



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CILCA  
 Town Hall  
 Market Place  
 Camelford  
 Cornwall

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## Ordinary Council Meeting – 2<sup>nd</sup> September 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, Grigg, Hewlett, & Shaw 21/370

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

Cllrs Elford, Ackroyd-Johnson – personal.

It was resolved to accept the apologies

Proposed: Cllr Grigg                      Seconded: Cllr Shaw                      unan                      21/371

Cllrs Scawn & Chandler - none received

Clerk to contact the monitoring officer regarding Cllr Chandler's lack of attendance and Code training.

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

None 21/372

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

none 21/373

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

It was resolved to approve the minutes of the Ordinary Meeting 5<sup>th</sup> August 2021

Proposed: Cllr Grigg                      Seconded: Cllr Hewlett                      4-0 (3 abs)                      21/374

### 6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease – completed, but still waiting for the easement to be finalised with Caladan. Code of Conduct training for Councillors. Insurance claim Enfield Park – Zurich have closed the file. Planning training opportunity – 2 expressions of interest. Citizens advice digital hub for Camelford – have confirmed now have all the funding to go ahead. Damage to Broadwood bridge; matter is with the police. Public Toilet Disabled door – waiting on further quote. A39 Atlantic Highway Improvement – archaeology and built heritage walkover taking place today and tomorrow. Zip wire is broken – Schoolscapes had arrived to repair yesterday. 21/375

**\*\*Cllr Scawn arrived\*\***

Bridge vandalism and Zip-wire were discussed further.

### 7. Planning

**PA21/07280. An Skyber Helstone. Mr T and Mrs L Fitzgerald.** Proposed conversion of redundant commercial offices and storage to residential dwelling. Cllr Shaw visited site in 2018, was an external catering company; proposing 4 bed bungalow for disabled parents. Quite a little community of converted barns. Cllr Shaw noted it was not a conversion – application states knock it down and rebuild. Clause to stay with the property and not be sold off separately. Cllr Hewlett – noted that NDP states Helstone not suitable for anymore development, unsustainable, outside development boundary.

It was **resolved** to Object with comment regarding to stay with property; if approved by county  
**Proposed: Cllr Shaw                      Seconded: Cllr Grigg                      unan                      21/376**  
**PA21/07282. Tregath Business Park, Station Road. Mr J Smeeth.** Improvements to existing access to B3266, together with associated works. Cllr Shaw noted that it used to be a farm field entrance, owner started to improve the entrance but Highways insisted they applied for planning  
It was **resolved** to reply with No Objection  
**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/377**

To **discuss** landscaping of site. Agenda for January.

**PA21/07370. 6 Daws Meadow. Mr Jeremy Sharp.** Works to tree subject to a Tree Preservation Order, namely Ash tree in healthy condition but since last crown reduction in 2017 has grown substantially. The same crowning of 20% is needed to keep the shape whilst avoiding overhang over our roof.

It was **resolved** to reply with No Objection  
**Proposed: Cllr Shaw                      Seconded: Cllr Coombes                      unan                      21/378**

**PA21/08020. 4 Chapel Street. Mrs Sally Parsloe.** Works to trees within Camelford Conservation Area, namely to reduce height of Leylandii and Macrocarpa hedge down to approximately 2.5 metres.  
It was **resolved** to reply with No Objection

**Proposed: Cllr Hewlett                      Seconded: Cllr Grigg                      unan                      21/379**

**PA21/07653. Land south of Beech House, Higher Cross Lane.** Mr Shaun Taylor. Works to trees subject to a Tree Preservation Order, namely fell two Ash trees (G1). Cllr Rotchell wondered if there was any ash dieback? Note CTC policy is planting 3 for 1  
It was **resolved** to No Objection – replace 3 for 1

