



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 – 15th December 2020

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, Hewlett, Scawn & Shaw
20/521

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, Grigg – business

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

Proposed: Cllr Bond **Seconded: Cllr Coombes** **unan** **20/522**

3. To receive Declarations of Interest & Approve Dispersations

Cllr Scawn 7a planning PA20/08872. pecuniary to leave the room 20/523

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

Cllr Jordan and one resident attended. Helen Wood spoke regarding **PA20/09367** on behalf of a number of neighbours. Her main points were that: the development doesn't fit with the NDP, speculative application, Camelford has met its housing allocation, create a precedence for infill on green fields between the town and the bypass, CTC have declared climate emergency – lots of parking – encouraging more traffic movements, care home is an attractive proposition but need GPs and dentists first, Town infrastructure lacking – sewage, school places, and the design of the care home itself is inadequate.

Cllr Rotchell reminded CTC that this is an outline application; so there will not be any fine details – a lot more work to be done on the design etc. if goes to full planning application. 20/524

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 8th December 2020

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan (4 abs)** **20/525**

6. To receive Clerk's report

Matters arising from the Minutes. SWW are not going to release. Have contacted Habron for advice. TCRF sent off. No lease received from Town Trust for the OCM phase 2. Library – 13 hampers were sent to Cornwall Christmas Box. 50 activity bags given out. 20/526

7. Planning

Two late applications were discussed under this section.

** Cllr Scawn left the room**

PA20/08872. 3 Trevia Park Terrace, Sportsmans Road. Mr & Mrs A Scawn. Application for single storey rear and double storey extensions. Amendment to original – addresses CTC previous concerns

It was **resolved** to reply with Support

Proposed: Cllr Shaw **Seconded: Cllr Elford** **unan** **20/527**

** Cllr Scawn returned**

PA20/10921. The Granary, Mutley, Trevia Lane. Mark & Laura Innes. Non material amendment
It was **resolved** that Cllrs Shaw & Elford would reply on behalf of CTC as Cllrs were unable to access the online planning system – CC IT error.

Proposed: Cllr Rotchell Seconded: Cllr Bond unan 20/528

PA20/09367. Land North of Old Jackson's Barn. Mr S Brown, Cheldon Barton Ltd. Outline planning permission with some matters reserved for development of up to 55 units of affordable housing and up to 100-bed nursing home, including parking, landscaping, infrastructure and ancillary works. Welcome employment opportunities, but concerns regarding access onto A39, past the 30-mph zone. More likely to be 200 vehicles. Could be a clash with the access on the development on the other side of A39, care home commercial vehicles would go through the proposed estate. Widths of roads. Outside the NDP boundary, loss of green fields. Infrastructure issues – sewage, school extra 200+ children. What type of affordable housing? Public consultations would be required for a full application. create a precedence for infill on green fields between the town and the bypass. No pedestrian route into town. Renewable energy needs to be thought about – panels/heat pumps etc. Care home design needs attention. Not in the NHS strategic plan – not an NHS facility.
It was **resolved** to reply with **Objection** - that CTC is supportive of job creation, economic development, and affordable homes, but the location is not appropriate – contrary to the NDP boundary.

Proposed: Cllr Shaw Seconded: Cllr Burgis unan 20/529

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted Council condolences to Cllr Bond on the death of his mother. He visited Juliot's Well to see tree planting, and noted that 2 sycamore and beech trees that need major surgery – they will be planting 38 trees. Exceeds CTC recommendation of 3 to 1! Bypass on cabinet agenda on 16th December and he expected Cornwall to remain in Tier 1 Covid regulations – R rate still one of the lowest in the UK. 'Hands, Face, Space'. No response from Penbode regarding their trees.

20/530

9. Correspondence

a. Letter from Citizens Advice – request for donation.

It was **resolved** that it was not appropriate – no branch in Camelford, not a request for capital funding.

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/531

b. Letter from CC regarding A39 Atlantic Highway Improvement. Safeguarding Boundary. **Noted.**

20/532

10. Agenda Items

a. The budget/precept report 2021-22 was **noted.** 20/533

b. Consultation was discussed; code of conduct is acceptable but enforcement is inadequate. CTC require code of conduct training at least annually. It was **resolved** that the staffing committee will have delegated authority to respond to the NALC consultation – standards in public life.

