



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
www.camelford-tc.gov.uk

Ordinary Council Meeting – 2nd December 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 5 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Shaw. 21/565

2. To receive Apologies for absence with reasons

Cllrs; Ackroyd-Johnson, Grigg, Hewlett and Scawn - Personal
It was **resolved** to accept the apologies

Proposed: Cllr Bond **Seconded: Cllr Coombes** **unan** **21/566**

3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw 10.d agenda Clease CP pecuniary interest to leave the room 21/567

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

1 member of the public attended 21/568

5. To receive and approve the Minutes of:

It was resolved to approve the Ordinary Meeting 16th December 2021 with one amendment

Proposed: Cllr Shaw **Seconded: Cllr Bond** **5-0 (1 abs)** **21/569**

6. To receive Clerk's report

Matters arising from the Minutes. OCM phase 2 started this week; currently breaking up the broken surface. Site meeting was held week. An issue with access for the Scouts to the hut which has now been resolved, access to the skatepark throughout the build, EV Chargers are in and working.

21/570

7. Planning

PA21/10725. Trelwin, Station Road. Mrs Christine Sleep. Certificate of Lawfulness for an Existing Use in breach of Condition 2 (agricultural occupancy) of Application No. 21589/E (E/CM/21679) as C3 Residential Use. Cllr Shaw noted he'd read through rules for agricultural ties; they've not got continuous residential use.

It was **resolved** to Object

Proposed: Cllr Shaw **Seconded: Cllr Elford** **4-0 (2 abs)** **21/571**

For information only

PA21/09338. 6 Daws Meadow. Mr Jeremy Sharp. Works to trees. Refused 21/572

8. Portfolio Reports

a. Mayor's Report – attended mayors meeting on zoom from across Cornwall – mainly discussed the fate of leisure centres across Cornwall – proposed closure of 4 leisure centre. General concern about all centres going forward. Asking about the way Camelford leisure is run. Decision regarding

Centres will only made by Cabinet, not by Councillors. TT AGM – attendance levels were good and an interesting meeting. Site meeting and contractors. Attended funeral of John Goodman. Radio Cornwall about winter carnival. Senior citizens lunch - 39 lunches, thanks to Camelford primary school choir and Moor harmony, Peggy and ladies in kitchen, a bit tight on getting enough helpers. Lantern parade - thanks to town band. Lights on 7 o'clock, Boscastle buoys. Good job on the lights. Lights around entrance to park. Thanks to the Deputy clerk and events committee for pulling it all together - fireworks were superb. No negative comments. Big thank you for everyone who helped. Matt Baker was in the Old Bank for the consultation the future of Camelford – to get involved. www.bigconversation.com. Scott Mann MP touched on the bypass. It's with HM Treasury – when will we know? Shouldn't be too long now... School Governors meeting today. Credit to them for doing a fantastic job. 100 of the 300 pupils attract pupil premium.

21/573

9. Correspondence

a. Camelford Town Trust – Request for copy minutes. Cllr Shaw noted that CTC minutes are accurate minutes and to send. It was **resolved** to send.

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 21/574
 b. DLU,H&C – copy letter to Scott Mann MP. **Noted** **21/575**

10. Agenda Items

a. It was **resolved** to seek out quoted for renewable/green supply for electricity at Scout Hut, as separate meters can be installed for other users

Proposed: Cllr Coombes Seconded: Cllr bond unan 21/576
 Cllr Shaw noted the incorrect MPAN address. Clerk to investigate further.

b. For the Local Council Award Scheme. It was **resolved** that CTC recognises its duties in relation to bio-diversity and crime and disorder, and meets all the criteria for the Foundation and Quality Awards (subject to imminent) completion of the Annual Report).

Proposed: Cllr Bond Seconded: Cllr Coombes unan 21/577
 c. The minutes of the Finance Working Group were **noted**. **21/578**

*** Cllr Shaw left the room***

d. The management policy for Clease car parking order was **discussed**. Cllr Coombes is it worth having enforcement for only 12 spaces if the rest are permits. Cllr Burgis noted a lot of people have replied saying want they want the same at Churchfield, Cllr Rotchell noted not a large response – about 10%. Can change the decision in the future. Interestingly, every time he has visited recently, he has always been able to park. Surprised at this. Cllr Elford noted it is not the summer. Open mind. Cllr Burgis if bypass goes through there are more people coming into town. Also noted that pay and display works for Churchfield. Shoppers don't walk from Clease into town. Hoping to get more people into town. People are more opinionated on why some residents should park 3 cars for their household. Proposed free with review in 2 years

It was **resolved** to leave free to end user, no permits or ticket machine, review in 1 year.

Proposed: Cllr Bond Seconded: Cllr Coombes 4-1 dec carried 21/579
Cllr Shaw returned

e. It was **resolved** to charge 30p kw/hr for Podpoints in Clease CP.

Proposed: Cllr Bond Seconded: Cllr Elford unan 21/580

11. Accounts

a. Balances at 23rd November 2021 were **noted**

Current Account	£307,815.81
Tracker Account	£51,425.94
NS&I	£42,483.49
CCLA	£80,000.00

21/581

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

The LED Store	OCM – floodlights and posts	Debit	£1780.34
Beiran Martlew	Bandstand LED strip lighting repair	BACS	£192.50
R Sleep	Maintenance Supplies	BACS	£115.41
Cornwall Council	Churchfield – Enforcement	BACS	£109.80
Seaway Aqua Ltd	Pond maintenance	BACS	£936.00
Camelot Garage	Fuel for van	BACS	£40.00

Chair's Signature.....

