



# CAMELFORD TOWN COUNCIL

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

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## Ordinary Council Meeting – 19<sup>th</sup> July 2022

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

### 1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 8 other Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Hewlett., Scawn, Shaw. Thomson 22/327

*Item 2 moved to later on the agenda*

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

Cllr Coombes	planning PA22/05509	pecuniary interest	to leave the room
Cllr Elford	planning PA21/11920	pecuniary interest	to leave the room 22/328

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

Cllr Jordan sends apologies. Mr Lee-Edmunds spoke to PA21/11920. Objected in January - structure to be moved across the field – but objections remain as previous. College road is poorly lit, very narrow, road used by heavy goods vehicles, increased traffic and 20mph zone in place vehicles are travelling well in excess of that. Main walking route to Rough Tor, Structure remains unsuitable scales contra CLP 5. Walter Wannacott, Planning Consultant spoke to PA21/11920 - campsite used for 56 days last year as temporary rights apply to whole field – reverting to 28 days this year. These rights allow for any number of temporary tents within a campsite – clients only wish to have this one. Noted tent not particularly visible from the surrounding area. Planning application is positive - authorises the control of where the tent is sited and specifies that particular tent. Applicants happy to re-site the tent to lessen impact on neighbours. Relatively nearer to the glamping pod site. The traffic on the road was there last year – no particular issues caused by the tent – planning and highways assess impact severity whether application would be significantly harmful or not. Guests are more likely to walk into town for food and drink – appreciate concerns about narrow roads. Planning is for the infrastructure - all year round and services. 22/329

*\*\*Cllr Grigg arrived*

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

Cllr Scawn - personal

<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Ackroyd-Johnson</b>	<b>unan</b>	<b>22/330</b>
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### 5. To receive and approve the Minutes of:

It was **resolved** to approve the Ordinary Meeting 21<sup>st</sup> June 2022. Addition - check for pollution levels

<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Grigg</b>	<b>9-0 (1bs)</b>	<b>22/331</b>
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### 6. To receive Clerk's report

Matters arising from the Minutes. Café advertised on Rightmove. CIL neighbourhood payment - £5447.19; more than expected. CALC confirmed LCAS Quality status achieved – official confirmation will come from NALC in due course. Attended SLCC joint branch meeting – interesting presentations on Insurance and Employment law/pay negotiations with the unions. CALC is not sure what CC are doing about Levelling up - what will a Mayor actually get for Cornwall. Cycle racks installed at Market Place. Feast funding for tree sculpture approved – events budget will balance. Camelford Show – 10<sup>th</sup>

August – representatives will be required – there’s only 4 free tickets – anymore required? Doors on youth Shelter will be kept off until CCTV upgrade in place. Have written to HMRC regarding VAT reclaims – inc.Q1; total now £72,761.76 outstanding. Updated estimate for Camelford to Delabole cycle trail £2.5m. Reminder for Code of Conduct training. 22/332

**7. Planning**

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

*\*\*Cllr Elford left the room\*\**

**PA21/11920 Land East Of Culloden Dairy College Road. Mr & Mrs Smeeth.** Change of use of land and the siting of 1no. tepee for camping use, together with a new toilet/shower/amenity building and the provision of ancillary works (including timber decking and below ground service connections).

\*Change of location within the field. Previously CTC resolved to object to this application. Roads too narrow for increased traffic, green field site, Tepee too big.

Cllr Shaw attended site. Even though relocated not going to sort out noise pollution or increase in traffic. A pedestrian hit last week by vehicle on that road. Public safety – use college road for access to riverside and moors. Infrastructure permanent. Tepee is temporary structure. How do these 28 days get monitored? Highway and noise pollution is the problem.

It was **resolved to Object**

**Proposed: Cllr Shaw                      Seconded: Cllr Burgis                      6-2 (1abs)                      22/333**

*\*\*Cllr Elford returned\*\**

**PA22/02440. Beech House Victoria Road. Mr Moore.** Conversion of detached garage into ancillary accommodation.

\*Change from holiday cottage use. Previously CTC resolved to object to this application. The access is by a junction and the proposed access is on narrow road which has other residences currently being built. The application would remove a facility from the main residence. Cllr Shaw noted that the visibility splay has been improved by removal of part of wall and now have two entrances

It was **resolved to Support**. To remain with the property.

**Proposed: Cllr Shaw                      Seconded: Cllr Ackroyd-Johnson                      unan                      22/334**

**PA22/03795. Land Adj To Pastures Cottage Tintagel Road Valley Truckle. Mr Mark Benettar.**

Reserved matters of appearance, landscaping, layout and scale following outline consent PA19/07033 dated 25.11.2019 for the construction of one dwelling. Cllr Shaw more screening put in It was **resolved** to reply with **No Objection**

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      22/335**

*\*\*Cllr Coombes left the room\*\**

**PA22/05509. Land East Of Suncrest Helstone. P And A Mitchell Ltd.** Construction of affordable-led housing development. Cllr Shaw noted previous refusals on this site, outside of the development area and not infill. Can’t see that it will be affordable. No shops, school, no facilities.

It was **resolved to Object**, unsustainable community, outside boundary, access

**Proposed: Cllr Shaw                      Seconded: Cllr Burgis                      unan                      22/336**

*\*\*Cllr Coombes returned\*\**

**PA22/06124. 11 Greenhills. Mr Bradley Rowe.** Demolition of detached garage and erection of side elevation extension to provide master bedroom and ensuite. Cllr Shaw noted small garage on its own – two car spaces already – makes the house more liveable. Doesn’t overlook anyone.

It was **resolved to Support**

**Proposed: Cllr Shaw                      Seconded: Cllr Thomson                      unan                      22/337**

**PA22/06158. 9 Roughtor Drive Valley Truckle. Mr Simmonds.** Front porch extension and rear two-storey extension. Cllr shaw – at the back; not an issue, at the front porch already – extend it across the whole of the house. Looks out of place compared to the rest – but not detrimental.

It was **resolved to Support**

**Proposed: Cllr Shaw                      Seconded: Cllr Ackroyd-Johnson                      unan                      22/338**

**Tree preservation Order 2022 - Highfield Road - consultation**

It was **resolved to Support**

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      22/339**

**For Information**

- PA22/04344. 49 Highfield Road. Conservatory. **Approved**
- PA22/05187. Land West of SJS. Non-material amendments. **Approved**
- PA21/02635. Land North of Postraul, Trewalder. Reserved matters. **Approved.**
- PA22/03806. Crowgy Cottage, Helstone. Extension. **Approved**
- EN22/00901. Alleged breach of Clause 2(e) of s106 agreement dated 16.03.2000 – Land at Trefew Road. 22/340

**8. Portfolio Reports**

- a. Mayor’s Report – Cllr Rotchell reported lettering on war memorial being redone, 13<sup>th</sup> meeting with CC to look at trees at valley truckle – 1 snapped in 2, others ok. Will plant 3 more opposite Atlantic Garage. Cllr Fairman forwarded updated cost for Delabole to Camelford cycle trail – push ahead with that project as a priority. Also, safe cycle route to school. Feast funding £4k approved - well done to Deputy Clerk. 22/341

**9. Correspondence**

- a. Lanteglos by Fowey PC – Email letter regarding allocation of social housing – confirmation of response. **Noted** 22/342
- b. Letter from resident – complaint about amenity land at Trefew Road and Clerk’s response. **Noted.** 22/343
- c. Clerks and Councils Direct – July issue. **Noted** 22/344
- d. Cornwall Council - Confirmation of Cleave CP waste collection cessation. **Noted** 22/345

**10. Agenda Items**

- a. It was **resolved** upon the CC Community Network Highways scheme expression of interest form. Addition of yellow hatchings at Co-op if the by-pass is not approved.