Proposed: Cllr Bond Seconded: Cllr Scawn unan 20/534

Cllrs can respond to the consultation as individuals.

c. To **resolve** to instruct All in one building to release water meter cover.

Proposed: Cllr Bond Seconded: Cllr Burgis unan 20/535

d. The tree decay detection report was **noted** 20/536

e. It was **resolved** to adopt the Environmental Policy, with some amendments

Proposed: Cllr Burgis Seconded: Cllr Hewlett 5-3 dec carried 20/537

f. It was **resolved** to purchase 1 x bin £250 and 2 x benches £300 for Churchfield car park. £550

Proposed: Cllr Burgis Seconded: Cllr Hewlett 7-1 dec carried 20/538

g. It was **resolved** that Cllrs Shaw, Coombes, Bond, Hewlett, Rotchell to help plant trees at Valley Truckle

Proposed: Cllr Rotchell Seconded: Cllr Shaw unan 20/539

h. It was **resolved** to hold Annual Parish Meeting via zoom, on the 4th March.

Proposed: Cllr Bond Seconded: Cllr Coombes unan 20/540

i. It was **resolved** to allow Veor to install a portakabin on 5 parking spaces adjacent to the entrance to Churchfield Surgery for 2 years for short-term added capacity for the surgery. Subject to legal negotiation.

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/541

11. Accounts

a. Balances at 9th December were **noted**

Current Account	£115,785.88		
Tracker Account	£51,422.10		
NS&f	£42,179.82		
CCLA	£80,000.00		20/542

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

Staff	December Wages	BACS	£6,835.96
HMRC	December Tax & NI	BACS	£1,874.59
Cornwall Pensions	December Pension contributions	BACS	£2,133.80
Zoom	Virtual Meetings	DD	£14.39
Voiphone	Telephone call group	DD	£9.60
Plusnet	Phone and broadband	DD	£52.20
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
Western Supply	Maintenance supplies	BACS	£45.36
Smart window cleaning	Town Hall windows	BACS	£25.00
Cornwall Council	Car park enforcement	BACS	£138.60
R Sleep	Misc maintenance supplies	BACS	£13.71
Screwfix	Library supplies	Debit	£19.98
Town Trust	Town Hall rent	DD	£481.54
Staples	Office supplies	DD	£40.64
Barclays	Bank charges	DD	£11.66
BCHS	Hand Sanitiser	BACS	£576.00
Pickle Design	Town Website	BACS	£2,700.00
Yetiserve	Laptop x 1	BACS	£240.00
SeaDog IT	Webhosting	DD	£25.00
SLCC	Practitioners conference x2	BACS	£180.00
		TOTAL	£16,774.03
Proposed: Cllr Elford	Seconded: Cllr Burgis	unan	20/543

c. Income was noted

Barclays	Interest	AC	£1.28
		TOTAL	£1.28
			20/544

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 Coombes **Seconded: Cllr Hewlett** **Unan** **20/545**

a. It was **resolved** to instruct Cloudy IT for IT service contract for 2021-22 from 3 quotes provided.

Proposed: Cllr Bond **Seconded: Cllr Hewlett** **unan** **20/546**

b. The budget for 2020-21 was **reviewed** and it was **resolved** to **accept**.

Proposed: Cllr Coombes **Seconded: Cllr Bond** **unan** **20/547**

The 3-year budget forecast was **noted**

c. It was **resolved** to **precept** £262,831 for 2021-22

Proposed: Cllr Bond **Seconded: Cllr Elford** **unan** **20/548**

13. To note items for 19th January 2020 Agenda.

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 21:18.

Clerk

From: Tony Potterton <[REDACTED]>
Sent: 18 December 2020 13:33
To: VetPartners Complaint Manager
Cc: Scott Mann MP; Town Clerk; info@brooksideecology.co.uk; Planning Enforcement; Penbode Camelford Pets
Subject: Penbode Camelford
Attachments: PA17_02066-Preliminary_Ecological_Assessment_Report-3205003.pdf; PA17_02066-Planning_Submission_Statement-3235353 Penbode.pdf

Dear Mr Oliver

I refer to our recent correspondence. As you know, I have been trying to engage constructively with Penbode on the matter of the environmental damage caused by the development in Camelford. I have seen no sign of any positive response on your part. As a neighbour I have been dismayed at the replacement of trees and garden with an asphalt desert. At this time environmental concerns should be uppermost in our minds.