Dated.....

Parkinson Partnership	VAT advice for OCM	BACS	£600.00
A&P Southern Doors	Replacement disabled door	BACS	£1972.80
Yetiserve	OCM CCTV repair	BACS	£186.00
Amazon	Flag pole holders	Debit	£544.39
Amazon	Senior Xmas lunch supplies	Debit	£77.44
Bridge Civil Engineering	Riverbank works	BACS	£98,145.60
Cornwall Council	Road Closure – winter festival	BACS	£48.00
Bodmin Nursery	Christmas Trees	BACS	£900.00
Sea Dog IT	Webhosting	DD	£25.00
Tesco Mobile	MGM mobile	DD	£7.50
Positive Energy	Town Hall Electricity	DD	£126.41
EDF	OCM Electricity	DD	£100.75
EDF	OCM Electricity	DD	£209.82
Voiphone	Telephone calls	DD	£50.00
Green Tech	Tree supports and protectors	Debit	£209.82
Barclays	Account fees	DD	£8.72
The Freestyle collective	OCM works – valuation 1	BACS	£49,430.82
P Ellison	Senior Xmas lunch supplies	BACS	£110.19
Cornwall Council	lights PCN (Mayors allowance)	Debit	£25.00

TOTAL £155,952.31
5-0 (1abs) 21/582

Proposed: Cllr Bond
Income was **noted**

Seconded: Cllr Elford

Post Office	Churchfield Tickets	cash	£140.00
Stall Holder	Winter craft fair	AC	£5
Business	Visit Camelford website	AC	£24.00
WPD	Insurance claim – sewer work OCM	cheque	£3,071.20
Openreach	Wayleave	cheque	£11.18
Cornwall Council	senior citizens lunch – community chest	AC	£100.00
PWLB	Enfield Park project loan	AC	£94,711.75
		TOTAL	£98,063.13
			21/583

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 Coombes** **unan** **21/584**

a. Enfield park pond path and drainage were **discussed**. Clerk noted that only one contractor provided quotes. Similar to previous from 3 years ago for the path. Clerk noted budget has £9k for the PWLB repayments that won't start until May 2022 as well as £12k in EMR: both cover the values of the quotes and have asked contractor to merge quotations to do both sets of work at the same time.

It was **resolved** to instruct PTC to undertake these works

Proposed: Cllr Coombes **Seconded: Cllr Rotchell** **5-0 (1abs)** **21/585**

b. The budget and precept for 2022-23 was **discussed**. Noting no need for management systems for Cleas CP (ticket machine etc) nor further budget for path. Budget for grants for Christmas Lights and Leisure Centre were increased to match previous year.

It was **resolved** to have Council tax Band D percentage rise of 4.14%, noting this is less than inflation.

Proposed: Cllr Bond **Seconded: Cllr Coombes** **unan** **21/586**

Clerk noted that resolution for precept and 3 year budget will go into main agenda next meeting for transparency purposes.

13. To note items for 21st December 2021 Agenda.

- To discuss FC and WG meeting venues for 2022.
- To resolve to set precept and accept 3-year budget
- To discuss use of Council Logo

The Mayor closed the meeting at 8.05 pm

Esther Greig

From: Esther Greig
Sent: 30 November 2021 12:18
To: [REDACTED]
Cc: Rob Rotchell; Highways & Environment East
Subject: RE: Building works on Higher Cross Lane

Dear Gareth,

Thank you for your email. I am sorry to hear about the inconvenience you are experiencing.

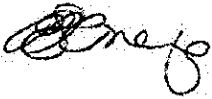
Usually its Cornwall Council Planning department that specify whether a transport plan or construction plan is needed for the building site. This is the application:

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PW8GLQFGHUY00>

I am unsure about which department at Cornwall Council would be best to speak to about your issues – Planning or Highways. I will forward to Highways in the first instance as there is soiling of the roads too.

I will respond to you further once I have had a reply from Cornwall Council/Cormac.

Best regards



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

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.

From: Gareth [REDACTED]
Sent: 30 November 2021 11:44
To: Esther Greig <clerk@camelford-tc.gov.uk>
Subject: Building works on Higher Cross Lane

Good morning,

I just wanted to raise awareness of persistent road closures on higher cross Lane. This is due to heavy vehicles / deliveries to the building site just off the A39.

Higher cross lane is the only viable exit from Tregoodwell and we have been stuck in jams on a number of occasions (I am currently 20 minutes into in a traffic jam).

I should add that there has also been significant soiling of the road.

I wonder whether there may be scope to press the contractor into providing off road unloading or limiting time slots and advising local people accordingly.

As I write, my wife has walked up to the contractors who were quite offhand regarding the delay; people at the front of the queue have been stuck for over thirty minutes.

Your input would be much appreciated.

Kind regards

[REDACTED]

To: Esther Greig <clerk@camelford-tc.gov.uk>
Cc: jilljeffs2000@yahoo.co.uk
Subject: 1st Camelford Scouts

To whom it may concern

I've felt I have had to write this to highlight the lack of support and acknowledgment shown to 1st Camelford Scout Group (Beavers, Cubs & Scouts) from Camelford town council and trust.

A scout group should be an integral part of any community helping the development of young people in achieving their full physical, intellectual, emotional and social potentials as individuals. But unfortunately this does not seem to be the case in Camelford.