**Proposed: Cllr Coombes      Seconded: Cllr Grigg      unan      22/346**

- b. Estates and Properties Committee meeting minutes. **Noted** 22/347

- i. It was **resolved** on contents of centenary time capsule. Listed at Estates and Properties and Events committee, items labelled. Statistics, business directory, CDs.

**Proposed: Cllr Bond      Seconded: Cllr Grigg      unan      22/348**

- ii. It was **resolved** on provision of 32amp supply to electrical feeder pillar in playground. £900-£1000. Town Maintenance budget.

**Proposed: Cllr Coombes      Seconded: Cllr Bond      unan      22/349**

- iii. It was **resolved** to purchase recycled bench boards. £551.60 + VAT. Cllr Shaw noted that Oak boards are £35 each and last for 40 years, and CTC are meant to be plastic free. Does need maintaining. For those benches that are in damp shaded locations. Suggested that outlying areas so be plastic. Clerk noted that Estates and Properties recommended 10 recycled boards and the rest oak/timber. Are plastic boards more environmentally friendly and vandal proof? Cllr Hewlett noted the plastic already exists – and enables plastics to be reused. Therefore, no more trees need to be cut down. Recycled plastic boards will be used in areas that wood deteriorates most quickly (e.g. under trees).

**Proposed: Cllr Thomson      Seconded: Cllr Grigg      9-1 dec carried 22/350**

- c. Strategic and Economic Development committee meeting minutes were **noted** 22/351

- i. It was **resolved** upon additional CCTV costs £1177

**Proposed: Cllr Hewlett      Seconded: Cllr Elford      unan      22/352**

- ii. It was **resolved** to adopt Annual Report 2021-22

**Proposed: Cllr Bond      Seconded: Cllr Grigg      unan      22/353**

- iii. It was **resolved** to adopt Action plan. Reviewed annually

**Proposed: Cllr Burgis      Seconded: Cllr Ackroyd-Johnson      unan      22/354**

- d. It was **resolved** to nominate a Cllr Burgis for the Cornwall Climate Action network.

**Proposed: Cllr Burgis      Seconded: Cllr Grigg      unan      22/355**

- e. To purchase road signs for road closures £1,328.72 + VAT. Not budgeted item. Produce a cost/benefit analysis for next agenda 22/356

- f. It was **resolved** to send letter of thanks to Mr & Mrs Hart, Helstone for posting agenda in noticeboard.

**Proposed: Cllr Shaw      Seconded: Cllr Grigg      unan      22/357**

- g. It was **resolved** to allow fruit cage on Allotment plot 22.

- Proposed: Cllr Shaw                      Seconded: Cllr Grigg                      unan                      22/358**  
h. It was **resolved** to approve delegation regarding electricity contract renewals to 2 members of Finance Committee and Clerk.
- Proposed: Cllr Shaw                      Seconded: Cllr Grigg                      unan                      22/359**  
i. Q1 Expenditure to Budget was **noted.**                      22/360
- j. It was **resolved** to approve tree sculpture design
- Proposed: Cllr Ackroyd-Johnson                      Seconded: Cllr Bond                      unan                      22/361**  
k. It was **resolved** to engage band £400 on 5<sup>th</sup> August for Bandstand events – to stay in events budget pot.
- Proposed: Cllr Thomson                      Seconded: Cllr Ackroyd-Johnson                      unan                      22/362**

## 11. Accounts

- a. Balances at 13<sup>th</sup> July 2022 were **noted**
- |                 |            |  |        |
|-----------------|------------|--|--------|
| Current Account | £70,535.20 |  |        |
| Tracker Account | £51,432.37 |  |        |
| NS&I            | £42,487.74 |  |        |
| CCLA            | £80,000.00 |  | 22/363 |
- b. It was **resolved** to authorise the payments of Accounts Outstanding
- |                          |   |       |           |
|--------------------------|---|-------|-----------|
| Staff                    | July Wages & expenses                   | BACS  | £8,524.87 |
| HMRC                     | July Tax & NI                           | BACS  | £2,096.90 |
| Cornwall Pensions        | July Pension contributions              | BACS  | £2,551.30 |
| Cornwall Pensions        | Annual Pension contributions            | BACS  | £1,300.00 |
| Agent print              | Centenary leaflet design                | BACS  | £72.00    |
| Camelford Town Trust     | Town Hall/Library Rent                  | DD    | £507.81   |
| Camelford Town Trust     | Town Hall/Library Rent – balance April  | BACS  | £19.53    |
| SSE                      | Electricity – Clease car park           | DD    | £86.55    |
| Cornwall Council         | Parking Enforcement - May               | BACS  | £132.60   |
| Cornwall Council         | Temporary event notice - Centenary      | Debit | £21.00    |
| Barclays                 | Bank Charges                            | DD    | £19.60    |
| Bunzl Cleaning Supplies  | Public Toilet supplies                  | BACS  | £66.53    |
| Envisage Promotions      | Security centenary                      | BACS  | £1404.00  |
| Positive Energy          | Town Hall Electricity                   | BACS  | £120.13   |
| Positive Energy          | Town Hall Electricity                   | BACS  | £181.51   |
| Street Games             | Skateboard instructor training – rebook | Debit | £200.00   |
| Smart Window Cleaning    | June invoice – Town Hall                | BACS  | £25.00    |
| Amazon                   | Maintenance supplies                    | Debit | £16.48    |
| Spar                     | Office supplies May                     | Debit | £18.03    |
| SLCC                     | Text book – recruiting volunteers       | BACS  | £13.56    |
| Source for business      | OCM Water bill                          | Debit | £46.77    |
| Post Office              | Large letter stamps                     | Debit | £5.25     |
| Metric Group Ltd         | Annual maintenance contract             | BACS  | £510.77   |
| Mailchimp                | Visitcamelford website                  | Debit | £9.06     |
| British Gas              | OCM Electricity                         | DD    | £34.74    |
| H3G                      | Youth worker mobile                     | DD    | £22.81    |
| Pickle Design            | Visitcamelford website - hosting        | BACS  | £108.00   |
| Seadog IT                | Website Hosting                         | DD    | £29.95    |
| Camelot Garage           | Fuel for maintenance                    | BACS  | £179.46   |
| Cornwall Waste solutions | 3 x confidential waste bags             | BACS  | £85.20    |
| Spar                     | Office supplies June                    | Debit | £11.32    |
| In Steel                 | Skate Park railing                      | BACS  | £3,932.40 |
| Eco chippings            | rubber chippings for play area          | BACS  | £326.00   |
| Cornwall Council         | Churchfield – Business Rates            | DD    | £444.00   |
| Cornwall Council         | Town Hall – Business Rates              | DD    | £319.00   |
| Cornwall Council         | Park Store - Business rates             | DD    | £51.00    |
| Cornwall Council         | Cleaze – Business Rates                 | DD    | £334.45   |
| Pennon                   | Town Hall Water                         | DD    | £22.50    |
| Pennon                   | Public Toilets Water                    | DD    | £42.50    |
| Tesco Mobile             | Grounds Manager Mobile                  | DD    | £7.50     |
| Labrador Trust           | Donation from dog show                  | BACS  | £83.00    |
| Plusnet                  | office broadband                        | DD    | £27.55    |