I refer to the attached planning submission statement which formed part of your application for permission for the development of your Camelford site and draw your attention to these sections of the text:

Landscape and visual impact:

... There are substantial quality trees to the southern and western boundaries and they will be inspected by an Arborist with each tree having a dedicated report on health and any remedial work needed. A programme of tree maintenance will be established (sic) to ensure they are kept in good order.

Environmental Impact:

The site is surrounded on three sides by an estate of modest (sic) 2/3 bedroom houses. A number of the rear gardens of these houses overlook the site ... Where possible boundary trees and hedging will be retained to preserve privacy for all residents.

The demolition of the existing buildings and provision of a new purpose built practice with landscaped car park will create a far more attractive environment for the area and meet the needs of residents and business.

I think you will agree with me that there is much to be done to comply with the spirit of this statement, since all trees were removed. It cannot be ignored simply because surrounding homes are 'modest'.

I would also like to draw your attention to a point contained within the 'preliminary ecological assessment report' attached. (Their survey was conducted after many of the trees on the north eastern side had been cut down to create the temporary car park – see the discrepancy between their photograph of the carpark and the aerial photograph.)

5.6 Lighting. Any external lighting required should be minimised both during development and post development. Lights should ideally be 'capped' to deflect light downwards and kept on short timers to reduce light pollution. Strong lights can have a negative effect on several species of wildlife.

Even though I had brought this to your notice some time ago, the bright security lights have been on all night for 6 days in the last 7. As you may know it is possible that this site may be within the two mile buffer zone of Bodmin Moor's International Dark Sky designated area, a considerable achievement of Cornwall Council.

With best wishes and I hope that you are coping in these difficult times.

Your sincerely

Tony Potterton

RESKAMMEL



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Risk Assessment and Management 2021

Adopted 19th January 2021

Each Council should have in place a system to help it to manage risk. This system will be simple for the smallest parishes and more complex for larger parish and town councils. A council's internal auditor may use this risk management system to help to identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most clerks will already be assessing and managing risks in some way or other but there may be room to improve and document existing practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The clerk should therefore ensure that members should:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid reduce or control the risk or its consequence.

Area	Risk	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of risk	Review/Action required
Assets	Protection of physical assets including Enfield Park, Churchfield Car Park, Cemetery, Allotment	M	H	Insured. Value increased as necessary. Asset register Review risk assessments annually. Periodic inspections. Action any defects asap after notification	Maintain existing procedures.
	Security and maintenance of buildings, equipment etc Hazards to service users, public and staff	M	M	Locked doors at entrance of buildings – keys are held by the Town Clerk, Deputy and Maintenance manager with spare copy held in the key safe and one copy held by the Mayor. Fire Procedures, appliances/equipment checking. Produce risk assessments Ensure contractors have correct cover/certificates CCTV as necessary	Maintain existing procedures. Review risk assessments annually. Action any defects asap after notification
	Wear and tear of play equipment and Skatepark. Hazards to service users	M	M	Play equipment currently maintained on an ad hoc basis following daily and monthly checks. An annual RoSPA inspection.	Action any defects asap after notification.
Finance	Banking (errors or irregularities)	L	L	Adherence to adopted financial regulations – reviewed annually Bulk of investment is held in CCLA and NS&I account. Two accounts with Barclays Bank plc: Current and High Interest accounts. Internal controls, internal and external audit	Maintain existing procedures
	Risk of loss of income - precept	L	M	Ensure adequate reserves. Review insurance annually	Maintain existing procedures