Not only have the scout group had to cope with ongoing issues from the skate park i.e damage to the hut, rubbish, bad language and attitude issues(bearing in mind the beaver pack are only aged from 6 years old) but they now have to deal with phase 2 of the skate park where the fencing barriers have been put up, blocking access into the hut !!

I can honestly say that I am appalled at the lack of respect for them.

I am a parent of 2 boys who attend this scout group and everytime they put on their scout uniform with 1st Camelford scouts on their sleeve they wear it with pride.
It is just so sad that Camelford doesn't feel as proud of them.

Yours sincerely
Rachel [REDACTED]

Sent from my iPhone

Esther Greig

From: Esther Greig
Sent: 30 November 2021 11:42
To: Rachel [REDACTED]
Cc: jilljeffs2000@yahoo.co.uk; [REDACTED]; Rob Rotchell; Claire Hewlett
Subject: RE: 1st Camelford Scouts

Dear Rachel,

Thank you for your email. I am sorry to hear that you feel that CTC are not supporting or acknowledging the Scout Group.

CTC has been liaising with the Scouts since the start of the regeneration project in 2017. CTC were speaking with Katherine Rawlinson during phase 1 and early stages phase 2, then a meeting with Lyn Davis in December 2018 to discuss communication and the way forward - no issues of lack of support or respect were raised at that time. The project was on hold during the pandemic, but recently CTC have been liaising with the current treasurer, Charlotte Hicks (copied to this email). CTC are aware that the Scouts would rather be in a rural setting rather than adjacent to the skatepark. CTC have been liaising with a landowners to try to find an alternative site for the Scouts and sourced funding opportunities to build a new centre adjacent to the skatepark - unfortunately this wasn't a fit for the Scouts. The Deputy Clerk gave alternative landowners details to Charlotte Hicks this year and chased this with the landowner in September 2021. I have asked CTC Deputy Clerk to contact the Committee to see if there any ways CTC can further improve communication and support. Recently CTC has been speaking regularly with the Scouts regarding utilities and the commencement of the next phase of the skatepark development.

CTC had a site meeting last week with the contractor where it was specified, by myself, that Scouts need access at all times to the hut. The contractor arrived on site yesterday to start - installing fencing and their portacabin for the workforce. I have asked the CTC Grounds Manager to check with the contractors this morning to ensure that the fencing is repositioned to allow access. I apologise for any inconvenience caused.

OCM phase 2 will hope to address the other issues noted of antisocial behaviour. A youth worker has been employed by CTC and a café will be open which will ensure that adults will be on site at peak times. The youth shelter will be moved to its original planned position, adjacent to the café.

Please do not hesitate to contact me if you need anything further.

Best regards

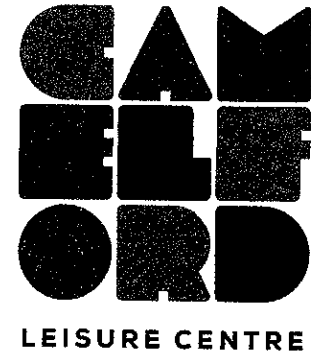
Esther Greig
Camelford Town Clerk and Responsible Financial Officer Town Hall Market Place Camelford Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.

-----Original Message-----

From: Rache [REDACTED]
Sent: 29 November 2021 21:31

Mr Rob Rotchell
Camelford Town Council
Camelford Library
Camelford



6th December, 2021

Dear Rob

— On behalf of the directors of Camelford Leisure Centre Ltd, I would like to thank you and the other Camelford Councillors for the generous donation of £3,000.

We have ordered the new inflatable and we expect it to arrive any day now. If councillors would like to try it out, please let Pete or Pat know and I am sure that something could be arranged!!

It seems amazing that, very soon, the Leisure Centre will have been operating for 9 years as a community run facility and it is a tribute to the whole of our community that the Centre continues to be financially viable especially in the light of the uncertain futures of two of our neighbouring centres. I hope that they have as supportive a group of local councils as we have been lucky enough to have.

The directors are hoping to be able to mark our 10th anniversary next year in a suitable fashion with as many of our supporters as possible.

The board is always keen to have input from all of our stakeholders. Sop, if the town council has any suggestions for how we can develop our offer, do please let me know.

Once again, many thanks for your generous support

Yours sincerely

A handwritten signature in black ink that reads 'Jonathan J. Holt'. The signature is written in a cursive style with a long horizontal line above the first name.

Jonathan Holt
Chair, Camelford Leisure Centre Ltd

Camelford Leisure Centre Ltd, Station Road, Camelford, Cornwall, PL32 9UE
T: 01840 213188 / E: info@camelfordleisurecentre.co.uk / www.camelfordleisurecentre.co.uk

Esther Greig

From: Tina McGrath <Tina.McGrath@cornwall.gov.uk>
Sent: 25 November 2021 08:05
To: Alan Burgis; Andy Shaw; Claire Hewlett; Chris Jarvis - Trevalga; Cllr Carolyn Edwards - Forrabury & Minster; Cllr Ro Chapman - Delabole; Davidstow PC - Andrew McKersie; Denis Lusby; Forrabury & Minster PC; Fred Hockin; Jackie Burnard; John Conway; Lynette Hutchinson; naomitremaintpc@gmail.com; Roger Lyle (roger.lyle@tintagelparishcouncil.gov.uk); Simon Mitchell (michaelstowparish@gmail.com); sjtheobald@btinternet.com; Veronica Stansfield; Zoe Coshall - Tintagel ; Adrian Prescott; Caroline Tretton; Esther Greig; Jenny Hoskin (clerk@stteathparishcouncil.co.uk); Lesley Bain; Mrs Anita Cornelius; Mrs Johanna Merritt; Mrs Sarah James; Philip Stephenson; Sue Theobald - Interim Tintagel ; Suzanne Cleeve - Delabole Clerk ; Tresmeer Clerk
Cc: Cllr Dominic Fairman; Cllr Barry Jordan
Subject: FW: Camelford CNA 20mph Phase 1

Information Classification: CONTROLLED

Good morning!