Voiphone	Office Telephone system	BACS	£9.60
R Sleep	Maintenance supplies	BACS	£206.10
Biffa	Litter bin emptying	BACS	£2,512.80
M H Hart & Son	Fuel adjustment for generator hire	BACS	£37.20
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Ackroyd-Johnson</b>	<b>TOTAL</b>	<b>£26,776.33</b>
Income was noted		<b>unan</b>	<b>22/364</b>
Post Office deposit	Churchfield CP tickets	cash	£155.00
Post Office deposit	Churchfield CP tickets	cash	£70.00
Post Office deposit	Churchfield CP tickets	cash	£130.00
Various businesses	Centenary stalls	AC	£50.00
Various businesses	Parking permit	AC	£20.00
		<b>TOTAL</b>	<b>£425.00</b>
			<b>22/365</b>

## 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.

<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>22/366</b>
a. It was <b>resolved</b> to award pest control contract for allotments to North Cornwall Pest solutions			
<b>Proposed: Cllr Coombes</b>	<b>Seconded: Cllr Hewlett</b>	<b>unan</b>	<b>22/367</b>
i. It was <b>resolved</b> to train staff on rat/mice control £120+VAT			
<b>Proposed: Cllr Ackroyd-Johnson</b>	<b>Seconded: Cllr Elford</b>	<b>unan</b>	<b>22/368</b>

## 13. To note items for 16<sup>th</sup> August 2022 Agenda.

road signs for road closures

**The Mayor closed the meeting at 20:15 pm**

**WORDING FOR ENFIELD PARK CENTENARY TIME CAPSULE**

BENFIELD PARK CENTENARY TIME CAPSULE

BURIED 6 AUGUST 2022

OPEN 6 AUGUST 2122

## Esther Greig

**From:** Natalie Warr <Natalie.Warr@cornwall.gov.uk>  
**Sent:** 22 July 2022 13:28  
**To:** Esther Greig  
**Cc:** Roger Gates; Adam O'Neill (Transport); Ian Findler  
**Subject:** FW: Air Quality in Camelford

Information Classification: CONTROLLED

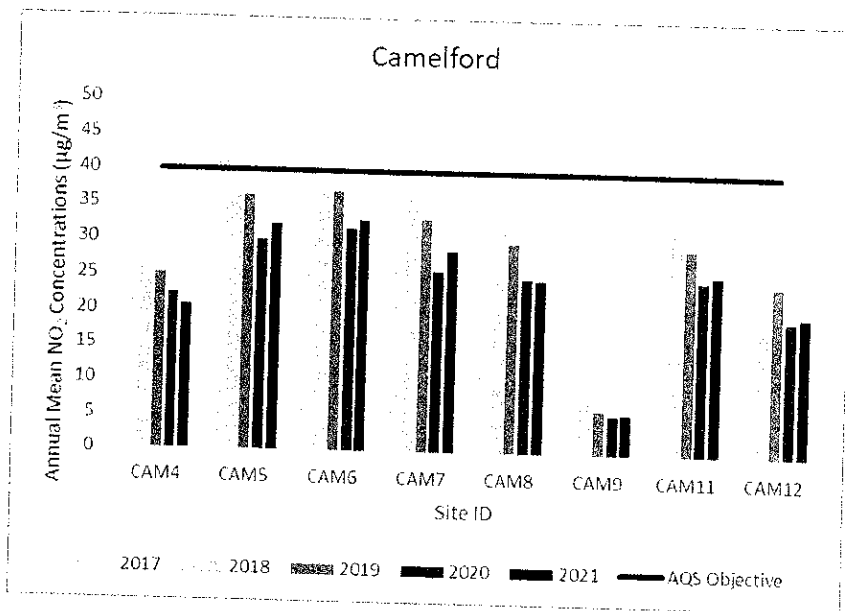
Dear Esther,

Please accept my sincere apologies for the delay in coming back to your query on AQ data. Further the email Roger sent yesterday, I am able to provide a level of detail at this stage, which is detailed below.

We are measuring Nitrogen dioxide at a number of sites in Camelford as well as a single site in Delabole, however the data is collected on a monthly basis and reported on annually in the Annual Status Report (ASR) that is submitted and approved by DEFRA. Previous Annual Status Reports (ASRs) can be found [here](#).

Unfortunately, the 2022 Nitrogen dioxide data for Camelford will not be available until this time next year, however, we have recently submitted the annual status report for 2021 data, and this will soon be available on our [website](#). The interactive map on our website will soon be updated with the 2021 data.

We can, however, confirm that the annual mean concentrations of Nitrogen dioxide in Camelford have not been exceeding the national objective since 2017, as shown by the graph below:



In 2021, Camelford sites increased on average by ~3%, when compared with 2020. Six of the eight sites in Camelford increased compared to 2020. This is considered to be due to the easing of lock down restrictions.

In conclusion, there are many variables that can impact air quality in Camelford, so it will be difficult to extract the definitive position on the impact of the 20mph speed restriction on local air quality in Camelford. However, we will be able to closely review the 2022 data for Camelford in July 2023, when we are preparing the 2022 data for the annual status report submission. We will be able to understand whether a potential improvement in measured Nitrogen dioxide levels has coincided with the implementation dates of the 20mph restrictions in Camelford. What

is clear is at this stage is that the most recent 2021 shows that all monitored sites are below the annual mean objective for Nitrogen dioxide, despite the easing of lockdown restrictions.

Also I wanted to let you know that I leave my role within Cornwall Council on the 26<sup>th</sup> July, but Adam and Ian (copied to this email) will be covering the programme in the interim, until my role is recruited to.

I trust that you find this email helpful.

Kindest regards  
Natalie

**From:** Esther Greig <[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)>  
**Sent:** 19 July 2022 14:37  
**To:** Roger Gates <[Roger.Gates@cornwall.gov.uk](mailto:Roger.Gates@cornwall.gov.uk)>; Natalie Warr <[Natalie.Warr@cornwall.gov.uk](mailto:Natalie.Warr@cornwall.gov.uk)>  
**Subject:** RE: Air Quality in Camelford

**CAUTION:** This is an **EXTERNAL** email which was sent from outside of Cornwall Council's network. Do not click links, open attachments, or reply unless you recognise the sender and know the content is safe. Do not provide any login or password details if requested.

Hi Natalie,

Do you have any data please?

Best regards



Esther Greig. PSLCC  
Camelford Town Clerk and Responsible Financial Officer  
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Not available on Thursdays.

