



# 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](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Ordinary Council Meeting – 20<sup>th</sup> July 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, Coombes, Grigg, & Shaw 21/298

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

Cllrs Ackroyd-Johnson, Elford, Hewlett, Scawn - personal

It was **resolved** to accept the apologies

**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **unan** **21/299**

Cllrs Burgis, Chandler - none received

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

Cllr Grigg 12b. Saputo agreement to leave the room 21/300

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

Cllr Barry Jordan attended – approved a grant of £100 from community chest for the neighbourhood community cooking club. Chair of Council is working with Eden project to produce red, white and blue flower seeds for next year's Jubilee. Inform Greener Camelford about seeds. Attended economic development committee. 21/301

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

It was **resolved** to approve the minutes of the Extra Ordinary Meeting 1<sup>st</sup> July 2021

**Proposed: Cllr Bond** **Seconded: Cllr Shaw** **4-0 (1 abs)** **21/302**

### 6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease - completed. Cllr Rotchell noted thanks to Deputy and Clerk - well done getting over the finishing line! Code of Conduct training/update training register for Councillors – please let Clerk know. Cleave Road EV chargers – increase in cost for concrete pads will be included in the grant as an extra. Work has been started. EA Riverbank Project – wasn't completed last year, they are intending to finish off in August. Streetlight in Churchfield car park has been fixed. Insurance claims – one with Zurich regarding a twisted ankle in the park, other in agenda items. No response from food businesses regarding litter/commercial waste bins on E&P agenda for next step. Ordering bin bags through Biffa; significantly cheaper. Additional picnic bench for Churchfield car park has been installed. Summer reading challenge has started. Green Flag was £12 extra for nationwide cover. Cllr Bond noted thanks to library for Summer Reading Challenge 21/303

### 7. Planning

**PA21/04713. Fenterwanson 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. Cllr Shaw noted ongoing for about 4 years; can't get the stone needed.

Chair's Signature.....  1

Dated... 

It was **resolved** to Support

**Proposed: Cllr Shaw**

**Seconded: Cllr Grigg**

**unan**

**21/304**

**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. Cllr Shaw noted that it is essential repairs.

It was **resolved** to Support

**Proposed: Cllr Shaw**

**Seconded: Cllr Bond**

**unan**

**21/305**

**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

It was **resolved** to Support

**Proposed: Cllr Shaw**

**Seconded: Cllr Bond**

**unan**

**21/306**

Cllr Shaw noted that general landscaping/screening for whole site should be discussed at next meeting

**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.**

**21/307**

## 8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted that 7<sup>th</sup> July attended Abbeyfield House, Elaine Grace 25<sup>th</sup> year of being employed by Abbeyfield. Events WG – positive; able to plan events. 9<sup>th</sup> medical centre - positive news and a meeting with both practices. 10<sup>th</sup> - lots of children and parents attended the Library for joining the summer reading challenge. 14<sup>th</sup> - Jubilee – green canopy, street parties and beacons as options – all incorporated in the plan for the Events WG next year. Suggest planting 100 trees as our contribution to the green canopy. Light a beacon on Rough Tor - 70 beacons in each county. Pruned lime trees by library. 16<sup>th</sup> finance. 20<sup>th</sup> Clease car park – radical increase cost for resurfacing – £47k, but needs doing whether it is transferred to CTC or not. Cllr Shaw noted that the resurfacing would have been done for £12k a few years back... Litter pick on Sunday. Clerk asked whether CTC could allocate any money towards the resurfacing project – some monies are available in the Clease budget from underspend this year; as the car park has not yet been devolved.

It was **resolved** to pledge £1k

**Proposed: Cllr Shaw**

**Seconded: Cllr Bond**

**unan**

**21/308**

## 9. Correspondence

a. Letter from Top Town Memory Café – parking issues in Clease Road. Cllr Shaw noted can't close off sections – maybe get rid of cars that are not MOT/Taxed would ease pressure. Clerk to write noting that CTC are working towards resolving issues with CC. **21/309**

b. Email from Duchy of Cornwall - Tregoodwell Common – confirming no surface ownership in the area. **21/310**

c. Clerk and Councils Direct. Noted **21/311**

d. Email from Neighbourhood Community Cooking Club – request for a grant. Clerk has asked them to fill in a grant application form **21/312**

## 10. Agenda Items

a. The minutes of Strategic and Economic Development Working Group Meeting were **noted**. **21/312**

i. It was **resolved** to write formal letter to Allotment landlord's solicitors requesting renewal of lease in March 2022.

**Proposed: Cllr Bond**

**Seconded: Cllr Coombes**

**unan**

**21/313**

ii. It was **resolved** 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.

Chair's Signature.....