I am delighted to announce that we have been successful in our bid to be in the 20 mph pilot. The email below was sent yesterday confirming this. I will be in touch once I have further details around the next steps.

Regards

Tina

Please note my working days are Tuesday/Wednesday/Thursday

Tina McGrath
Community Link Officer, Camelford Community Network Area
Localism Team
Communities & Public Protection Service
Neighbourhoods Directorate
Cornwall Council
Mobile: 07483 168459
Email: tina.mcgrath@cornwall.gov.uk

First Floor South Wing, Chy Trevail, Beacon Technology Park,
Bodmin, PL312FR

www.cornwall.gov.uk

Information Classification: CONTROLLED

Dear Barry and Dominic

As you will both be aware, following the report to EG&D OSC on the 5th October, officers have been reviewing potential candidates to come forward in the early phase of delivery

for the 20mph programme. This was not an easy task with over 125 requests received from Members, Parish/Town Councils and communities all keen to be chosen.

I am pleased to be writing to you both to confirm that we have selected Camelford Community Network Area to come forward. I wrote to you recently to say how much I welcomed the approach taken by Camelford CNA to put yourselves forward as a whole area and for the time taken to present issues to officers. With 20mph already being designed for both St Teath and Delabole we were keen to build on this looking at the remaining 30mph limits.

The commission to review all 30mph limits within Camelford CNA will be sent out shortly and we will be working towards delivery by June 2022, allowing time for monitoring the impact. Where possible we will be changing all 30mph limits to 20mph, with the caveat that there may be some areas that through an exceptions process remain as 30mph or a more focused 20mph section where the transition to a driver is clear. We have been in discussion with 20s Plenty and Devon and Cornwall Police on this aspect.

A report of the outcomes is due to come back to OSC in October 2022, with a view that we recommend a countywide deployment to Cabinet.

I trust that this comes as welcomed news, officers are looking forward to continue working with you and your Town/Parish Councils as this work advances.

Kind regards

Philip

Philip Desmonde
Cornwall Councillor
Cabinet Member - Transport Portfolio
Pool and Tehidy (C)
07841 659912

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Esther Greig

From: Julie Flower <Julie.Flower@cornwall.gov.uk>
Sent: 13 December 2021 16:35
Subject: CONSULTATION : Hackney Carriage & Private Hire Vehicle, Operator & Driver Licensing Policy

Information Classification: CONTROLLED

PUBLIC CONSULTATION

Cornwall Council Hackney Carriage (Taxi) / Private Hire Vehicle, Operator and Driver Licensing

Statement of Practices, Procedures and Policy

Cornwall Council, in its role as Licensing Authority, is responsible for licensing and regulation of the Hackney Carriage (Taxi) and Private Hire trade.

A new draft Policy has been prepared, which brings together all the Licensing Authority's practices and procedures for Taxis and Private Hire Vehicles, Private Hire Operators and Taxi/Private Hire Drivers into one document, with various appendices.

The draft Policy takes into account the statutory guidance published by the Government in July 2020, which is available at this web-link:-

[Department of Transport 2020 Statutory Taxi & Private Hire Vehicle Standards](#)


The Council has a legal duty to have regard to the statutory guidance and the Department of Transport have stated they expect their recommendations to be implemented unless there is a compelling reason not to.

The draft Policy document together with the appendices is available at this web-link:-

<https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/licenses-for-taxi-s-and-private-hire/public-consultation/>

The Licensing Service would welcome your comments on all aspects of the draft policy; responses will be used to help inform any changes to the policy.

Please email licensing@cornwall.gov.uk with your comments no later than 7 February 2022.