**From:** Roger Gates <[Roger.Gates@cornwall.gov.uk](mailto:Roger.Gates@cornwall.gov.uk)>  
**Sent:** 05 July 2022 08:42  
**To:** Natalie Warr <[Natalie.Warr@cornwall.gov.uk](mailto:Natalie.Warr@cornwall.gov.uk)>  
**Cc:** Esther Greig <[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)>  
**Subject:** FW: Air Quality in Camelford

Information Classification: CONTROLLED

Hi Natalie,



18 JULY 2022

## **PC6-22 | SHORT TERM HOLIDAY LETS**

### **Summary**

The Department for Culture, Media and Sport (DCMS) has recently launched a consultation into short term holiday lets. The aim of the consultation is to garner potential solutions, including measuring regulation, to fix the problems caused across England by short term property lettings.

The main consultation document can be downloaded [here](#) . The consultation closes at DCMS on 21 September 2022.

### **Context**

The consultation seeks insight on:

- changes and growth in the short-term letting market.
- benefits of short term lets.
- challenges, including compliance with the existing regulatory framework and housing and community impacts.
- the impact of potential policy responses.

NALC will be responding to this consultation as many coastal local councils and several rural local councils will have an interest in feeding in their own experiences over the summer period of the problems caused by short term holiday lets.

### **NALC's current policy positions**

NALC will be arguing very strongly to DCMS that any review of regulation or other solutions surrounding short term holiday lets must include mandatory registration and strengthened legislation to bring AirBnB under the same ambit of regulation as other landlord systems. Powers of local inspection and monitoring must be delegated to local planning authorities to achieve this. However, recognising that planning departments have been severely depleted and under much strain in recent years, it will be necessary to ensure that they are properly resourced in order to take on this extra task.

## Potential impacts

**Q9. Which of the following do you consider to be the most appropriate form of response in the short-term letting market?**

**1 - Do nothing**

**2 - Provide more information to the sector**

**3 - Develop a self-certification registration scheme**

**4 - Develop a registration scheme with light-touch checks**

**5 - Develop a licencing scheme with physical checks of the premises**

**Please provide evidence in brief to supplement your response.**

**6 - Regulatory alternative to a registration system, such as extension of the Deregulation Act 2015**

**Question 10: What do you consider to be the costs and associated burdens of these options, who would bear the costs and how might they be mitigated?**

### Supplementary question

**Does you have any interest in being part of the registration or monitoring process for short term holiday lets?**

### Your evidence

Please email your responses to this consultation to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 17.00 on Tuesday 30 August 2022. County associations are asked to forward this briefing onto all member councils in their area.

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Tregue Farm, Slaughter Bridge, Camelford, PL32 9TT – 01840 212780

24<sup>th</sup> July 2022

Camelford Town Council

Dear All!

Thank you so much for the Grant of £350 for use to provide a Sculpture Workshop for Top Town Memory Café!

We would not be able to hold the Sculpture Workshop without your kind help!

Should any Town Councillor like to visit us to see the workshop, which is to be held on Wednesday, 14<sup>th</sup> September at Camelford Clease Hall, you will be very welcome and the kettle will be on!

Pictures of the event will be posted on our Facebook page.

<https://www.facebook.com/groups/1033495813374169>

Best regards,

A handwritten signature in black ink that reads "Jane".

Jane Moore.

Secretary

On behalf of Top Town Memory Café, Camelford 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at Camelford Hall. 2 - 4pm

Chairman: Jane Sleeman: [jane.sleeman@btinternet.com](mailto:jane.sleeman@btinternet.com) Deputy Chair: Pauline Alexander

Sec: Jane Moore: 01840 212780 [jigs.moore@hotmail.co.uk](mailto:jigs.moore@hotmail.co.uk) Treasurer: Susan Alexander

Supported by

Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston, Cornwall;

Cornwall Rural Community Charity, Camelford Town Council and Purple Angel Global



**Esther Greig**

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**From:** Climate Change Planning Policy <climatechange.dpd@cornwall.gov.uk>  
**Sent:** 25 July 2022 15:07  
**To:** EP&E Local Plan  
**Subject:** FW: Consultation on the Schedule of Modifications to the Climate Emergency Development Plan Document Submission Document (1)

Information Classification: PUBLIC

**Consultation on the Schedule of Modifications to the Climate Emergency Development Plan Document Submission Document**

**Publication under Regulations 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012.**

Dear Consultee,

I am writing to make you aware that Cornwall Council has published a combined schedule of Modifications to the Climate Emergency Development Plan Document (CEDPD) following the recent public examination hearings under Regulation 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The consultation on the schedule of modifications will run for a six-week period from **Monday 25 July 2022**. **The consultation closes at 5pm on Monday 5 September 2022.**

Cornwall Council submitted the CEDPD and an associated schedule of modifications to the Secretary of State for examination (in November 2021) and a Schedule of Further Significant Modifications (in June 2022). These potential changes were discussed at public hearings held between 21 and 24 June 2022. The Inspector in charge of the Examination, Mr Griffiths, has now requested they be published for a 6-week period of consultation in order to inform his final recommendations.

**We are only consulting on the most recent changes and not the complete Climate Emergency DPD.** The changes being consulted on are shown in the Schedule of modifications in the normal format of ~~bold and strikethrough~~ for recommended deletions or **bold and underlined** for recommended additions. It is important that comments are only about, and make clear reference to, the specific proposed modification highlighted in the schedule.

The CEDPD, the schedule of modifications and the representation form can be viewed on the Council's website at: [www.cornwall.gov.uk/climateemergencydpd](http://www.cornwall.gov.uk/climateemergencydpd) The documents will also be made available in hard copy upon request.

It is important that comments are only about, and make clear reference to, the specific proposed change highlighted in the schedule. The Inspector will only consider comments on previous stages that have already been made.

Representations should be made using the representation form, which may be downloaded from the website: [www.cornwall.gov.uk/climateemergencydpd](http://www.cornwall.gov.uk/climateemergencydpd) Forms must be returned by email or post at the addresses below by 5pm on 5<sup>th</sup> September 2022:

By email: [climateemergencydpd@cornwall.gov.uk](mailto:climateemergencydpd@cornwall.gov.uk)

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**Service Attendance Form**

**Site Details**

<b>MNumber:</b>	M16310	<b>Site Contact:</b>	
<b>Site Name:</b>	Camelford Library	<b>Contract Type:</b>	PLATINUM +
<b>Site Address:</b>	Town Hall	<b>Engineer:</b>	1286
<b>Site Postcode:</b>	PL32 9PD	<b>Route No:</b>	484
<b>Customer Lift Ref:</b>	HPL Passenger Lift	<b>Supervisor:</b>	Andrew Hudson
<b>Property Code:</b>			

**Service Work Details**

<b>Visit Month:</b>	July	<b>Date:</b>	27/07/22
<b>Main Ropes/Chains:</b>	N/A	<b>Tank Unit/Pipes:</b>	Requires Attention
<b>Wiring/Flexes:</b>	Worn but Serviceable	<b>Rupture Valve/Safety Rope</b>	Worn but Serviceable
<b>Doors/Operator:</b>	Worn but Serviceable	<b>Controller:</b>	Worn but Serviceable
<b>Ram/Ram Seal:</b>	Worn but Serviceable		
<b>Service Type:</b>	The service inspection type undertaken during this visit was type Z - Items visually checked during this visit may include (but are not limited to), controller, motors/generators, main sheave, winding gear, brake unit, car entrances, door/gate operators, safety gear/guides, lift alarm, landing entrances, landing protection, and shaft equipment. For a full break down of this service plan, please check your Jackson Lift Service Plan & Method Statement.		

