



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
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## Ordinary Council Meeting – 15<sup>th</sup> June 2021

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

### 1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 6 other Councillors present: Cllrs, Bond, Burgis, Coombes, Elford, Hewlett, & Shaw 21/253  
Mayor took minutes due to absence of Clerk.

### 2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, Chandler, Scawn, Grigg - business  
It was resolved to accept the apologies

Proposed: Cllr Bond                      Seconded: Cllr Coombes                      unan                      21/254

### 3. To receive Declarations of Interest & Approve Dispensations

None 21/255

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

Cllr B Jordan attended – Congratulated the councillors for their election and Cllr Rotchell for his election as Mayor.

He reported that the CC office in Brussels is to close from the end of September, releasing that money for other uses. Part of his role with the cabinet is working closely with Parish and Town councils and report back for them to better understand how they feel about CC. He sits on the Neighbourhoods, Constitution and Governance, East Planning, Audit and Standards committees and will also be reporting his feedback from Parish and Town councils. He is also a Cornwall Council appointed governor to the Cornwall NHS Trust and there is a lot of work there over the next few months. We are working on getting more affordable housing and where we can build 'Council Housing' this is part of our election promise so we must work hard to achieve it.

21/256

### 5. To receive and approve the Minutes of:

It was resolved to approve the minutes of the Annual Meeting 18<sup>th</sup> May 2021 after one amendment

Proposed: Cllr Shaw                      Seconded: Cllr Elford                      unan                      21/257

### 6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease – latest is that the TT is getting a survey on the skatepark. Reminder; 'Good Councillor' training 1030am 18<sup>th</sup> June, Code of Conduct training needs to be completed and the office informed. Clease Road EV chargers – grant monies received and contractors instructed. Riverbank Project – Contractor applying for FRAP and reworking quote following joint visit with the Environment Agency. Streetlight in Churchfield car park being fixed; SSE do not have a copy of CTC SLA. Emergency Pond railing repair undertaken following a break in the top rail made it unsafe. Additional CALC chairmanship training in August available. Increasing memory in office PC's to 16GB ram £92.50 (inc.VAT per PC) – send off to Cloudy £75phr.

21/258

### 7. Planning

Chair's Signature.....

1

Dated 01/07/21

**PA21/04460. 11 Warren's Field. Mr Clarke.** Works to trees namely: Appx 6 Sycamore trees (G1), reduce height – Lime trees (T1), remove lower branch – Pine tree (T2), Fell – subject to a tree preservation order (TPO).

It was **resolved** to reply with **No Objection**, request replacement 3:1

**Proposed: Cllr Shaw                      Seconded: Cllr Coombes                      unan                      21/259**

**PA21/04469. Barn Adjacent to 2 Trefew Road. Helen and Haydn Wood.** Change of use of barn to dwellinghouse, together with associated works.

It was **resolved to Object**. Size and location, drainage issues, outside of NDP boundary.

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/260**

**PA21/05062. 18 Bowood Park, Lanteglos. Mr & Mrs Guy.** Proposed extension and internal alterations.

It was **resolved to Support**

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/261**

**PA21/05717. Inns Park, High Street. Mr Paul Richards, Richco Development.** Non-Material amendment for new floor layout and new location of window as well patio doors instead of window opening to the SW elevation for units 1, 2 & 3 and the NW elevation for unit 4 (Application number PA18/04502 dated 2<sup>nd</sup> August 2018 relates.

It was **resolved** to reply with **No Objection**, note the trees that have been removed. 3:1

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/262**

#### **For Information**

PA21/04455. Warmington House 32 Market Place. Mr Steve Hutchins. **Decided to not make TPO**

PA21/02549. Glen Mead Helstone. Jon Watts. **Approved**

PA21/04060. 6 Mill Lane. Mr and Mrs Wild. **Approved** 21/262

### **8. Portfolio Reports**

a. Mayor's Report – Cllr Rotchell

26 May Egg Run for the Community Larder. Collected eggs from Launceston Food Bank for use here in Camelford. 28 May Estates and Properties Meeting. 4 June Staffing Committee. 11 June Medical Centre meeting cancelled due to illness. 12 June Old Bank AGM. 14 June Our Camelford Meeting where I agreed to be a director of the new CIC. 21/263

### **9. Correspondence**

a. Cornwall Council. Temporary pause on development – nutrient neutrality. River Camel Special Area of Conservation. **Noted** 21/264

b. Natural England. Copy letter to CC regarding development in relation to the River Camel Special Area of Conservation. **Noted** 21/265

c. Letter from resident regarding Clease Road car park and parking on surrounding roads (inc. Clerk response). **Noted** 21/266

### **10. Agenda Items**

a. The minutes of Strategic and Economic Development Working Group Meeting were **noted**. 21/267

i. That the £2k grant for Camelford show can be paid from unused elections budget was **noted**. 21/268

That the Camelford Show are not currently accepting CTC offer of loan was **noted**. 21/269

It was **resolved** to vire Elections budget to Grants.

