



TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), S Bond (Deputy Mayor), A Ackroyd-Johnson, A Burgis, R Chandler, M Coombes, S Elford, E Grigg, C Hewlett, A Scawn, A Shaw.

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **Tuesday 20th July 2021 at St. Thomas Church, Victoria Road, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

- 1. To note Councillors present**
- 2. To receive Apologies for absence with reasons**
- 3. To receive Declarations of Interest & Approve Dispensations**
- 4. Public question time (15 minutes allowed for this)**
- 5. To receive and approve the Minutes of:**
Extra Ordinary Meeting 1st July 2021 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease. Code of Conduct training/update training register for Councillors. Clease Road EV chargers – increase in cost for concrete pads will be included in the grant as an extra. EA Riverbank Project. Streetlight in Churchfield car park has been fixed. Insurance claims. No response from food businesses regarding litter/commercial waste bins. Ordering bin bags through Biffa. Additional picnic bench for Churchfield car park has been installed. Summer reading challenge. Green Flag was £12 extra for nationwide cover.

7. Planning

a. Any late applications will be discussed under this section.

PA21/04713. Fenterwanson Cottage Cottage, St.Teath. Mr & Mrs George Field. Demolition of existing outbuildings and construction of new garage block with store room over with variation to condition 2 (plans approved) of application PA19/04045 dated 24/07/2019. [Weblink](#)

PA21/06135. Clifton Cottage Helstone. Mrs Rachael Skelton. Listed Building Consent to replace sash window in eaves, repair chimneys to stop water leakage and rendering repair to gable end wall. [Weblink](#)

PA21/06114. Tregath Business Park Station Road. Mr J Smeeth Tregath LLP. Regularisation of Commercial Units (mixed use Class E and B8), together with associated works. [weblink](#):

For Information

PA21/00841/PREAPP. 2 Trevia Lane Mr P Toms. **Closed - advice given.**

PA21/06569. Camelford Library. Repollard lime trees. Mrs Jill Jeffs. **Notification of application only.**

PA21/04460. 11 Warrens Field. Mr Clarke. Works to trees. **Approved**
 PA21/05717. Inns Park, High Street. Mr Richards. Non-material amendment. **Approved**
 PA21/0562. 18 Bowood Park. Mr/s Guy. Extension and alterations. **Approved.**

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell

9. Correspondence

- a. Letter from Top Town Memory Café – parking issues in Clease Road
 b. Email from Duchy of Cornwall - Tregoodwell Common – confirming no surface ownership in the area.
 c. Clerk and Councils Direct
 d. Email from Neighbourhood Community Cooking Club – request for a grant.

10. Agenda Items

- a. To **note** minutes of Strategic and Economic Development Working Group Meeting.
 i. To **resolve** to write formal letter to Allotment landlord's solicitors requesting renewal of lease in March 2022.
 ii. To **resolve** to write formal letter to TT for information regarding the election of potential replacement Trustee and to express serious interest in renting the additional section of the ground floor of the Town Hall.
 iii. To **resolve** to start tender process for contractors to undertake Engagement and Consultation with public on the place-shaping vision.
 iv. To **resolve** to apply to NALC for Quality Award Status, Fees are £50 registration and £100 for the Quality Award
 b. To **note** minutes of Events Working Group Meeting.
 i. To **resolve** to appoint Celebration Fireworks for winter festival fireworks display £4,000, viring balance from events budget £1,800.
 ii. To **resolve** that Senior Citizens Christmas lunch will take place in 2021 and tickets will be offered at £5 per head. Any shortfall will be covered by Mayor's allowance.
 iii. To **resolve** on budget for winter festival – attached.
 c. To **resolve** to instruct Chapter 8 training with Corserv £600 for 8 people.
 d. To **resolve** to instruct Rospa inspection for OCM and Play area with play safety £341.
 e. To **review** and **resolve** to adopt CTC policies: How to communicate with your Council; Abusive, Persistent and Vexatious complaints; GDPR policies; Broadcasting and Social media at meetings; Bandstand Events; Councillor and staff communication guidelines and procedures; Lost child protocol; Safeguarding children at events.
 f. To **resolve** on Library system for customers for stage 4 COVID.
 g. To **review** and **resolve** opening times for Public Toilets - 10-4pm Mon-Sat, all blocks open. (To **consider** and **resolve** on staffing requirements if toilets are open longer).
 h. To **resolve** on disabled toilet door replacement (to include a radar key following public comments to Facebook) at a cost of £1,668
 j. Global Road Safety week. To **resolve** to purchase bumper stickers from the 20's plenty campaign. £61.50.
 k. To **resolve** to pay Camelford Hall Grant £1500 as requested or £1150 as budgeted.
 l. To **resolve** to apply for free landmark trees. Location and type to be considered on 30th July tree meeting.
 m. To **resolve** to pay for damage done to a vehicle by CTC staff/lawnmower in Churchfield CP. £345 + VAT

