to investigate other fees
Website – Setup cost will be about £3,500. initial fee of £10 to encourage joining- aware that businesses may well be struggling financially. To be reviewed annually.
Parking permits – to be reviewed end of Q2 (renewal due September)
6. Christmas lights committee – requirements for grant application 2022.
WG feel that full accounts – checked by an independent person and 3 years bank statements/transactions are required.
7. Virements – to be reviewed end Q4
8. AOB
Tender assessment process for Enfield park project was discussed. Separate meeting; giving the opportunity for contactors to present and to be questioned regarding their proposals.
9. Items for next meeting
Tenders for Enfield Park Project – 12th February 10am.

RESKAMMEL



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
www.camelford-tc.gov.uk

Q3 Finance Report October 2020

Contents

1. Q3 Summary
2. Income
3. Expenditure

1. Summary

Events have not taken place as expected. New budget line for 'COVID'. Marketing increased spend due to re-opening high streets and vitality fund expenditure – paid for by grants. Legals will overspend due to outstanding invoices from previous year and extended solicitors time for OCM. Less income from parking but with a proportionate reduction in expenditure for enforcement.

2. Income

Predicted income will be more than expected due to the Reopening High Streets and OCM grants, but car park income and interest will be lower.

Income Q3 2020-21	Budget	Actual
Precept required	260197	260,197
Interest - Bank/Investment	3,500	2,351
Grants/Donations Received	1,450	11,330
Income - Car Park	6,500	3,750
Footpath Grant	686	0
Council Support grant	11,792	11,792
Allotments - rents receivable	1,000	1,299
Income Other	2,500	876
OCM Phase 2 grants	0	5,000
Total Income	287,625	296,595

2. Expenditure

Prediction is that Council total estimated spend will be within budget. Cost centres have percentage of predicted spend to budget at the end of each section

Administration

Note that there will be an overspend on marketing line – due to place shaping work but grants will cover the expenditure

	Budget	Estimated	Q3 Actual	
Administration				
Staff Mileage	900	0	0	
Councillor Mileage	300	0	0	
Training	3,000	1,500	940	
Mayors Allowance	650	400	323	
Bank Charges	200	150	94	
Internal Audit	1,350	1,185	1185	
External Audit	1,000	800	800	
Insurance	2,300	2,329	2329	
Elections	0	0	0	
Office Supplies	1,500	1,000	769	
Marketing	6,200	13,200	5206	
Telephone	700	800	553	
Legal Expenses	2,000	6,000	3182	
Website/computers	2,000	2,000	1692	
Covid	4,000	5,000	4303	
Administration total	26,100	34,364	21,376	81.90%

Accommodation

As expected. £3k will go to earmarked reserve for the lift control panel.

Library Rent/Service Charge	5900	5900	4334	
Rates - Library	3250	3194	2875	
Lift	5,000	5,000	1201	
Accommodation Total	14150	14094	8410	59.43%

Car Park

£3k less than expected due to Covid – reduced enforcement but balanced put by lack of income. £5k will go to earmarked reserve for the resurfacing.

Churchfield CP Maint	11,100	8,100	2,884	
Loan Repayments - Car park	9,725	9,725	4862	
Car park Rates	4,500	4,441	3997	
Car Park Total	25,325	22,266	11,743	46.37%

Grants and Subscriptions

Grant overspend – Leisure centre granted additional funds due to Covid.

Grants	8,150	9,300	9300	
CALC/SLCC Subscriptions	1200	1350	1155	
Grants - Subscriptions total	9,350	10,650	10455	111.82%

Parks and Recreation

Play area overspend due to retention of 5% (of new equipment installed in 2019) having been paid this year, rather than last.

Park / river maintenance	7,250	7,250	6398	
Skatepark	6500	6,500	3369	
Playarea	10,850	12,000	11,327	
Rates/utilities - Store	800	800	425	
Enfield Park Total	25,400	26,550	21519	84.72%

Town Maintenance

Toilets slightly overbudget due to Wallgate, Van MOT and tyres due this quarter.

Public Toilets Maintenance	5,000	5,700	5027	
CCTV	500	500	167	
General Town Maintenance	9500	7000	5437	
Vehicle costs	2,000	2,000	1084	
Town Maintenance Total	17,000	15,200	11715	68.91%

Community

Events – cancelled.