**Proposed: Cllr Burgis                      Seconded: Cllr Shaw 6-0 (1 abs Cllr Coombes)                      21/270**

b. The minutes of Estates and Properties Working Group Meeting were **noted**. 21/271

i. It was **resolved** to purchase 2 bags of (playbark tower/seesaw) £589 and repair seesaw pit/bark enclosure £2-400.

**Proposed: Cllr Bond                      Seconded: Cllr Burgis                      unan                      21/272**

ii. It was **resolved** to purchase 2 water butts for the allotments £60

**Proposed: Cllr Hewlett                      Seconded: Cllr Elford                      unan                      21/273**

iii. It was **resolved** to plant 75 trees at the cemetery (offered by resident) at the Cemetery and to plant 3 Memorial trees at Valley Truckle.

Chair's Signature..........

Dated...01/07/21

<b>Proposed: Cllr Shaw</b>	<b>Seconded: Cllr Bond</b>	<b>unan</b>	<b>21/274</b>
iv. The OCM phase 2 liabilities to grant funders were <b>noted</b> .			
v. It was <b>resolved</b> to write to food businesses regarding sponsoring a commercial waste bins.			
<b>Proposed: Cllr Coombes</b>	<b>Seconded: Cllr Shaw</b>	<b>unan</b>	<b>21/276</b>
vi. It was <b>resolved</b> to purchase additional picnic bench for Churchfield car park.			
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Rotchell</b>	<b>6-0 (1 abs)</b>	<b>21/277</b>
c. The minutes of Staffing Working Group Meeting were <b>noted</b> .			
i. It was <b>resolved</b> to schedule training for staff as noted. Fire safety, Brushcutter, COSHH, Manual Handling, Skate Coaching qualifications, safeguarding, appraisal techniques (£30), volunteer recruitment (£30). All will be within training budget.			
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Hewlett</b>	<b>unan</b>	<b>21/279</b>
d. The minutes of Events Working Group Meeting were <b>noted</b> .			
i. It was <b>resolved</b> to co-opt the following volunteers to the Working Group: Christmas lights - John Praoline, Agan Reskammel – India Rabey, Business – Kate Woods, Community – Mel Baber			
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Hewlett</b>	<b>unan</b>	<b>21/281</b>
ii. It was <b>resolved</b> to offer free bandstand hire on Friday nights after restrictions are lifted			
<b>Proposed: Cllr Hewlett</b>	<b>Seconded: Cllr Bond</b>	<b>unan</b>	<b>21/282</b>
iii. It was <b>resolved</b> to purchase annual subscription to Postermywall.com for professional quality posters and high-resolution images. £80			
<b>Proposed: Cllr Rotchell</b>	<b>Seconded: Cllr Bond</b>	<b>unan</b>	<b>21/283</b>
e. It was <b>resolved</b> to adopt CTC policies: Use of Council Vehicle, Community Emergency Plan, Environment Policy, Commemorative Tree Policy, Staff Handbook, Safeguarding, IT Policy.			
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Elford</b>	<b>unan</b>	<b>21/284</b>
f. It was <b>resolved</b> to continue with OCM Skatepark website for a further year - £125.00.			
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Shaw</b>	<b>unan</b>	<b>21/285</b>
g. It was <b>resolved</b> to tender for disabled toilet door replacement (to include a radar key following public comments to Facebook £220).			
<b>Proposed: Cllr Shaw</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/286</b>
h. It was <b>resolved</b> to <b>approve</b> a request from allotment holder for 10ft x 12ft greenhouse on plot 45, and 3m x 6m polytunnel on plot 43			
<b>Proposed: Cllr Shaw</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/287</b>
i. It was <b>resolved</b> to <b>approve</b> request from allotment holder for keeping poultry on their plot.			
<b>Proposed: Cllr Shaw</b>	<b>Seconded: Cllr Bond</b>	<b>unan</b>	<b>21/288</b>
j. Global Road Safety week was discussed. It was <b>resolved</b> to write to CC, and to register with the 20's plenty campaign.			
<b>Proposed: Cllr Hewlett</b>	<b>Seconded: Cllr Bond</b>	<b>6-1 dec.carried</b>	<b>21/289</b>
k. It was <b>resolved</b> to purchase 200 Churchfield car parking permits for 2021-22. £210.00.			
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/290</b>
l. It was <b>resolved</b> on car park permits fees for 2021-22. £25 for businesses, £25 for 1 <sup>st</sup> domestic vehicle then £100 for second.			
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/291</b>
m. It was <b>resolved</b> to apply for the TCRF Welcome Back Fund up to the value of £30k for items such as lighting, seating at the bandstand and a bit of maintenance of public assets (potentially).			
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Elford</b>	<b>unan</b>	<b>21/292</b>