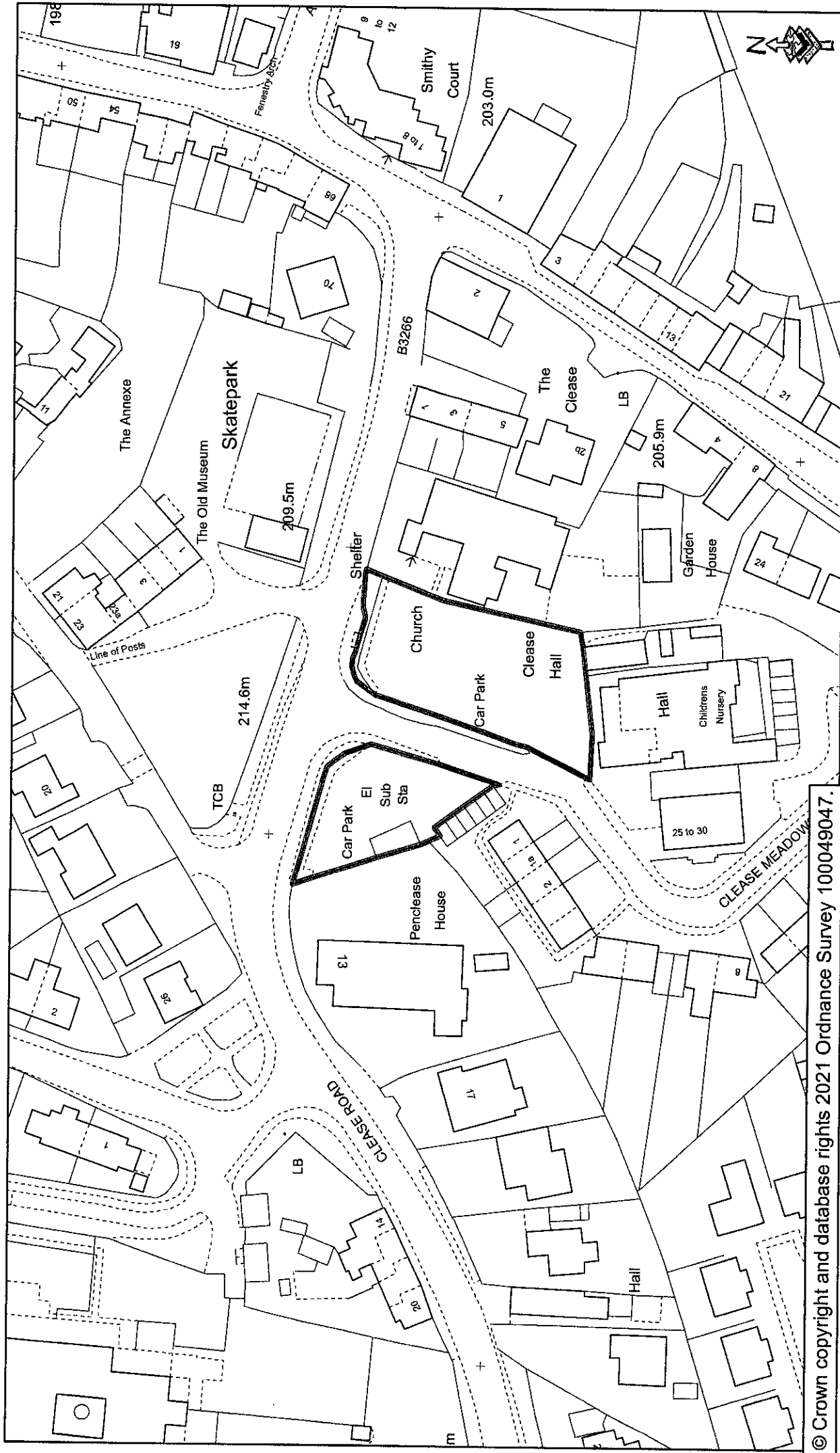
<h1 style="text-align: center;">Heads of Terms for Freehold Transfer</h1>	
SUBJECT TO CONTRACT	
1. Initial Information	
1.1 Premises Address (shown outlined in red on the attached plan):	Cleese Car Park, Cleese Road, Camelford, PL32 9PL as shown outlined in red on the plan. UPRN14311.
1.2 Area of Property (e.g. sq.m.):	2,463 sq m
1.3 Full Name and Address of Vendor:	Cornwall Council New County Hall Truro Cornwall
1.4 Contact Name for Vendor:	Lamorna Smith
1.5 Email for Vendor:	Lamorna.Smith@cornwall.gov.uk
1.6 Telephone Number for Vendor:	01872 327443
1.7 Mobile Number for Vendor:	
1.8 Full Name and correspondence address of Purchaser:	Camelford Town Council c/o Esther Greig Town Clerk Town Hall Market Place Camelford PL32 9PB
1.9 Purchaser's Company Registration Number (if applicable):	
1.10 Purchaser's Registered Office (If applicable):	As above
1.12 Contact Name for Purchaser:	Esther Greig
1.13 Email for Purchaser:	clerk@camelford-tc.gov.uk
1.14 Telephone Number for Purchaser:	01840 212880
1.15 Mobile Number for Purchaser:	
1.16 Consideration:	£1
1.17 Is VAT Payable?	No
2 Rights	
2.1 Rights granted by the Vendor (inc. RoWs, drainage connections etc.):	Right to connect to or maintain any services through under or upon the adjacent land owned by Cornwall Council. Right reserved to the Town Council for access and egress for the purposes of maintaining or repairing any of the demised property adjacent to Cornwall Council land
2.2 Rights reserved for the Vendor:	Right to connect to or maintain any services in connection with Cornwall Council's adjacent land and buildings.