	Loss of cash through theft or dishonesty	L	L	L	Adherence to adopted financial regulations - reviewed annually. Review insurance	Maintain existing procedures.
	Financial controls and records	L	L	L	Adherence to adopted financial regulations - review annually Internal controls, internal and external audit	Maintain existing procedures.
	Compliance with VAT Regulations, PAYE & NI	L	L	H	Comply with HMRC regulations. Quarterly returns to be made. Internal controls	Maintain existing procedures.
	Budget preparation and cash-flow (inadequate)	L	L	M	Sound budgeting to underlie annual Precept. Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to the Council quarterly.	Maintain existing procedures.
Liability						
	Risk to third party, property or individuals	M	M	M	Public Liability Insurance in place to £10m. Risk assessments for all open spaces and individual events - checks undertaken as required Review insurance cover and risk assessments annually	Action any defects asap after notification
	Compliance with Law (Employment, transparency, FoI etc.)	M	M	M	Membership of various national and regional bodies including Employees Organisation, i.e. NALC & SLCC. Employer Liability Insurance in place. Internal Audit	Maintain existing procedures.
	Safety of Staff and visitors	M	M	H	Landlord has ultimate responsibility by virtue that Camelford Town Council is a tenant in the building. Lone working arrangements in place. Radon Monitoring	Maintain existing procedures.

	Ensuring activities are within legal powers	M	H	Town Clerk clarifies legal position on any new proposal. Training for Clerk & Councillors as required	Legal advice to be sought where necessary.
Administration	Incomplete register of interests (Councillor)	M	L	Regular reminder to members. Code of conduct training compulsory for members	Maintain existing procedures.
	Business Continuity / Loss of Council records	L	H	Back up files on cloud, passwords being held off-site, procedure manuals for Council administration. Documents available via the Council website.	Review procedure and policies annually
	Long-term adverse impacts from poor decision-making or poor implementation. Reputational damage and loss of confidence	L	M	Adherence to adopted Standing Orders – reviewed annually Holding correct meetings / consultation. Code of conduct Pursue Councillor and staff training when available.	Maintain existing procedures.
	Loss of Qualified Clerk	L	H	Impact on General Power of Competence – unable to run certain services.	Deputy Clerk has CILCA Senior Librarian has iLCA

ANNUAL REVIEW

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Insurance	Annually	Clerk		May 2020
Assets inspection	Annually	Clerk		May 2019
Update asset register	Annually	Clerk		October 2020
Banking arrangements	Annually	Clerk		June 2020
Insurance providers	3 year arrangement with Zurich	Clerk		April 2020
Budget agreed	Annually	Council		December 2020
Precept agreed	Annually	Council		December 2020
Budget monitored	3 monthly	Council		November 2020
Bank reconciliation	Monthly	Council		December 2020
Review of Financial Regulations	Annually	Council		May 2020
Review of financial risk register	Annually	Council		January 2020
Members register of interests	Annually	Clerk		May 2020
Transparency Code, Freedom of Information, Data Protection, GDPR	Annually	Clerk		January 2020

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Staff appraisals, including pay, contracts	Annually	Staffing Committee		September 2020
Internal Audit	Bi-Annually	Internal Auditor		October 2020
External Audit	Annually	Clerk		September 2020
Minutes properly produced and published	Twice a month	Clerk		Monthly
Standing Orders Reviewed	Annually	Council		May 2020
Back-ups taken of all computer records	Daily	Clerk		Daily
Review back-up process	Every other year	Clerk		April 2018
Check passwords and key access	Annually	Mayor		May 2020

The information given above is to be reviewed annually in January and agreed upon at an Ordinary Council Meeting of the Camelford Town Council directly thereafter as being a correct record.

MINUTES OF THE CAMELFORD PLACE SHAPING PARTNERSHIP TEAM

WEDNESDAY 6 JANUARY 2021

Attendees: Tina McGrath (Chair) (TMG), Matt Baker (MB), Cllrs Rob Rotchell (RR), Andy Shaw (AS), Claire Hewlett (CH), Ayla Ackroyd-Johnson (AAJ), Amanda Lash (Deputy Town Clerk) (AL), Paul Thomas (PT), Steve Heard (SH), Di Taylor (DT), Andrew McLeod (AM), Bill Legrys (BL), Adrian Radford (AR), Kate Woods (KW).

1. Welcome

TMG welcomed everyone to the meeting and thanked them for attending.