**Other Work Completed this Visit**

	Due	Completed	Last Test Result
<b>Insurance Items:</b>			
<b>Safety Test:</b>	An annual JLG Safety Test is not included as a part of your contract. If you would like a test to be carried out please contact your supervisor <a href="mailto:ahudson@jacksonlifts.com">ahudson@jacksonlifts.com</a> .		

**Autodialler**

	Installed	Audible Alarm Functional	Line Functional	Calls JLG helpdesk
<b>Test Results:</b>	No			
<b>Comments</b>	Valve flow co trolley system (spider and card voltage) worn causing oscillations in travel, recommend upgrade to LRV valve control unit.			

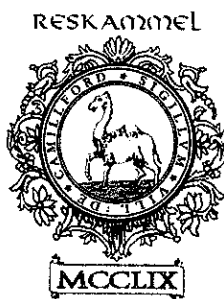
**General Remarks**

- All Due Health & Safety, LG Examinations Will Be Quoted When And As Appropriate
- Shaft Ventilation Required-builders Work
- No Beam Fitted At Top Of Lift Shaft For Tackling Off Of

**Sign Off**

<b>Engineer Name:</b>	Matthew Phillips	<b>Client Name:</b>	Hockerday
<b>Signature:</b>		<b>Signature:</b>	





# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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## Minutes of the Estates and Properties Committee Meeting – 5<sup>th</sup> August 2022

---

### 1. To note Councillors present

Cllr Shaw opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Elford, Rotchell and Clerk. EP/22/041

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

MGM & Cllr Hewlett – personal.

It was resolved to accept the apologies

Proposed: Cllr Shaw                      Seconded: Cllr Elford                      unan                      EP/22/042

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

None EP/22/043

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

None EP/22/044

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

It was resolved to approve the Meeting minutes of 24<sup>th</sup> June 2022

Proposed: Cllr Shaw                      Seconded: Cllr Elford                      unan                      EP/22/045

### 7. To receive Clerk's report

Car Park lining– no date received yet. Library window – spoke to builder; should be installed in September. Tree inspections completed – nothing urgent - will be actioned in the Autumn. Outdoor gym equipment to be installed soon. Replacement fingers for town centre signs arrived yesterday. Time capsule for centenary event to be buried by the centenary tree. Rotary bench in Enfield Park will be installed after summer holiday. Interceptor cleansed. BT cover resin repaired. EP/22/046

### 8. To receive Grounds Manager's report – Clerk.

OCM benches to be installed. Gravel edging at skatepark – ordering concrete to fill in, Broadwood bridge – maintenance completed. Wet pour removal – will chase for quote. Rubber play bark is working well. Gift of yellow plants – positioning still to be finalised and plants collected. Cllr Shaw noted incidents at Clease and OCM anti-social behaviour, Cllr Rotchell noted issues at Clease Hall toilets and Management committee considering CCTV to link in with CTC system. EP/22/047

### 9. To receive portfolio holder reports

**Play Areas/OCM.** CCTV will be upgraded soon. Police haven't viewed CCTV footage yet – All incidents are being reported by CTC in a timely fashion, but delays dealing with the behaviour. Kids don't see any consequences to their behaviour. One particular group causing all the problems – staff are fed up with cleaning up after them. Youth shelter to be discussed later in item 9 f. EP/22/048

**Enfield Park.** Cllr Shaw and MGM have completed maintenance assessment report on benches – 6 identified as priorities for this year. To put to Council regarding which should be with plastic slats and with oak. Existing plastic bench slat order has been delayed until October. Perhaps CTC could collect the board itself rather than

paying £150 for delivery. Cllr Shaw has inspected; looking good but noted that the brambles from the path split to the pond still need attention. EP/22/049

**Car Parks.** Cllr Burgis noted that the Ticket machine in Churchfield CP should be electric. Clerk noted that CTC has issues with damp/lack of sunlight in the winter, and tourists putting in foreign coins in the summer. The battery cannot run a heater at the same time as the normal working – for budget discussions. Cllr EV charger still out of order – has been since May – Clerk chasing. Could do with an out of order sign. Cllr Rotchell noted that the picnic bench under the lime was covered in birds' droppings – may need relocating. EP/22/050

**Cemetery & Orchard.** Cllr Shaw noted that actions have been undertaken as per last minutes. Fences need replacing have rotted out – approx. £500. Clerk noted that would need to come from maintenance budget. Recommend to FC. EP/22/051

**Allotments & Footpaths.** Cllr Shaw noted looks tidy. Cllr Rotchell noted caravan back. Clerk noted would need to be reported to Highways – CC land. EP/22/052

Town Hall – noted front door is rotting. Cllr Rotchell to remind TT EP/22/053

## 9. Agenda items

a. Public benches – discussed under item 8. EP/22/054

b. It was **resolved** to replace cycle rack outside Town Hall with the 3 remaining cycle racks.

**Proposed: Cllr Rotchell      Seconded: Cllr Elford      unan      EP/22/055**

c. Cllr Shaw noted that no changes are required to financial regulations for contracts procedure. The technical specifications just need to be very clear. EP/22/056

d. The pond path was discussed. The current gravel path is unsuitable. Clerk to get 3 quotes for self-binding grit. EP/22/057

e. It was **resolved** to instruct Wicksteed to undertake swing repair. £796 +VAT

**Proposed: Cllr Rotchell      Seconded: Cllr Elford      unan      EP/22/058**

f. The future of youth shelter was discussed. Clerk summarised current position. Previously, CTC decided to amalgamate youth shelter with café for additional seating; hence the installation of locakable doors so that the café could open and close as required. However, none expected the kids to kick the doors in. The café does not have a tenant at the moment. There are four options: leave as is, board it up £400, install shutter £5k or remove entirely. All were discussed; along with the behaviour of current group of teens. It was **resolved** to leave as it and write to Police regarding lack of efficiency dealing with the vandalism issue.

**Proposed: Cllr Rotchell      Seconded: Cllr Elford      3-1 dec carried EP/22/059**

g. Sensory garden was discussed. Nothing suitable in town, not a budgeted item. Need sound, touch, small, etc. Had thought of Churchfield CP. Next Agenda EP/22/060

h. Cllr car park electricity contract was discussed. It was **resolved** to contract over 3 years with Octopus energy.

**Proposed: Cllr Rotchell      Seconded: Cllr Burgis      unan      EP/22/059**

i. It was **resolved** to renew Fore Street land lease renewal. Clerk to start process

**Proposed: Cllr Rotchell      Seconded: Cllr Shaw      unan      EP/22/060**

j. It was **resolved** to instruct Aquatics South West for pond weed removal £856.60 +VAT

**Proposed: Cllr Rotchell      Seconded: Cllr Shaw      unan      EP/22/061**

Clerk to get update quote for leat to be done at the same time – to go to FC as unbudgeted item.

## 10. Date & Items for next meeting.

16<sup>th</sup> September 2022 10am

Items for budget 2023-24

Tree Inspections.

Sensory Garden.