**Proposed: Cllr Shaw                      Seconded: Cllr Burgis                      unan                      21/380**

**For Information**

**PA21/06135. Clifton Cottage, Helstone. Mrs Rachael Skelton. Listed building consent. Approved 21/381**

**8. Portfolio Reports**

a. Mayor's Report – Cllr Rotchell noted that Friday music on the bandstand started slowly and the audience growing each week. Iguana Tropicana this week. Over 80 people last week. Parking outside the chip shop and Chinese is frightful. Attended Bodmin civic ceremony. Camelford in Bloom: best commercial – sycamore's camping site, hanging baskets went to the Masons, front garden – Nancy Lane, allotment - (some first-class allotments) Leslie Meridith – A1 condition – excellent variety, special award Izabelle Page – aged 11 – mightily impressed. Created prize out of mayor allowance, seeds and allotment garden book; she has been using her pocket money to fund it. Surgery is wrapping up discussions with Diocese, may see plans soon? Attended Mayor making in Launceston – very traditional ceremony. Meeting of Stakeholders of OCM, Town Trust, Police, CTC, Caladen developer and his head of security. Bottom line – easement hasn't been signed. Being held to ransom – closing at 11pm and a gate and fence to be replaced. Caladen noted a significant number of incidents – but Police had only had one report; on the grass outside the museum. Nothing else been reported. Trying to protect his investment. The skatepark was there long before the development. Agreed that he could repair the fence and replace like for like for the gate. A bollard may be placed by TT at the road entrance so no cars can enter onto the private road. Can say OCM is shut at 11pm – security could speak to users after that time – to ring the police telling them that there are people on site; nothing more private security can do. Will be liaising with Quattro from next week on feasibility study. Last night - damage to shelter in Enfield park – processed this morning; reported to the Police. Cleese car park will be devolved; £1k offer will be accepted - balance has been found by CC for the resurfacing and relining. Cormac has patched 3 squares. Cllr Shaw remembers agreeing it before the unitary authority with NCDC. Good news – a long time coming.  
Waiting for formal dates 21/382

**9. Correspondence**

- a. Cornwall Council climate literacy training – 2 free learning hub accounts. **Noted** 21/383
- b. Letter from census partnerships team – thank you for helping. **Noted** 21/384
- c. Letter from Camelford Town trust – request for a meeting. To liaise with their Clerk. 21/385

**10. Agenda Items**

- a. Correspondence from Parish of Lanteglos by Camelford was **noted**. Cllr Rotchell noted that CTC minute from 2004 has been found stating that CTC had resolved to accept responsibility for cutting



n. It was **resolved** to purchase replacement bollard sleeves for Churchfield car park as per budget up to £500.

**Proposed: Cllr Bond**                      **Seconded: Cllr Grigg**                      **unan**                      **21/399**

## 11. Accounts

a. Balances at 24<sup>th</sup> August 2021 were noted

Current Account	£94,514.50		
Tracker Account	£51,424.66		
NS&I	£42,483.49		
CCLA	£80,000.00		21/400

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

Staff	August Wages & expenses	BACS	£7,228.98
HMRC	August Tax & NI	BACS	£1,952.71
Cornwall Pensions	August Pension contributions	BACS	£2,233.68
Spar	Office supplies	Debit	£19.33
Stephens Home Hardware	Maintenance supplies	BACS	£2.99
Western Supply	Maintenance supplies	BACS	£24.91
Positive Electricity	Town Hall Electricity	DD	£58.34
Cornwall Council	Enforcement car park	BACS	£91.20
Mane Events	Snow Globe Hire – winter festival	BACS	£275.00
Camelot Garage	Fuel for equipment	BACS	£30.00
Motofix	Insurance claim – bumper repair	Debit	£414.00
Amazon	Disposable Gloves	Debit	£22.98
Amazon	Disposable Face Masks	Debit	£27.96
Staples	Office supplies	Debit	£32.51
Kernow Training	Mowers and Leafblowers	BACS	£510.00
R Sleep Ltd	Maintenance supplies	BACS	£7.06
Smart Window cleaning	Town Hall windows	BACS	£25
Amazon	Prizes – in bloom mayors allowance	Debit	£23.78
Badgemaster	Photo ID badges	BACS	£31.40
Cornwall Council	DBS check – Youth Worker	BACS	£53.20
R Butler (Events)	Acrobatic Elves – winter festival	BACS	£1674.00
Duchy Defibrillators	Annual monitoring, Conservative Club	BACS	£192.00
Cornwall ALC	Chairmanship Training	BACS	£24.00
Bunzl	Public Toilet Supplies	BACS	£42.45
Pickle Design	Website – google search	DD	£60.00
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
Tesco Mobile	MGM mobile	DD	£7.50
SeaDog IT	Webhosting	DD	£25.00
Plusnet	Broadband/Telephone	DD	£54.67
CloudyIT	IT licences and back up	DD	£223.14
		<b>TOTAL</b>	<b>£16,230.29</b>
<b>Proposed: Cllr Grigg</b>	<b>Seconded: Cllr Scawn</b>	<b>unan</b>	<b>21/401</b>