Christmas Lights	4,000	4,000	3953	
Defibrillator	350	320	320	
Events	7,250	100	84	
Fireworks Display	2,200	0	0	
Community Total	13,800	4,420	4357	31.57%

Allotments

£2k will go to new ear-marked reserve at end Q4 for buying land

Allotments	3000	3000	464	
Allotments Total	3000	3000	464	15.47%

Cemetery

Cemetery Rates was an unbudgeted item – will exceed.

Cemetery - rates	0	2846	1626	
Orchard/maintenance	700	700	0	
Cemetery Total	700	3546	1626	232%

Library

Building modifications – heating was smaller project – will underspend

building modifications	6500	4600	2753	
building operations	4300	3500	1911	
Library Total	10,800	8,100	4664	43.19%

Staffing to be discussed in CTC confidential session - Part 2

Camelford Family Hub Task and Finish Group Meeting Notes – 13 January 2021

Present:

Amanda Lash	Susan Billson	Kristien Carrington	Pippa Drummond	Daniel Burbridge	Amanda Smith	Tina McGrath
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Apologies: Anne Howard

Welcome to 2 new members:

Amanda Lash, Deputy Clerk, Camelford Town Council

Susan Billson, Specialist Health Visitor, Family Health

Updates:

	Actions from last meeting	Updates	Actions
Pippa	Sarah and Pippa to liaise with Sir James Smith School to get some dates to deliver <i>Action still ongoing</i>	Pippa is now Family Hub Manager. Current services being delivered at the family hub: Midwife Clinic School immunisations Health appointments	To contact local stakeholders to set up a stakeholder group to look at need and services.
Sarah	Sarah to share details with group for  Family Hub Room Booking Form - Aug referrals	Sarah has now left Cornwall Council	
Tina	Presentation shared – Action completed		

Amanda	Amanda gave an overview of the work the Town Council are doing on developing the skatepark and the recruitment of a youth worker.	Amanda to share information to group
--------	---	--------------------------------------

Service plan updates

Priority	Update/ Action from last meeting	Update/ Actions
Set up an EHE support group – direct feedback from parents needing somewhere to meet and hold classes due to travel	Update/ Action from last meeting ACTION - Dan to liaise with EHE coordinator to link up with Sarah to discuss offering Family Hub space as venues for groups to meet. NOT NEEDED ACTION – Mandy and Dan to raise with the Partnership Board to include support for EHE parents to be included on FIS website. <i>Action completed</i>	Partnership Board agreed to remove his priority. Tina to liaise with Gabriella Hughes regarding information on FIS for parents. Need to agree a new priority
More early intervention in early years	ACTION – Partnership Board to agree to remove his priority and allocate a new one to replace it. <i>Action completed</i> ACTION – Sarah to feedback at next meeting regarding working with Steph Wright to look at increasing referrals	There has been more closer working with the health team and EY team to look at the data. More work is needed to support EY settings on referrals for Early Help. There will be some new posts advertised with a focus on working with under 2s (Best Start in Life workers) ACTION – Susan to feedback at next meeting

Parenting support for all ages with a focus on 11-18-year olds	ACTION – Sarah to send details to Anne and Kristien on how they can refer parents	
More family learning		

Discussion:

There was a detailed discussion on the need to develop a Service Plan and the best way to identify need.

Amanda agreed to share the work they had carried out with young people regarding the skate park.

Susan raised that there needed to be 1;1 support for vulnerable parents to feel confident to access services.

Susan also raised that with regard to family learning, the feedback she had received was that parents wanted something to work towards, a sense of achievement.

Dan challenged the group to think about activities rather than services, as there would likely be more engagement.

It was also acknowledged that transport was a difficulty for some families to access activities.

Next meetings:

9 March 10:30 am

8 June 10:30 am

14 September 10:30 am

30 November 10:30 am

16 + 17 March 2021



CEMETERY MANAGEMENT AND COMPLIANCE

Course overview

Local Authorities' Cemeteries Order 1977 (LACO)

General powers of management

Compliance

Registers and records

Granting and extending exclusive rights of burial

Consent

Avoiding disputes

Burials; depth, shallow graves

Administration processes

Grave digging – procedures, preparations, backfilling

Memorials

Creating burial space

Exhumation

Transfer of exclusive rights of burial

Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run GoToMeeting, either as an app or online

Learning Outcomes

- Knowledge and understanding of relevant laws and best practice procedures
- An understanding of costly common pitfalls and how to avoid them
- Potential new income streams
- Avoiding disputes relating to grave ownership

Attendance:

£135.00 plus VAT for ICCM members

£185.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of Sessions 2 and 4.