2. Introductions

Each member of the Team introduced themselves and gave a brief outline of their background and connection to Camelford. MB commented on the broad range of experience the Team had, and how important this would be to the work in hand. Teams help achieve consensus. It is a community led vision and unique to Camelford. Outlined previous work and experience.

3. What is the most important thing you want to see in Camelford? (MB)

- (a) RR asked whether this question is based on the assumption that there will be a bypass? MB felt a short-term strategy was needed.
- (b) RR – Bypass and reduction in pollution and traffic will have a huge impact on the town centre. Medical centre will have a big impact on health infrastructure.
- (c) DT – Pollution an issue. Need a reduction in traffic (and therefore a bypass). Need to make Camelford a better place to visit. People shopping differently (click and collect, online). High street needs to change.
- (d) AM – Bypass needed. Access and flow of traffic not only through Camelford but around it needs to be looked at. Would like to see the work done in this Team influence the post-bypass vision.
- (e) AAJ – Would like to see more seating areas. More space for people to meet. Greening. More pleasant space that looks nice. MB agreed that high streets that are more attractive and enable people to meet and socialise do well.
- (f) (BL) – Footfall needs to be increased at the other end of town. All the footfall is around Market Place. Pavement narrow and lorries get very close to people walking up this end so avoid it. Buildings are dirty due to traffic. Windows dirty and need constant cleaning. Camelford currently divided into two. Need to offer more variants. Hanging baskets outside businesses would have a big impact and make the High Street more attractive. More of an experience. Needs marketing. Attempts were made at outdoor and indoor markets but did not progress. MB sympathised with the issues faced in this end of the high street. Commented that events are a driver. Could the A39 be shut? (A39 a strategic highway so cannot be closed)
- (g) AL – Important that people know what has been done: bandstand, resurfacing market place, refurbishing the play area, poetry bridge, maintaining the park/river, new benches, BBQ area, skatepark, regeneration project at other end of town at the Old Cattle Market including café/youth hub, increased/enhanced events (Four Days of Fun,

Music in the Park, Winter Festival, Camelford in Bloom, Easter Eggstravaganza). Marketing events and the town has been happening via social media, Cornwall Life and a new website to attract tourists to Camelford in progress. Bypass designs did include more pedestrianised area/lowered pavements/10mph zone which would mean that the road could be closed and make events easier to organise. Hanging baskets were attempted but not allowed by Highways.

- (h) AR – Agree with what has been said. Need to retain and protect existing businesses. NDP does not go far enough to protect assets of community value (e.g. Peckish, Masons Arms). Need to attract more tourism in Winter. MB commented about loss of jobs in the retail sector, some 200k jobs.
- (i) AS – Gave history of other bypass schemes in Cornwall (St Columb Major and Wadebridge). Supermarket needed. Increase footfall. Other areas that have one have trebled footfall. Commented on idea of baskets. Was tried but Highways did not allow it. Pollution and debris a huge issue. Bypass will improve that. MB asked if Camelford had civic pride? AS said it was a close-knit community but the building of large estates has changed that. MB identified that more gathering points would strengthen community.
- (j) CH – We know we need a bypass. Commented on MB of population size of under £4k. Camelford Network Area has a population of £12k. Camelford should be the hub for the area. Agreed with DT comment about how people shop. How do we get people to come into Camelford and stay a while other than shopping? Do not think a supermarket is the answer to our prayers. MB commented that shops need to co-exist with community (food, leisure, experience, environment, meeting spaces). May well see a social explosion post-COVID.
- (k) PT – Visits to Camelford very transactional. Need more to do. Bandstand could be used for events. Need to turn space into something else. MB commented on food culture in Cornwall. People want quality. Could make more of a food culture in Camelford.
- (l) KW – Agrees with everyone. Camelford has a fantastic community. Would like to see it used more. Described community as elastic -sometimes stretches and needs to be pulled back in sometimes. Outlined issues for public houses in lockdown. Huge pressures and have had to adapt to continue.

4. Summary

MB thanked everyone for their contributions. Has a better understanding of priorities/gaps and what is needed. Clear the bypass is key. Next workshop with Bill Grimsey will drill down into more of the areas discussed.

AL will distribute minutes.

5. Date of next meeting

Next meeting 25 January 9.30am via zoom (MB to send out invite)

Meeting closed at 7pm.