## 11. Accounts

a. Balances at 8 <sup>th</sup> June 2021 were <b>noted</b>			
Current Account	£145,211.06		
Tracker Account	£51,424.66		
NS&I	£42,483.49		
CCLA	£80,000.00		21/293
d. It was <b>resolved</b> to authorise the payments of Accounts Outstanding			
Staff	June Wages	BACS	£7,298.26
HMRC	June Tax & NI	BACS	£1,893.29
Cornwall Pensions	June Pension contributions	BACS	£2,250.40
Barclays	Account charges	DD	£15.28
Camelford Hall	Hire of Main Hall	BACS	£30.00
Western Supply	Maintenance supplies	BACS	£46.08

Chair's Signature.....  .....

Dated: 01/07/21 

Amazon	Gloves, masks, cloths	Debit	£105.40
Amazon	Mevo camera and memory card	Debit	£399.94
Amazon	Bin bags	Debit	£49.96
Positive Electricity	Town Hall Electricity	DD	£95.60
Positive Electricity	Town Hall Electricity	DD	£175.45
Staples	Office supplies	Debit	£114.14
Staples	Office supplies	Debit	£97.52
CloudyIT	IT licences and back up	BACS	£218.58
Initial	Public Toilets – sanitary bins	BACS	£84.60
Green Flag	Van breakdown cover	Debit	£97.50
Stephens Home Hardware	Maintenance supplies	BACS	£17.49
Bodmin Nursery	Plants	BACS	£140.55
Camelot Garage	Fuel for equipment	BACS	£25.59
Smart Window cleaning	Town Hall windows	BACS	£25
Torch Fire Protection	Annual maintenance fire extinguishers	BACS	£142.44
Cornwall Council	Enforcement car park	BACS	£79.80
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Office – Business Rates	DD	£319.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Plusnet	Broadband	DD	£52.20
Town Trust	Town Hall rent	DD	£488.28
SeaDog IT	Webhosting	DD	£25.00
Design for Education	Library – cushions	BACS	£150.60
Voipfone	Telephone Callgroup/extensions	DD	£9.60
Staples	Office supplies	Debit	£1.48
SWW	Water Allotments	DD	£84.08
Pennon	Water	DD	£6.50
Zoom	Virtual Meetings	DD	£97.52
One Drive	Cloud storage	DD	£1.99
Tesco	Mobile	DD	£2.62
Spar	Office supplies	Debit	£15.92
CEF Electricals	Cleas EV equipment	BACS	£2820.04
	<b>TOTAL</b>		<b>£17,972.70</b>
<b>Proposed: Cllr Coombes</b>	<b>Seconded: Cllr Shaw</b>	<b>unan</b>	<b>21/294</b>

**Income was noted**

Department of Transport	ORCS funding – Cleas EV Chargers	AC	£7,207.50
Allotments	Annual rent – various	AC	£66.00
Car parking permits	Various	AC	£140.00
Post Office	Tickets and permits	AC	£305.00
Post Office	Tickets	AC	£60.00
Business	Website advertising	AC	£12.00
	<b>TOTAL</b>		<b>£7,790.50</b>
			21/295

**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: Staffing.

<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Burgis</b>	<b>unan</b>	<b>21/296</b>
a. It was <b>resolved</b> to approve the Contract of Employment for Youth Worker.			
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Elford</b>	<b>unan</b>	<b>21/297</b>

**13. To note items for 20<sup>th</sup> July 2021 Agenda.**

**Later Agenda**

Town Trust request for repayment of loan.

**The Mayor closed the meeting at 8.15pm**

Chair's Signature.....

Dated 01/07/21