	Access and egress onto Cornwall Council's adjacent land and buildings for Cornwall Council appointed agents, contractors or associated companies, tenants or licensees. Access to maintain Cornwall Council's adjacent land and buildings.
2.3 Covenants attached to the transfer:	A covenant is to be included limiting the use of the site to that of car parking.
3 Accommodation Works	
3.1 What accommodation works are to be carried out by the Purchaser?	None
3.2 Is there a deadline for the works?	
3.3 What accommodation works are to be carried out by the Vendor?	None
3.4 Is there a deadline for the works?	
4 Overage	
4.1 Is there an overage provision in the transfer?	No
4.2 If so, provide details:	
4.3 Trigger event/notice	
5 Costs	
5.1 Who is responsible for the Vendor's surveyor's costs?	Vendor
5.2 Is there a set amount?	No
5.3 Who is responsible for the Vendor's legal costs?	Vendor
5.4 Is there a set amount?	No
6 Vacant Possession	
6.1 Is the site sold with vacant possession?	Yes
6.2 If no, provide further details.	
7 Any other terms	
7.1 Detail any further terms or conditions relating to the transfer:	None
8 Conditions	
8.1 References	
8.2 Cabinet / Member approvals	
8.3 Planning	
8.4 Local Authority consents	
8.5 Further surveys required?	
8.6 Vendor's Solicitor	County Legal Services, The Cornwall Council, New County Hall, Treyew Road, TRURO TR1 3AY

8.7 Vendor's Solicitor's Telephone Number:	TBC
8.8 Vendor's Solicitor's Email Address:	chantal.golden@cornwall.gov.uk
8.9 Purchaser's Solicitors:	The Vendor recommends that the Purchaser seeks independent legal advice.
8.10 Purchaser's Solicitor's Telephone Number:	
8.11 Purchaser's Solicitor's Email Address:	TBC
8.12 Timing and Other Matters:	
8.13 Exclusivity period, target for exchange?	TBC
8.14 No Contract:	These heads of terms are subject to contract.
8.15 Purchaser's Agent(s):	The Vendor recommends that the Purchaser seeks independent professional advice.
8.16 Vendor's Agent(s):	Lamorna Smith

Cleaze Car Park, Camelford

Scale 1:1,000 Paper Size: A4



CIVILITY AND RESPECT PROJECT



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response, this Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

The primary aim of the project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.

The group appointed a project manager, Michelle Moss, who started in October. Michelle has a background in project management and has 6 years' experience as a Parish Clerk in various local councils.

The project team is now focused on progressing the aims of the working group, and this is the first of a series of project updates to let everyone know what is being done on the project to address these issues.

Q: How will I be kept up to date about the project progress?

A: The team will produce regular newsletters and articles as the project progresses and utilize social media to keep you up to date. Newsletters will be emailed initially and will all be available on the Civility and Respect web pages of SLCC and NALC websites.

Q: What are the timescales for delivering the project?

A: The project will initially run until the end of 2022, and progress will be assessed against a set of critical success factors agreed by the project assurance board.

The Project Workstreams

The working group had identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organized into six project workstreams which together will deliver on the Civility and Respect Working Group mission.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 1 | NOVEMBER 2021

MISSION STATEMENT

Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable whether that is by councillors, professional officers, staff or members of the public.

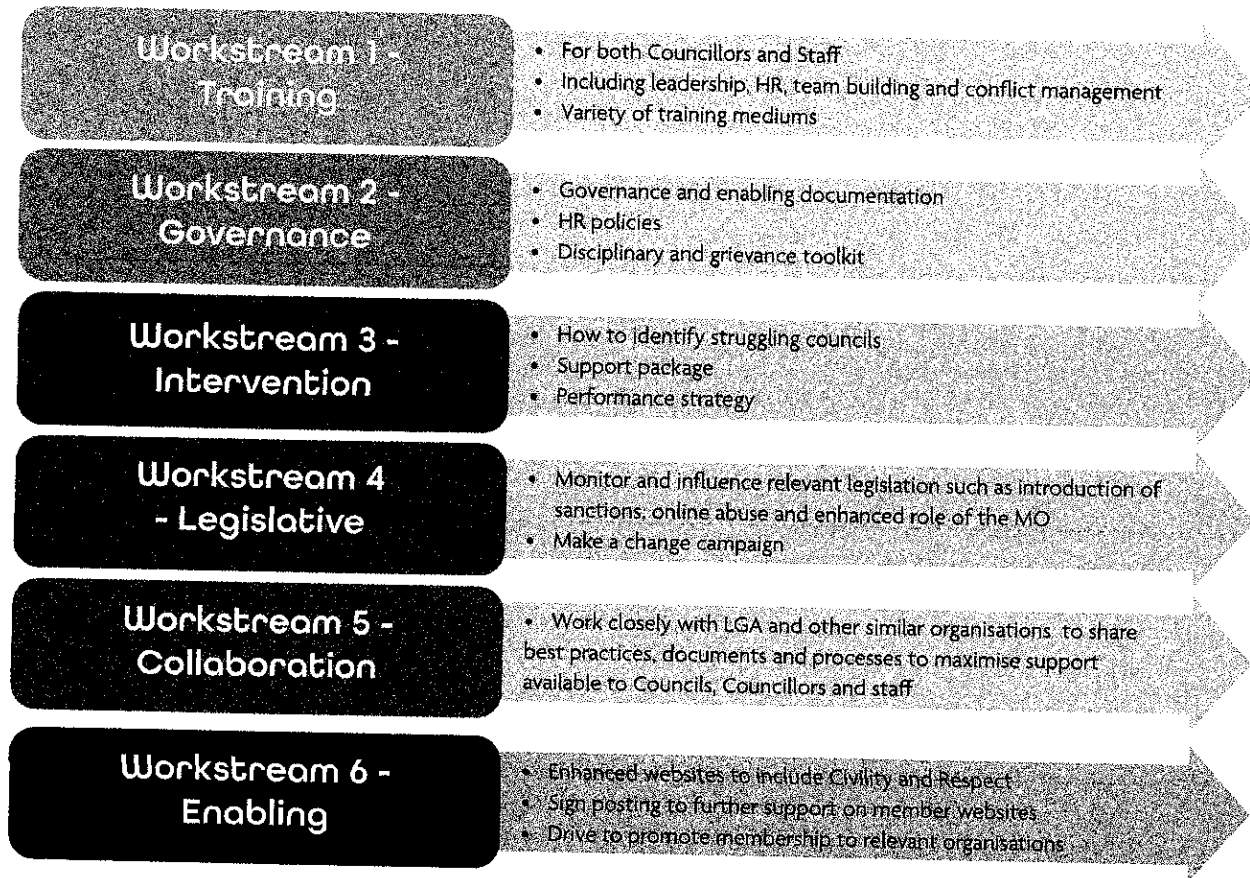
We are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