Clerk

From: Tina McGrath <Tina.McGrath@cornwall.gov.uk>
Sent: 05 January 2021 12:41
To: Esther Greig
Subject: rep for Camelford family hub task and finish group

Information Classification: CONTROLLED

Hi Esther,

Have CTC managed to nominate a rep for the task and finish group which Lauren attended?

Regards

Tina

Please note my working days are Tuesday/Wednesday/Thursday

Tina McGrath
Community Link Officer, Camelford Community Network Area
Localism Team
Communities & Public Protection Service
Neighbourhoods Directorate
Cornwall Council
External telephone: 01872 326973
Internal telephone: 496973
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210 mm

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NO RETURN FOR 3HRS.**

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LONGER THAN 1 HOUR.**

**THANK YOU
CAMELFORD TOWN COUNCIL**



148 mm

x25

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DISABLED PARKING ONLY.**

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IF YOU ARE NOT DISABLED.**

**THANK YOU
CAMELFORD TOWN COUNCIL**

x25

Cornwall Council

Code of Conduct for Members and Co-opted Members

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

"dispensation" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

"interest" means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

"meeting" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

"Member" includes an Elected Member and a Co-opted Member

"non-registerable interest" mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

"register" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

"sensitive interest" means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

"trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.

- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 ~~You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity. There is no requirement to register or declare any gifts or hospitality which have been offered or received.~~
- You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably

be regarded as bringing your office or the Council into disrepute.

- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) act in accordance with the reasonable requirements of the Council;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iii) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 You must not participate in any meeting of an Overview and Scrutiny Committee that is scrutinising or otherwise considering the business of one of the Council's decision-making persons or bodies, other than the Cabinet or an individual exercising executive decision-making powers, in relation to which you have been involved in making the decision, save as may be required to make representations, answer questions or give evidence relating to that business to the meeting and subject to the reasonable requirements of the person Chairing that meeting.

2.166 -You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct;

2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years or as required by the Monitoring Officer.;

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the

notification.

- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be

- dealt with otherwise than by you); and
- (ii) if the interest is a disclosable pecuniary interest —or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.

- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)

(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

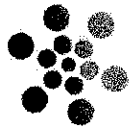
You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.



Part of the Rural Services Network 

Dear Camelford Town Councillors,

The Rural Services Network is the national champion for rural services, ensuring that people in rural areas have a strong voice. We are fighting for a fair deal for rural communities to maintain their social and economic viability for the benefit of the nation as a whole. We are a small but very committed organisation - the only one tackling rural services and seeking to set up a comprehensive rural network. We argue exclusively the national rural service case.

THE EXISTING RURAL SERVICES NETWORK

We have run an alliance of rurally based Principal Local Authorities for over 20 years. We currently have over 120 such local authorities engaged with our work. We have created strategic networks across services and at Westminster. Representing rural service partners organisations, the Rural Service Partnership, Around law and order; the Rural Crime Network. In Health, the Rural Health and Care Alliance. In parliament, we have introduced a Rural Services All Party Parliamentary Group, a Rural Fair Share Group, and the Rural Lords Group. In terms of Rural Research, we have created the Rural England CIC. Rural areas by their very nature are disparate. However, they must establish national rural consensus viewpoints from a range of service areas; look for rural best practice; and seek opportunities for rural representation to assist themselves. At a time when many other rural groups have had to close, by bringing people living and working in rural areas together, we can represent the rural case to purpose.

We feel that a Rural/ Market Towns Group (RMTG) is in the interest of both the towns and their surrounding rural areas. Towns of less than 35,000 in population act as the service hubs for their surrounding countryside and that role is fundamental to the economy of the town and the wellbeing of the surrounding areas. It is not possible to argue a comprehensive rural case without such a Rural/Market Town grouping coming into the rural equation. There was previously a Market Towns grouping we worked with, but it found financial narrowing difficult. Over the last year we have established a new grouping of 155 rurally based towns at the very root of what has become known over centuries as Rural Market Towns. This phrase that once came out of ancient charters and livestock and produce sales now personify attractive, often historic communities that are the service hub on which the surrounding rural communities are themselves reliant. While the prefix Market is common the description by which the community calls itself varies. Some call themselves Towns, some prefer the continuation of the word Parish. It makes little difference - it is the hub activity of the largest community in an area and its interrelationship with its catchment that is crucial.