An ICCM quality
online training event

4 interactive sessions
over 2 days

Learn about the legal
and practical aspects
of cemetery
management

Learn new skills

Have your questions
answered

Programme

Day 1: Sessions 1 & 2

9.15 Sign in and introduction
9.30 Local Authorities' Cemeteries Order 1977 (LACO)
10.20 Short break
10.30 Administration processes; grave digging; memorials; exhumation overview
11.20 Short Break
11.30 Questions and answers
12.30 Finish

Day 2: Sessions 3 & 4

9.15 Sign in and introduction
9.30 Granting and extending the exclusive right of burial (EROB)
10.20 Short break
10.30 Transferring the EROB
11.20 Short Break
11.30 Questions and answers
12.30 Finish

Booking Form

I wish to attend/have the following attend the ICCM Cemetery Management and Compliance online training course on:

Available course dates (please indicate chosen dates):

Tuesday 16th and Wednesday 17th March 2021 – 09.15-12.30

Name 1: _____ ICCM Member?
Y/N

Name 2: _____ Y/N

Representing: _____

Email: _____
Confirmation and link to the training course will be sent by email

Phone No: _____

Address for invoice: _____

Order No: _____

The fee for the online training covers attendance and documentation. The fee is £135.00 + VAT for ICCM members and £185.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing julie.callender@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at julie.callender@iccm-uk.com, or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig (BA Hons) CILCA

Town Hall
Market Place
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Cornwall
PL32 9PD

01840 212880
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Meetings of Camelford Town Council: Calendar 2021-22

Start time: 19:00 unless stated otherwise

Tuesday 19 January 2021	-	Town Hall, Market Place PL32 9PD
Thursday 4 February 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 16 February 2021	-	Town Hall, Market Place PL32 9PD
Thursday 4 March 2021 (Annual Parish Meeting)	-	Town Hall, Market Place PL32 9PD
Tuesday 16 March 2021	-	Town Hall, Market Place PL32 9PD
Thursday 1 April 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 20 April 2021	-	Town Hall, Market Place PL32 9PD
Next Council Year		
Thursday 13 May 2021 (Annual Meeting of the Council)	-	Town Hall, Market Place PL32 9PD
Tuesday 18 May 2021	-	Town Hall, Market Place PL32 9PD
Thursday 3 June 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 15 June 2021	-	Town Hall, Market Place PL32 9PD
Thursday 1 July 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 20 July 2021	-	Town Hall, Market Place PL32 9PD
Thursday 5 August 2021	-	Town Hall, Market Place PL32 9PD
Thursday 2 September 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 21 September 2021	-	Town Hall, Market Place PL32 9PD
Thursday 7 October 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 19 October 2021	-	Town Hall, Market Place PL32 9PD
Thursday 4 November 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 16 November 2021	-	Town Hall, Market Place PL32 9PD
Thursday 2 December 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 21 December 2021	-	Town Hall, Market Place PL32 9PD
Thursday 18 January 2022	-	Town Hall, Market Place PL32 9PD

2021

Council Meetings

January						
M	T	W	T	F	S	S
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27	28	29	30	31		

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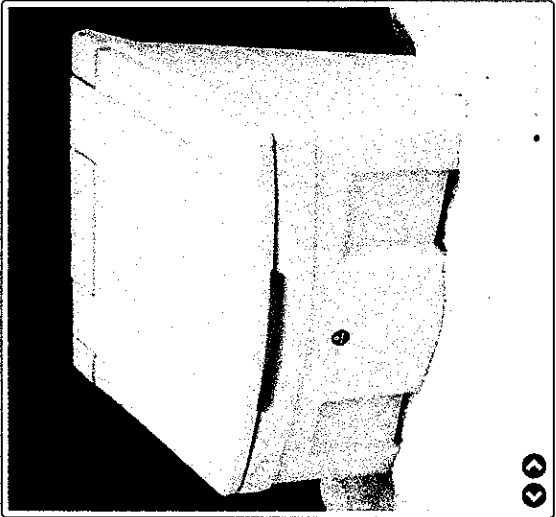
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