ANTI-BULLYING PETITION

The petition calling for amended legislation to enable sanctions against councillors who persistently engage in unacceptable behavior, such as harassment and bullying including racist, sexist and ablest abuse, expires on 25 November 2021. The 10,000 signatures required for government to respond to this petition has been achieved, the next milestone is government debate at 100,000.

IF YOU WOULD LIKE TO ADD YOUR SIGNATURE TO THE PETITION [CLICK HERE](#)





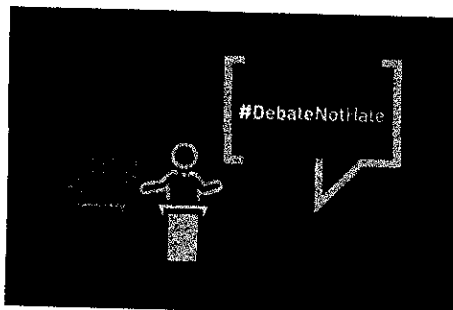
The project will deliver information hubs within existing SLCC and NALC websites to provide guidance and support to councils and staff, and will also signpost to additional support. The support will include training, governance and intervention to provide extra support to struggling councils. The training will incorporate a variety of mediums for skills-based training for both councillors and staff, such as developing leadership, tackling online abuse, team synergy and mediation skills. The governance workstream will focus on defining and centralizing the good practices, policies and documentation which support strong governance and HR practices, many of which already exist. We will also be working with other partners in the sector such as Local Government Association (LGA) to share best practices and add weight to the campaigns to amend legislation around issues such as introducing sanctions, and enhancing the roles of the monitoring officers.

Bullying and harassment is never acceptable



LOCAL GOVERNMENT ASSOCIATION (LGA) CIVILITY IN PUBLIC LIFE CALL FOR EVIDENCE: ABUSE AND INTIMIDATION OF COUNCILLORS

The LGA has committed to promoting civility in public life and supporting the well-being of elected members. This is a long-standing area of work for the LGA, but the recent tragic death of Sir David Amess MP has brought this issue into marked focus. Everyone in public life should be able to go about their daily business without fear of attack. Now, more than ever, this is a challenge that we as a sector are determined to meet.



To support their Civility in Public Life programme, the LGA has been developing and now launched a call for evidence of abuse and intimidation of councillors - Click here to go to the survey (or search for Civility in Public life on the LGA website) The call for evidence is an ongoing part of the LGA Civility in Public Life Programme, capturing elected members' experiences and emerging trends around abuse and intimidation from the public.

The survey is primarily designed to capture the experience of councillors, but candidates who have run for election, officers who have supported candidates or councillors and members of the public can also share their reflections.

The evidence gathered will help the LGA develop a body of evidence to support LGA calls for legislative and systemic change and develop support for elected members. More information on the LGA Civility in Public Life Programme and relevant resources is available on the LGA webpage.



BULLYING AND HARRASSMENT STATEMENT

As a first step in the promotion of civility and respect, councils may wish to add a statement to their websites stating that bullying, harassment and intimidation will not be tolerated.

This is a suggested wording for those councils wishing to add a bullying and harassment statement to their websites:

'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.'

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff.

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings



STOP BULLYING

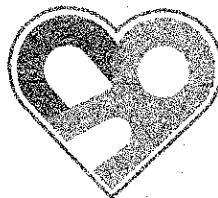


**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

nalc
National Association
of Local Councils

C F



SLCC
For Local Council Professionals

Un Llais Cymru

One Voice Wales



Updated OCM budget

CTC budgets for OCM

Ear-marked reserve	8200
WPD refund	919.4
21-22 OCM contingency legals	5000
21-22 legals	2000
	16119.4

OCM Income

Reaching Communities	115000	55.8%
Sport England	50000	24.3%
Saputo	25000	12.1%
CTC	16119.4	7.8%
	206119.4	

OCM Expenditure

skate surface	146000
utilities/CCTV	16597
café	19000
legals	6861
Shelter Doors/toilet/café fit out	12280
Fence/wall/table tennis table	5375
	206113



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
www.camelford-tc.gov.uk

Budget/Precept Report 2022-23

Summary

Council has looked at the income and expenditure budget for next financial year 2022-23 over 3 meetings. It has also looked forward to medium term budget requirements. Recommendations to full Council on 21st December 2021, including next years' precept.