Dated.....5/7/21

- Proposed: Cllr Grigg**      **Seconded: Cllr Shaw**      **unan**      **21/314**  
 iii. It was **resolved** to start tender process for contractors to undertake Engagement and Consultation with public on the place-shaping vision.
- Proposed: Cllr Bond**      **Seconded: Cllr Coombes**      **unan**      **21/315**  
 iv. It was **resolved** to apply to NALC for Quality Award Status, Fees are £50 registration and £100 for the Quality Award
- Proposed: Cllr Rotchell**      **Seconded: Cllr Shaw**      **unan**      **21/316**  
 b. The minutes of Events Working Group Meeting were **noted**.      **21/317**  
 i. It was **resolved** to appoint Celebration Fireworks for winter festival fireworks display £4,000, viring balance from events budget £1,800. Cllr Shaw noted that 10-15 minutes is what most people want. Last one was brilliant; no need to spend more. Cllr Bond noted that 80% come in solely for the fireworks. Cllr Rotchell noted that this is a recommendation from the Events WG – Fireworks will be bigger and better – a celebration. 1<sup>st</sup> event in 2 years.
- Proposed: Cllr Bond**      **Seconded: Cllr Rotchell**      **3-2 dec carried**      **21/318**  
 ii. It was **resolved** 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.
- Proposed: Cllr Grigg**      **Seconded: Cllr Coombes**      **unan**      **21/319**  
 Cllr Jordan proposed that CTC write to him for £100 from Community Chest grant pot.  
 iii. It was **resolved** to agree budget for winter festival.
- Proposed: Cllr Bond**      **Seconded: Cllr Grigg**      **unan**      **21/320**  
 c. It was **resolved** to instruct Chapter 8 training with Corserv £600 for 8 people. Road closure training
- Proposed: Cllr Grigg**      **Seconded: Cllr Coombes**      **unan**      **21/321**  
 d. It was **resolved** to instruct Rospa inspection for OCM and Play area with play safety £341.
- Proposed: Cllr Coombes**      **Seconded: Cllr Grigg**      **unan**      **21/322**  
 e. CTC policies were **reviewed**. It was **resolved** to **adopt**: 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. Well done to the office
- Proposed: Cllr Bond**      **Seconded: Cllr Grigg**      **unan**      **21/323**  
 f. It was **resolved** on Library system for customers for stage 4 COVID.
- Proposed: Cllr Coombes**      **Seconded: Cllr Grigg**      **unan**      **21/324**  
 Cllr Shaw noted that should still insist that masks are worn. Under health and safety of staff. Librarian noted that most customers prefer them to keep their masks on.
- g. The opening times for Public Toilets were **reviewed**. Clerk noted that cleaning would take an hour more than usual – more efficient to use staff hours in one session. It was **resolved** to open 10-4pm Mon-Sat, all blocks open.
- Proposed: Cllr Grigg**      **Seconded: Cllr Shaw**      **unan**      **21/325**  
 Cllr Bond noted that a lot of youth group meetings outings in the park – to review in September
- h. Disabled toilet door replacement. Cllr Shaw – horrified at the cost – should be galvanised and powder coated. Or Composite doors. Must support local contractors. Clerk noted difficulty in getting quotes. Will try for more. Next agenda 5<sup>th</sup> August.
- j. Global Road Safety week. It was **resolved** to purchase bumper stickers from the 20's plenty campaign. £61.50. Cllr shaw opposed the public funding the stickers, speedwatch will be out. Better off to go into the schools to educate children not to walk whilst using tech. People must take responsible for their own actions.
- Proposed: Cllr Bond**      **Seconded: Cllr Grigg**      **4-1 (Cllr shaw)**      **21/326**  
 k. It was **resolved** to pay Camelford Hall Grant £1150. Cllr Shaw noted the toilets were closed for most of last year
- Proposed: Cllr Shaw**      **Seconded: Cllr Coombes**      **unan**      **21/327**  
 l. It was **resolved** to apply for free landmark trees. Location and type to be considered on 30<sup>th</sup> July tree meeting.
- Proposed: Cllr Shaw**      **Seconded: Cllr Grigg**      **unan**      **21/328**  
 m. It was **resolved** to pay for damage done to a vehicle by CTC staff/lawnmower in Churchfield CP. £345 + VAT. Cllr Grigg – even if it is only 1% chance it wasn't our staff, CTC should be supporting our staff. Feel very uneasy about the situation. Cllr Rotchell noted hard to come down either way – on the balance of probability. Cllr Shaw supports Cllr Grigg, but not worth bothering about claiming

through insurers because the of the value and the excess. Cllr Rotchell noted time and dated pictures were taken. Lawn mowing going on that day and damage consistent with being clunked by a lawnmower. No blame for the staff. Damned if we don't, damned if we do. What about to staff morale? If we don't pay – the insurance company may have to pay out and CTC premiums will increase. Not taking action against that member of staff.

**Proposed: Cllr Shaw**      **Seconded: Cllr Coombes**      **4-1 (Cllr Grigg)**      **21/329**  
Next agenda – coning off the area when mowing

## 11. Accounts

### a. Balances at 14<sup>th</sup> July 2021 were noted

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

21/330

### d. It was resolved 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 cemetery	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

Chair's Signature.....

Dated.....

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
Postermyswall	Marketing/posters	Debit	£66.00
		<b>TOTAL</b>	<b>£21,102.18</b>
<b>Proposed: Cllr Coombes</b>	<b>Seconded: Cllr Bond</b>	<b>unan</b>	<b>21/331</b>

Income was **noted**

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
		<b>TOTAL</b>	<b>£4,010.25</b>
			21/332

## 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 Grigg** **unan** **21/333**

a. The request from Town Trust for £4,200 as part of OCM phase 1 was considered. CTC understanding it was a grant and not a loan. It didn't go to Council, no paperwork through Council at the time. Clear understanding that there was nothing to repay. Clerk noted that the rent has almost doubled following the survey and that the TT would have been required to clear the site; therefore, TT not out of pocket.

It was **resolved** to reply that CTC does not consider it a loan; it was a grant towards the project.

**Proposed: Cllr Shaw** **Seconded: Cllr Grigg** **unan** **21/334**

c. It was **resolved** to pay costs associated with utilities and legal fees for Deed of Easement at OCM.

**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **3-0 (2 abs)** **21/335**

**\*\*Cllr Grigg left the room\*\***

b. It was **resolved** to sign Saputo agreement OCM phase 2

**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **3-1 (Cllr Shaw) dec carried** **21/336**

## 13. To note items for 5<sup>th</sup> August 2021 Agenda.

Screening/landscaping of Tregath

Disabled Door at Public Toilet

**The Mayor closed the meeting at 8.25pm**

Chair's Signature.....

Dated.....