CTC benches 2022

Location	condition	repairs required/treatment	repair date completed
Daws Meadows	fair/good	clean /stain	
Tregoodwell notice board	fair/good	clean /stain	
Victoria rd bus stop	good	clean /stain	
" " Trefew rd corner	fair/good monitor	clean /stain	
Churchfield car P	good	as required	
Library	good	as required	
bus stop (spar)	good	as required	
* P.L lloyds bank	fair	remove to make good , restrain	
* coop corner	poor need attention	replace damaged boards stain	
High street (1)	very poor	replace all boards (timber)?	
High street( 2) Valley Truckle	fair	clean /stain	
Camelot Garage lay bye	good	nil	
Helstone Bus stop	good	nil	
Helstone green	good	nil	
* Lanteglos junction	poor need attention	replace all boards (pvc/timber)	
Lanteglos Lane	poor need attention	replace all boards (pvc/timber)	
Highfield Est	good	nil	
* Clease rd Bus stop	fair/good	clean /stain	
Museum	fair/good monitor	clean /stain	
Dark lane/penmellon	poor need attention	clear weeds, replace (1 board) clean/ stain	
Chaple st	poor need attention	clear weeds, replace (3 boards) clean/ stain	
Enfield park	W		
Platt (entrance)(3)	Good	sand and wood stain	
outside W,C (memorial seat)	poor, replace,reuse 1 at cem	paint frame and replace all boards	
foot path 1	fair/good	clean/ stain	
foot path 2	to be replaced (rotary)	new/wood preservative	
foot path 3	fair/poor (chat)!	re board/preservative	
footpath 4	good	preservative/stain	
	seat board soft	re board/preservative/stain	



- ~~foot path 5~~
- ~~foot path 6~~
- ~~foot path 7~~
- ~~foot path 8~~
- foot path 9
- foot path 10
- foot path 11

fair/poor (soft wood)  
 good  
 very poor, (waterfall)  
 poor  
 good fair  
 good /fair

replace all /preservative/stain  
 clean/ stain. Add new concrete step!!  
 replace all /Plastic?? }  
 replace all /Plastic?? }  
 clean, preservative/stain  
 clean, preservative/stain

→ add an extra step.  
 ordered in

picnic benches C/Field (3)  
 Enfield park picnic benches 2

1 covered with bird droppings. clean, stain move new site  
 clean, preservative

~~Water fall bridge~~

top rail missing (uprights rotting )! renew ,replace rails. repair uprights

— ~~ordered~~ MC already

would recommend all seats/benches be pressure washed every spring to remove algae, clean.



## Minutes of the Finance and Staffing Committee Meeting – 5<sup>th</sup> August 2022

### 1. To note Councillors present

Cllr Coombes opened the meeting at 11.30am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.  
 Clerk: Esther Greig. FS22/001

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

Cllr Grigg – personal

It was **resolved** to accept the apologies

**Proposed: Cllr Rotchell      Seconded: Cllr Shaw      unan      FS22/002**

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

None

FS22/003

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

None

FS22/004

### 5. To receive and approve the Minutes of Finance 22<sup>nd</sup> April & Staffing 14<sup>th</sup> January 2022

It was **resolved** to approve both minutes

**Proposed: Cllr Rotchell      Seconded: Cllr Coombes      unan      FS22/005**

### 6. To receive Clerk's report Q1 budget to expenditure

Clerk reported mostly as expected with a couple of unbudgeted items – public toilet electrics repair. Also noted that electric bills will be significantly more than budgeted; along with inflation affecting potential staff pay increase. FS22/006

### 7. Agenda Items

a. Q1 internal control check – Cllrs Grigg and Elford – scheduled for 12<sup>th</sup> August FS22/007

b. EMR was reviewed. Clerk noted that the £7,000 underspend from staff in 21-22 would potentially be needed for staff pay rises this year so advised not to allocate to any other projects. Letter has been written to HMRC regarding VAT rebate. FS22/008

c. Reserves and Investment strategy (inc. government guidance) was **discussed**. Allocation to investments was amend to 2/5ths for long-term - **recommend to Full Council**. Further additions to investments to be discussed once ear marked reserves for projects have been spent and VAT rebate received – next agenda. FS22/009

d. The staff pay rise 2022-23 was **discussed**. Clerk noted that 2% was budgeted. That following a presentation from South West Councils – statutory minimum wage is likely to go up 7-10% this year and similar next. This will also have a knock-on effect to all pay grades as the bottom 10 spinal column points will effectively disappear. Inflation likely to go into double digits. Clerk noted that the unions have stated their wishes and the employers were due to respond end of July. Employers have asked the unions to act in a timely manner as they are aware that staff should get their pay rise for this financial year sooner rather than later. Cllr Shaw noted that that increase is excessive – taxpayers have to fund these increases. Cllr Shaw noted that library and office hours could be reduced. Cllr Rotchell noted that if staff hours are reduced then existing staff might choose to work elsewhere. Staff would need to be consulted on any changes to contracts. Clerk noted that in a recent library user survey, residents wanted increased opening hours; not less. Also noted that in general, for all Councils, staffing is the biggest cost as Councils provide services; do not produce goods. Clerk also noted that Camelford show would be an ideal time to sound out to residents. FS22/010

e. Staff appraisals for September was **discussed**. Clerk also noted that it was an opportunity to get to know Staff. Cllrs Rotchell and Coombes offered to take part, and Cllr Shaw noted his availability if needed. FS22/011

f. Christmas opening hours were **discussed**. Library/office to close between Christmas and new year. Clerk reiterated that staff use their holiday allowances for that period. FS22/012

g. Civility and respect pledge was **discussed**. Cllr Shaw noted that the Code of Conduct was sufficient. Clerk noted that all the consequences for bad behaviour were removed in the Localism Act 2011. People's behaviour towards one another has deteriorated. Staff have noticed this and are on the receiving end. The pledge covers all interactions, with also the need to call out inappropriate behaviour. **Recommend to Full Council.** FS22/013

**8. 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.

**Proposed: Cllr Rotchell**

**Seconded: Cllr Coombes**

**unan**

**FS22/014**

Confidential section on separate pink paper

**9. Items, time and date for next meeting.**

21<sup>st</sup> October 2022, 10am Town Hall

**Civility and Respect Pledge suggested agenda item:**

**‘To pass a resolution to sign up to the civility and respect pledge’**

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

<b>Statement</b>	<b>Tick to agree</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

RESKAMMEL



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA(Hons), CiLCA

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## Investment Strategy Adopted 16<sup>th</sup> August 2022

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £100,000 the council is encouraged to adopt the principles in this guidance.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the security, liquidity and yield in that order of importance.

Camelford Town Council (CTC) has adopted the following Investment Strategy:

1. CTC acknowledges the importance of prudently investing its reserves held on behalf of the community.
2. CTC's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) of its reserves.
3. CTC adopts the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3<sup>rd</sup> Edition for financial years commencing on or after 1<sup>st</sup> April 2018).
4. CTC carries out an annual cash flow and reserves forecast to ascertain expenditure commitments for the coming financial year.
5. Based on that forecast, CTC invests reserves only in 'Specified Investments' with bodies with high credit ratings, with the benefit of independent financial advice if appropriate.
  - Maximum two fifths of reserves into long term investments
  - Maximum two fifths of reserves into medium term investments with reasonable access
  - Minimum one fifths of reserves in instant access accounts
6. To review investments annually. CTC will be mindful of its commitment to the protection and enhancement of the natural environment, and will seek to invest in ethical companies that contribute positively to society.
7. CTC will use, but not rely on, contributions from investments towards service delivery.
8. CTC notes the Clerk and RFO, Esther Greig, has the appropriate skills to be involved in investment decision making; being fully qualified financial adviser (CeFA). The Clerk will ensure that Councillors have the capacity, skills and information to review CTC's strategic objectives and risk profile.