**Proposed: Cllr Grigg**

Income was noted

Car parking permits	residents and businesses	AC	£320.00
CPA Horticulture	refund	AC	£628.39
Car parking permits	renewal	AC	£10.00
Post Office	Tickets	cash	£220.00
Post Office	Printing & Library Q1	cash	£133.00
Post Office	Tickets	cash	£100.00
		<b>TOTAL</b>	<b>£1,411.39</b>
			21/402

## 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 Burgis                      Seconded: Cllr Bond                      unan                      21/403**

OCM phase 2 update was received from Cllr Rotchell.

a. It was **resolved** to contract with Electrician for OCM works.

**Proposed: Cllr Bond                      Seconded: Cllr Hewlett                      unan                      21/404**

Clerk to contact electrician regarding bandstand lights

**13. To note items for 21<sup>st</sup> September 2021 Agenda.**

Screening/landscaping of Tregath

Disabled Door at Public Toilet

**The Mayor closed the meeting at 21:03**

# 1<sup>st</sup> Camelford Scout Group

Registered Charity No. 275227



1<sup>st</sup> September 2021

Dear Camelford Town Council

REF - Utilities at Town Trust Land - Clease Road

As you are aware we currently lease land upon which our scout hut is placed. This lease has been renewed - however we continue to desperately seek land to build a more suitable and permanent premises.

The Town Council currently use our electric to light the skate park. We believe it would also benefit from having access to our water supply.

As a committee, we propose that the Town Council take on the ownership of the water and electric utilities, billing us monthly for water and electric used. We can provide 5 years' worth of bills that show evidence of our usage to work out an average amount.

If the Town Council wishes to do this, it does not have any bearing on our right of lease from the Town Trust and gives them no right to our hut or land.

We currently do not have a committee Chairperson appointed so please liaise with myself (Treasurer) or Kim Cann (Secretary).

We look forward to hearing your thoughts on this.

Kind regards

*CL Hicks*

Charlotte Hicks (Treasurer)

Kim Cann (Secretary)

## Esther Greig

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**From:** Esther Greig  
**Sent:** 25 August 2021 09:41  
**To:** Aaron Scawn; Alan Burgis; Andy Shaw; Ayla Ackroyd-Johnson; Claire Hewlett; Emma Grigg; Mike Coombes; Rob Chandler; Rob Rotchell; Stephen Bond; Sue Elford  
**Subject:** Enfield Park riverbank project - Explanation of increased costs.

FYI

**From:** Dan Smith <dsmith@bridgecivileng.co.uk>  
**Sent:** 24 August 2021 18:22  
**To:** Esther Greig <clerk@camelford-tc.gov.uk>  
**Cc:** Mike Rockey <mrokey@bridgecivileng.co.uk>  
**Subject:** RE: Flood Risk Activity Permit EPR ZB3754LV Enfield Park, Camelford - GRANTED

Hi Esther,

That is good news.

The cost increase has unfortunately happened following the consultation with the EA. The EA have previously encouraged the installation of rock rolls (rocks with in net bags) to prevent erosion within water courses. The tender submission was based on using these along the river banks. However during the consultation and application of the Environmental Permit the EA informed us that the stance on the use of rock rolls had changed due to the netting containing plastic. The EA are actively discouraging the use of plastic within the environment as they ultimately end up harming it.

Therefore the approach to repair and maintain the river banks had to shift to an acceptable solution. This was discussed on site with the EA and due to the high flows present a stone solution was determined as being best. This is similar to the opposite bank and provides habitat and environmental enhancements. This approach is however more labour intensive and incurs a higher cost to install. The stone work also requires some temporary works to provide dry working areas to prevent pollution and mobilisation of silts within the river and allow the stonework to be installed correctly.