11. Accounts

- a. To **note** Balances at 14th July 2021

| | |
|-----------------|-------------|
| Current Account | £129,179.02 |
| Tracker Account | £51,424.66 |
| NS&I | £42,483.49 |
| CCLA | £80,000.00 |

- b. To **resolve** to authorise the payments of Accounts Outstanding

| | | | |
|-------------------|------------------------------------|-------|-----------|
| Staff | July Wages & expenses | BACS | £8,062.13 |
| HMRC | July Tax & NI | BACS | £2,158.28 |
| Cornwall Pensions | July Pension contributions | BACS | £2,449.86 |
| Cornwall Pensions | Annual contributions | BACS | £1,300.00 |
| SSE | Electricity | BACS | £278.30 |
| Amazon | USB card reader - Mevo | Debit | £8.99 |
| Metric | Service agreement – Ticket machine | Debit | £510.77 |

| | | | |
|------------------------|---|--------------|-------------------|
| Bunzl | Toilet Supplies | BACS | £52.51 |
| Amazon | Face Masks – maintenance supplies | Debit | £15.09 |
| R Sleep | Maintenance supplies May | BACS | £89.52 |
| R Sleep | Maintenance supplies June | BACS | £48.10 |
| C F Garden Services | Mower – drive belt replacement | BACS | £67.50 |
| Cornwall Council | Enforcement car park | BACS | £109.80 |
| Pickle Design | Search Engine Optimisation visitCam. | DD | £60.00 |
| Cornwall ALC Ltd | Chairmanship Training | BACS | £72.00 |
| Barclays | Account charges | DD | £10.10 |
| SSE Contracting Ltd | Street Light repair | BACS | £105.00 |
| CPA Horticulture | 2 x Bags play area bark | Debit | £628.39 |
| SW Hygiene | 2020-21 sanitary unt/rental | BACS | £111.12 |
| ICO | Data Protection Fee | DD | £35.00 |
| Bunzl | Toilet Supplies | BACS | £62.21 |
| Kernow Training | Brushcutter refreshers | BACS | £310.00 |
| SeaDog IT | Webhosting | DD | £25.00 |
| CloudyIT | IT licences and back up July | DD | £214.02 |
| CloudyIT | IT licences and back up July balance | BACS | £9.12 |
| Cornwall ALC Ltd | Finance Training | BACS | £72.00 |
| Cornwall ALC Ltd | Finance Training | BACS | £36.00 |
| SLCC | Volunteers/Appraisals | BACS | £72.00 |
| Paragon ID | Tickets for Churchfield | BACS | £282.00 |
| Cloudy IT | Hardware 16GM upgrade x2 PCs | BACS | £335.00 |
| Amazon | Permanent Pens | Debit | £6.99 |
| Amazon | Bin bags | Debit | £23.98 |
| Positive Electricity | Town Hall Electricity | DD | £99.24 |
| Positive Electricity | Town Hall Electricity - annual meter read | DD | £1,261.06 |
| HSQE | Manual Handling | Debit | £14.40 |
| Staples | Office supplies | Debit | £91.73 |
| Zoom | Virtual Meetings | DD | £14.39 |
| Plusnet | Broadband | DD | £55.99 |
| Even Greener | 2 x water butts allotments | debit | £67.98 |
| Stephens Home Hardware | Maintenance supplies | BACS | £4.99 |
| Duchy Defibrillators | Annual monitoring Clease Hall | BACS | £192.00 |
| R Yates | Picnic Table | BACS | £150.00 |
| Camelot Garage | Fuel for equipment | BACS | £68.75 |
| Smart Window cleaning | Town Hall windows | BACS | £25 |
| Voipfone | Telephone Callgroup/extensions | DD | £9.60 |
| 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 |
| Pennon | Water | DD | £6.50 |
| Pennon | Water | DD | £42.00 |
| One Drive | Cloud storage | DD | £1.99 |
| Town Trust | Town Hall rent | DD | £488.28 |
| Tesco Mobile | MGM mobile | DD | £7.50 |
| Postermywall | Marketing/posters | Debit | £66.00 |
| | | TOTAL | £21,102.18 |
| To note Income | | | |
| Cornwall Council | Refund Business rates Cemetery | AC | £209.52 |
| HMRC | VAT reclaim | AC | £3,128.77 |
| Binbags | refund – no show | AC | £49.96 |
| Car parking permits | Various | AC | £50.00 |
| Post Office | Tickets and permits | cash | £375.00 |
| Post Office | Tickets | cash | £185.00 |
| Business | Website advertising | AC | £12.00 |
| | | TOTAL | £4,010.25 |

12. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** 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

- a. To **consider** and **resolve** upon request from Town Trust for £4,200 as part of OCM phase 1.
- b. To **resolve** to sign Saputo agreement OCM phase 2
- c. To **resolve** to pay costs associated with utilities and legal fees for Deed of Easement at OCM.

13. To note items for 5th August 2021 Agenda.