### Funds held by CTC at 31.3.22

Barclays current account – instant access	£5,256.89
Barclays deposit account – instant access	£51,423.38
NS&I Investment account – one months' notice	£42,483.49
CCLA Property fund – instant access (unless run on fund)	£80,000.00
Cash float – instant access	£90.00
	<b>£179,254.38</b>
HMRC reclaims outstanding to approximate value £69k and Welcome back funding of £16k	
Total	<b>£264k</b>

**Annual Contributions/interest received 2021-22**

Barclays Interest	£5.12
NS&I Interest	£4.25
CCLA Dividend	£2,912.10

**About the management companies**

CCLA - Churches, Charities and Local Authorities Investment Management Limited. CCLA is in the unique position of being owned by investment funds of its three client groups – churches, charities and local authorities. It is the spirit of a mutual in the body of a commercial private limited company. One trustee from each group is a CCLA non-executive director and it reports on company performance each quarter to all trustees. Its ownership structure is determined by its history and fully reflective of its client base.

- The Local Authorities Property Fund - a long-term, actively managed and diversified portfolio of UK commercial property. Suitable for any local authority seeking a high level of income and long-term capital appreciation – pays dividend quarterly (equivalent 3.6% in 2021-22)
- NS&I – National Savings and Investments. A state-owned savings bank.
- The investment account – pays 0.01% gross interest annually

**Ear marked reserves 1.4.22**

OCM	1679
Cemetery	11225
Skatepark	26443
Lift - control panel	14154
Events	3500
CIL	1816
Window - secondary glazing	1073
Churchfield resurfacing	10000
Allotments	1897
Cleese CP - balance 31/3/22	5211
Playarea - balance 31/3/22	2500

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**79498**

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## Minutes of the Events Committee Meeting – 13 July 2022

---

### 1) To note Councillors present

Cllr Ackroyd-Johnson opened the meeting at 7pm with 3 other Councillors present: Cllrs Burgis, Bond, Rotchell and co-opted members, John Praoline, Kate Woods. Staff: Bronwen Hockerday.

E/22/001

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

India Rabey– business.

It was **resolved** to accept the apologies

E/22/002

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

None

E/22/003

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

None

E/22/004

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

It was **resolved** to approve the Events Minutes 4 May 2022

E/22/005

### 6) Agenda items

#### a) Feedback from Fun Week

It was felt that security was over the top, particularly the no alcohol rule may have put people off coming to the live stream of the Jubilee Concert. Damage to a vehicle, owner advised to contact CTC. Felt that a stronger Councillor presence is needed at events. Ideas for future Fun Week - Is it possible to have a Beacon lit to signal the start of fun week, safety risks involved, Librarian suggested a fake beacon using bulbs & materials during the evening. A beer festival was suggested, Masons keen to help, **Cllr Rotchell will chase up the marquee that is available from the rotary club.** Classic car show either in town or with Hill top farm Shop.

E/22/006

#### b) Camelford in Bloom

It was **resolved** to advertise Camelford in Bloom. Judging will take place Friday 5<sup>th</sup> August at 12.00. Cllrs Rotchell, Ackroyd-Johnson and member John Praoline will judge. Winners will be announced at the Centenary Event. **Recommend to Council to announce at Centenary**

E/22/007

#### c) Camelford Show 10 August 2022

Clerk and Dept Clerk will both attend splitting the day between them (Amanda in morning, Esther in afternoon). CTC, WI and CIC will all be in the same tent. Councillors will be present

throughout the day. Annual report & Camelford Consultation will be on display. Free Bus Service will run as previous years.

E/22/008

*\*\*Amanda Lash joined the meeting at 7.35pm*

d) **Centenary 6 August 2022 including Time Capsule Contents & Tree Sculpture**

Amanda gave an update on the Centenary. No reply from Boscastle Buoys so urgently need an answer or will source another band. Need this in order for programme and posters to be signed off. Cllr Bond offered to chase them up. FEAST grant for £4000 was successful. Will be used for the copper leaf workshops and tree sculpture which will be located inside the park entrance (bine will be removed). Extra camera will be installed to cover the sculpture area.

Centenary will be opened by the Mayor & Phillip Hinde at 2pm. Rescheduled Tug of War will take place and Camelford in Bloom winners will be announced. Circus skills workshop taking place throughout the afternoon. Music at 4pm Electric Bandits, 5.15pm Change the Letter, 6.30pm Smokey's King Shufflers - all bands confirmed. Draft programme shown. Unveiling of Sculpture at 3.30pm 2.6 x 1.9 steel tree with 100 leaves. Copperleaf workshops – teenagers needed for 1 of the workshops, as requested by FEAST in order to deem them successful. Historical Information will be on show.

Event Tech will be present – 32amp supply will be sorted by then. All hands on deck – **Cllr Ackroyd Johnson will email all Councillors**. Set up complete by 1pm. Catering in attendance will be Crème de la Crepe and New Hanger Management. Janna will be doing henna if no rain. Hair & Beauty will be doing glitter. WI have agreed to do Tea & Cake. SWW have requested to be on the bandstand to discuss drain issues with residents. Dance Workshop with Adie Dove doing the opening dance. Amanda Lash will check budget to see what's left.

E/22/009

Time Capsule discussed. Ask local groups to put items in. Other items – list of everyday items & their costs, a newspaper, Annual report, Top 10 books borrowed from Library, Youngest & Oldest Library Members. Photo album of the places in Town, Jubilee pin badge.

E/22/010

e) **Coronation**

**Recommend to council** that a budget of £3000 be earmarked for the Coronation

**Proposed:** Cllr Ackroyd-Johnson      **Seconded:** Cllr Rotchell

E/22/011

f) **Halloween/Scarecrow Competition**

It was agreed to move this to the next meeting. Librarian requested that the Pumpkins on Parade Event take place in the afternoon or early evening when the Library is shut as there were issues with members of the public accessing the library when it was held during opening hours last year. **John Praoline will check what time the Liberal Club are holding their Halloween Party so there is no clash.**

Scarecrow Competition, Same categories as before, **John Praoline will approach LiveWest for Amazon vouchers to use as prizes. Recommend to Council time change for Pumpkins on Parade Event**

g) **Training Requirements (road closures etc)**

John Praoline talked about Liskeard Training Centre for TMCE training – 2 x road closures needed. Anyone under supervision does not need road closure training. He would like a list of renewal dates for those who have TCME/Chapter 8.