Why a Rural/Market Town Group now?

The RSN believes that Rural Communities and their Towns are frequently overlooked in a policy environment dominated by urban thinking and policy concerns. This often means communities either miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective. This means that government policy currently neglects the many hundreds of important rural towns across England. That can only be corrected if the case is made.

We believe these towns play a vital role not only in the lives of their inhabitants but also in both the local and national economy. That is why we want them to receive more focus. We will argue that it is in the overall national interest to do that.

Therefore, rural areas with their intricate network of differing rural communities should be able to realise their potential within the national economy. To do that they need to be appropriately recognised and supported in government thinking and actions.

What will it be?

To underline the importance of these rurally based English towns, the role they play and their potential going forward, the Rural Services Network have developed a new initiative to develop a Rural Market Town Grouping within the Rural Services Network. This new Grouping will work to add to our Call on Government for an overall Rural Strategy.

We have begun this RMTG initiative by approaching one town or the largest village in each of the 200+ rural areas across England which have been identified by Defra for their distinctive rural characteristic. This process is now being expanded to ensure that all those that wish to be involved are fully engaged.

Whilst we appreciate and celebrate the diversity of our rural areas, we seek to create a common united voice to represent all different types of rural areas across England ensuring that no form of rural area is excluded.

Up to until now we have in our group c 155 Towns and Parishes. It is now time to complete the sought network of 200 as well as opening out from there.

What service would the Council get back from membership?

Services provided to the group will include:

- Involvement in the Rural Strategy campaign to ensure feedback from member Market Towns is considered within the Revitalising Rural documentation and its updates.
- Cataloguing and disseminating good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns.
- Receiving the 'Rural Bulletin', a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network.
- Provision of a dedicated quarterly newsletter 'Rural Market Towns Group Roundup' highlighting relevant latest policy developments, showcasing interesting member practice, and flagging relevant initiatives or funding opportunities.
- Periodic online surveys of the members of rural/market towns to gather comparative

information about topics of particular interest to this grouping.

- Free access for Councilor representatives or their nominee to the 9 topic RSN Cross Service Seminar programme.
- Twice yearly Rural Town Networking Meetings held online.
- Meetings of a RMTG Town Clerk's Advisory Panel.
- Whilst statistical information is almost always presented by Government at County and/or District level it is vital the messages this contains are known about across rural areas. We will issue an area rural statistical profile once a year to members of this grouping based on their nearest Principal Council area.
- The pattern of local area Market Town meetings seem mixed across England. We would like to look at this in a little detail to see if it is at all feasible to secure any improvement in areas where meetings/joint working are not taking place currently and also look at how liaison can take place between this national facing group and existing area meetings.

This is a comprehensive service using grouping to achieve a value well more than the small charge.

What cost is involved to the Council?

We recognise the service must be affordable and therefore in overall budgetary relatively insignificant. It also must be self-sustaining by being attractive to many councils. Eventually we would like to exceed 400 Rural Councils. For local councils of up to 5,000 population the annual charge will be £110 per annum, for those between 5,000 and 10,000- £130 p.a., and those over 10,000 in population a yearly subscription of £150. VAT must be added but is normally recoverable.

Free Trial Period

We will give you free membership until the end of September 2021 as you request it. You can take that service without commitment and decide whether you wish to continue with us next summer. If you decide to continue, we will then only charge you 50% of the annual fee for 21/22.

CONCLUSION

We must come together to establish a common argument based on rural places which serve their catchments. We must represent ourselves nationally to get our individual value recognised across the country and the importance of our 'market' role properly appreciated. The term Market Town or Market Place itself is a marketable commodity often now commonly used by the tourist industry as a descriptive phrase in guidebooks. Its importance is not however being fully appreciated in every quarter. By working together, we can demonstrate its overall value and achieve significantly more. We do hope you will consider this invitation as a Council and decide to join and to work with us.

Many thanks for your consideration. Please do let us know your decision when it has been made.