



CAMELFORD TOWN COUNCIL

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

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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 7-0 (1 abs) 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 January 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.