Kind Regards,

**Dan Smith** CEng MICE  
Pre Construction Manager  
Bridge Civil Engineering Ltd

Registered Office; Silverton House, Chudleigh, TQ13 0DF.  
Place of Registration; England & Wales.

**COVID-19 SECURE!** We kindly ask, no visitors to our office, or sites without prior arrangement. Follow social distancing guidelines

**From:** Esther Greig <clerk@camelford-tc.gov.uk>  
**Sent:** 24 August 2021 11:15  
**To:** Dan Smith <dsmith@bridgecivileng.co.uk>  
**Subject:** RE: Flood Risk Activity Permit EPR ZB3754LV Enfield Park, Camelford - GRANTED

Hi Dan,

My slightly snotty email to MHCLG seems to have worked. CTC have received approval for the PWLB loan.

I need to put the revised price through Council next week – but it would be great to have an explanation of the cost increase. Obviously, you explained it to me verbally yesterday; I just need a paragraph in writing to forward to Councillors.

Yes, do invoice for the design and FRAP; if I can get that before end of play tomorrow I can get it authorised at the same meeting – 2<sup>nd</sup> September.

Did you want to arrange a site visit?

Best regards



Esther Greig  
Camelford Town Clerk and Responsible Financial Officer  
Town Hall  
Market Place  
Camelford  
Cornwall  
PL32 9PD

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Website: [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

Not available on Thursdays.

**From:** Dan Smith <[dsmith@bridgecivileng.co.uk](mailto:dsmith@bridgecivileng.co.uk)>

**Sent:** 20 August 2021 14:16

**To:** Amanda Lash <[admin@camelford-tc.gov.uk](mailto:admin@camelford-tc.gov.uk)>

**Cc:** Esther Greig <[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)>; Mike Rockey <[mroockey@bridgecivileng.co.uk](mailto:mroockey@bridgecivileng.co.uk)>

**Subject:** RE: Flood Risk Activity Permit EPR ZB3754LV Enfield Park, Camelford - GRANTED

Hi Amanda/Esther,

Please see price list below. The items highlighted green are new, amber adjusted price and red are items removed. The alterations are to suit the advice from the EA to obtain the FRAP.

I hope the price is still acceptable and suggest we may be able to make a saving on the number of anchors required. We will determine this on site during the works and only charge for what has been used. If there are any questions please give me a call and I will be happy to discuss any details.

Are you happy for me to invoice for the design and FRAP, a total of £9100.



Item Nr	Description	Unit	Quantity	Rate	Price
	Design	Sum	1		£
	Produce CPP and RAMS.	Sum			£
	Submit FRAP applications and obtain FRAP for all temporary and permanent works.	Sum			£
	Mobilisation and site-set up.	Sum	1		£
	Prelims and supervision	Sum	1		£
	Temporary Works	Sum	1		£
					£
	<b>Section 1</b>				£
	Formalise dog access	item	1		£
	Scour around tree	m	5		£
	Fill over existing rock rolls (coir rolls/matting/soil)	m	35		£
	section next to tree	m	3		£
	Stone work under tree (amend current rock roll attachment detail as attached to tree)	m	2		£
	Coir matting to protect bank immediately downstream of bridge	m	8		£
					£
	<b>Section 2</b>				£
	Full bank repair, rock roll, coir roll, coir matting (removed)	m	0		£
	Fill material	t	20		£
	Remove gabions	m	8		£
					£
	Stonework (replace rockrolls originally priced)	m	75		£
					£
					£
	Surfacing (5mm grit)	m	3m x 1000m		£
					£
	Anchors (section 1)	no	40		£
	Anchors (section 2)	no	80		£
					£
	Demobilise site set up and tidy-up.	Sum			£
<b>The total of the Prices</b>					<b>£ 93,036.00</b>

Kind Regards,

**Dan Smith** CEng MICE  
 Pre Construction Manager  
 Bridge Civil Engineering Ltd

Registered Office; Silverton House, Chudleigh, TQ13 0DF.  
 Place of Registration; England & Wales.

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From: Amanda Lash <admin@camelford-tc.gov.uk>  
 Sent: 20 August 2021 10:30  
 To: Dan Smith <dsmith@bridgecivileng.co.uk>