Methodology

The Clerk noted historic income and expenditure from previous 3 years, current year and potential for next year. Council has met to specifically review these figures and consider projects/needs for the next few financial years. Working groups and committees were asked to put forward their budget requirements for the areas that they are responsible for. These include; Staffing, Enfield Park, Office, Town Maintenance, Allotments, Library, Play areas/Skatepark, Events, Car parks. Council noted past 5 years' precepts, predicted inflation rate in 2022 of 4.2% and economic outlook – current tax base has increased to 1082 households. It noted the reduction in the 50% reduction in Council Tax Support grant from Cornwall Council and two extra events in 2022 – The Queen's Platinum Jubilee and The Centenary of Enfield Park. Council worked on priorities and endeavoured to keep to an inflation only increase on Band D council tax. 2021-22 precept is £262,831

Summary of discussions for income lines

£26,101

- £6,500 car park income
- £10,000 Grants/donations. For youth worker and towards extra events grant funding
- £5,132 Cornwall Council, Council Tax Support Grant – 50% decrease from previous.
- £3,000 interest from reserves
- £1,000 from Allotments, £719 for Local Maintenance Partnership

Summary of discussions for expenditure lines

£312,356

- Administration - £20,350 similar to previous
- £9,400 - Mileage, Training, Mayor's allowance, bank charges, office supplies and telephone, subscriptions etc.
 - £9,950 - legal expenses, audit, web/technical services, insurance
 - £1,000 elections — £4k per election – saving for 2025.
- Accommodation - £16,200 similar to previous
- £9,700 Town Hall rental and rates – inflationary increase
 - £2,300 lift – saving for control panel replacement - £15,000 in reserve.
 - £4,200 - operations and utilities.
- Staff - £165,000 8% increase
- Pay negotiation between NALC and LA not completed yet. Assumption 2% incremental rise. Additional grounds person position for existing/extra assets/duties.

Car Parks - £29,252 12% decrease

- £10,650 Churchfield maintenance inc. £500 bollards, £3,000 enforcement, £750 ticket machine servicing and supplies, £5000 annual saving required for the £40,000 cost of resurfacing of Churchfield car park in 7 years.
- £14,375. Loan repayment/rates.
- £4,500 for Clease car park – rates and maintenance. No budget for enforcement or management.

Parks and recreation - £25,988 similar to previous

- £16,818 Enfield Park – Broadwood Path and bench repairs/trees/store rates/pond maintenance. Similar to previous. £9,068 PWLB 11-year loan for river bank and path essential repairs.
- £3,650 Play areas – gym equipment service, essential repairs and RoSPA inspections
- £3,450. Land rent and maintenance (litter, fence, signs). Resources.

Community - £35,743 49% increase

- £4,000 Christmas lights grant. £2,200 Fireworks
- £16,493 Events budget; extra one-off events for Jubilee and Centenary. 122% increase
- £350 for Defibrillator servicing x 2, located at Conservative Club & Camelford Hall
- £10,200 grants. Lanteglos Church – grass cutting £1000, Camelford hall – public toilets £1000, Leisure centre £3000. £4,200 Town Trust, £1,000 misc. applications.
- £2,500 Marketing and Tourist information – visit Camelford website

Town Maintenance - £14,150 similar to previous

- £500 CCTV, £2,000 van, loan has finished
- £2,150 Public Toilet utilities and supplies – 38% reduction for rainwater harvesting.
- £7,000 Town maintenance. £2,500 commercial waste from Enfield Park/car parks/OCM. £4,500 general maintenance equipment and supplies, and plants.

Town services similar to previous

- Allotments - £500 + Saving £3,300 for land clearance &/or future purchase
- Cemetery £1,600 Bracken clearance.

To note predicted reserves of approximately £128,000 readily accessible at 31.3.22 and reserves of £80k in CCLA investment on notice period. This is over 50% of the required precept 2022 – 23, meeting statutory requirements.

Recommendations/Resolutions for Council:

To precept for the difference between income and expenditure **£286,255**

This represents a Band D £264.56 (+£10.18pa or 4% ‘no more than inflation’ increase) on tax base of 1082 households (4.7% increase in number of households able to pay council tax), or an 8.91% increase in precept for 2022-23.

Forecast

Reduced income from Cornwall Council but also reduced events budget. Depends on results of consultation/projects/A39 road improvement.

Predicted precept 2023-24 £285,324

Predicted precept 2024-25 £284,222

Esther Greig

From: Alan Burgis
Sent: 10 December 2021 16:34
To: Esther Greig
Subject: RE: Picnic benches in Churchfield car park

Hi Esther,

Sorry for delay my son came over from New York for 4 days and I am now playing catch-up.

I would like to proceed with a third bench for the centre area in the car park. There is a waste bin in situ at present. The ground is flat(No slope) so it is a good idea to make it disabled.

Many thanks,
Alan

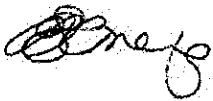
From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: 06 December 2021 12:17
To: Alan Burgis <alan.burgis@camelford-tc.gov.uk>
Cc: Andy Shaw <andy.shaw@camelford-tc.gov.uk>; Rob Rotchell <rob.rotchell@camelford-tc.gov.uk>
Subject: Picnic benches in Churchfield car park

Afternoon Alan,

Following the E & P meeting on the 12th of November, I was tasked to look into the decisions about a third bench in Churchfield. From the E&P minutes:
07/2020 - Two benches were suggested
10/2020 – request for office to get quotes for the benches and bin
05/2021 – 2 had been installed and you requested the third at that meeting, it was suggested to see how the others were used, but if there was to be a third; then one with wheelchair access would be appropriate.
07/2021 – JG noted the 2 benches were being well used.

No instructions to the office from E&P WG or from FC. How would you like to proceed with this proposal?

Best regards



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

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.