**Recommend to Council to purchase their own barriers instead of hiring.** Would also like 8 radios to be purchased to use instead of relying on personal phones. Is there any budget for this/recommend to council to purchase radios for use at Events

E/22/012



## **7) Date and items for next meeting**

2 September 2022

- Halloween and Scarecrow Competition
- Feedback from Centenary
- Winter Festival
- Budget considerations

Meeting closed at 8pm

**ROAD CLOSURE SIGNAGE**  
**REPORT BY DEPUTY TOWN CLERK**

Further to the last Council meeting, below is a breakdown of the signage required (prices exclude VAT). As you will see, the Winter Festival has the most signage, so would only need to order those quantities. Purchasing the signs will pay for themselves within 4-5 years, however, that is assuming that they are of good quality and do not get damaged/lost. Plastic signage is made from Fully recycled Polypropylene and are black. The safety standards conform to requirements of BS 8442:2015, Chapter 8 - the traffic signs manual, the red book 2013, traffic signs regulations & general directions. I have spoken with John Praoline who recommended metal.

3 quotations were obtained (Street Solutions, Hookehighways and Start Safety): Recommendation 1 below.

1. Hookehighways metal (riveted no clips) £1390.07 (including batteries)
2. Start safety metal £1381.47 (including batteries), clips
3. Start Safety plastic £1427.48 (including batteries)
4. Streetsolutions plastic £1444.55 (not including batteries)

Street solutions do not offer cone light batteries so these would still need to be rented.

<b>XMAS</b>	<b>CARNIVAL</b>		<b>RENT (BOTH EVENTS)</b>	<b>PURCHASE</b>
QTY	QTY	ITEM		
2	2	DIVERSION SIGN	20.20	70.68
4	2	DIVERSION REVERSIBLE ARROW	30.30	127.52
2	2	DIVERSION ENDS SIGN	20.20	70.68
7	2	ROAD AHEAD CLOSED SIGN	66.25	247.38
30	30	750mm ROAD CONE	61.82	207.90
17	10	CONE LIGHT	54.00	189.21
17	10	CONE LIGHT BATTERY	33.75	42.33
6	2	ROAD CLOSED SIGN	39.60	212.04
4	4	2M HDPE GATE/STACCA BARRIER	46.00	175.00
1	1	ACCESS TO CAR PARK ONLY	10.10	47.33
		TOTAL	£361.40 per annum	£1390.07

**Other considerations**

Time for going to collect the signage. Mark Chapman usually does this or John Praoline. They never charge us for fuel. I do not know who collects the signs for the Carnival.

Storage – signs will need to be stored safely and will mean the Grounds staff will need to be involved with liaising with road closure teams to collect.

This has not been budgeted for, however, there might be some spare in events to go towards this cost.

Hooke

		BUY COST (Each)	Total
QTY	ITEM		
2	DIVERSION SIGN REVERSIBLE ARROW	£ 35.34	£ 70.68
4	DIVERTED TRAFFIC REVERSIBLE ARROW	£ 31.88	£ 127.52
2	DIVERSION ENDS SIGN	£ 35.34	£ 70.68
7	ROAD AHEAD CLOSED SIGN	£ 35.34	£ 247.38
30	750mm ROAD CONE	£ 6.93	£ 207.90
17	CONE LIGHT	£ 11.13	£ 189.21
17	CONE LIGHT BATTERY	£ 2.49	£ 42.33
6	ROAD CLOSED SIGN	£ 35.34	£ 212.04
4	2M HDPE GATE/STACCA BARRIER	£ 43.75	£ 175.00
1	ACCESS TO CAR PARK ONLY	£ 47.33	£ 47.33
	TOTAL		£ 1,390.07

# Start Traffic Ltd

METAL

Start Safety  
 Drury Lane  
 Martin Hussingtree  
 Worcestershire  
 WR3 8TD  
 01905 794 875  
 startsafety.uk  
 sales@startsafety.uk



Customer Name & Address	Delivery Address
Camelford Town Council Town Hall Market Place Camelford PL32 9PD United Kingdom	Camelford Town Council Town Hall Market Place Camelford PL32 9PD United Kingdom Del Telephone: 01840 212880 Del Email: admin@camelford-tc.gov.u

QUOTATION	
FAO:	Amanda Lash
Order Date:	28/07/2022
Your Acc No:	CST79116
Your Order No:	
Taken By:	Melody Wootton
Our Order No:	<b>SO208708</b>

Qty	Code	Description	Price Each	Line Total	Line VAT
4.00	KH-13098-K	'Diversion' Reversible Arrow Dia. 2702 - Zintec Sign, Zintec, RA1 Class 1, Inc Face, Frame & Clips, 1050x750mm	39.15	156.60	31.32
Kit Components:					
4.00	12171	Sign Frame - 1050 x 750mm Rectangular			
32.00	12401	Frame Clip for Metal Zintec Signs			
4.00	13098	'Diversion' Reversible Arrow Dia. 2702 - Zintec Sign, Face Only, Class 1 / RA1, 1050x750mm			
2.00	KH-13035-K	'Diversion ENDS' Dia. 2702 - Zintec Sign, Zintec, RA1 Class 1, Inc Face, Frame & Clips, 1050x750mm	36.30	72.60	14.52
Kit Components:					
2.00	12171	Sign Frame - 1050 x 750mm Rectangular			
16.00	12401	Frame Clip for Metal Zintec Signs			
2.00	13035	'Diversion ENDS' Dia. 2702 - Zintec Sign, Face Only, Class 1 / RA1, 1050x750mm			
2.00	13102-YB-N-1	Custom Sign Face 1050x750mm - Metal Road Sign, RA1 Class 1, No Arrow, Proof Required, Yellow/Black Diversion	33.98	67.96	13.59
2.00	12171	Sign Frame - 1050 x 750mm Rectangular	14.43	28.86	5.77
16.00	12401	Frame Clip for Metal Zintec Signs	0.11	1.76	0.35
7.00	KH-13030-K	'ROAD AHEAD CLOSED' Dia. 7010.1 - Zintec Sign, Zintec, RA1 Class 1, Inc Face, Frame & Clips, 1050x750mm	36.30	254.10	50.82
Kit Components:					
7.00	12171	Sign Frame - 1050 x 750mm Rectangular			
56.00	12401	Frame Clip for Metal Zintec Signs			
7.00	13030	'ROAD AHEAD CLOSED' Dia. 7010.1 - Zintec Sign, Face Only, Class 1 / RA1, 1050x750mm			
30.00	12610-750	Starlite Cone, Orange, 750mm	6.74	202.20	40.44
17.00	13338-2	JSP MaxiLite LED Hazard Warning Light, Amber	9.92	168.64	33.73
17.00	15546	Budget 'CK' Battery - 6V	2.50	42.50	8.50
6.00	KH-13029-K	'ROAD CLOSED' Dia. 7010.1 - Zintec Sign, Zintec, RA1 Class 1, Inc Face, Frame & Clips, 1050x750mm	36.30	217.80	43.56

**Quotation for Camelford Town Council - CST79116**  
**Order No: SO208708**

Qty	Code	Description	Price Each	Line Total	Line VAT
Kit Components:					
6.00	12171	Sign Frame - 1050 x 750mm Rectangular			
48.00	12401	Frame Clip for Metal Zintec Signs			
6.00	13029	ROAD CLOSED' Dia. 7010.1 - Zintec Sign, Face Only, Class 1 / RA1, 1050x750mm			
4.00	12385-0	Gate Barrier 2m, Standard Feet	33.81	135.24	27.05
1.00	13104-RW-N-1	Custom - Zintec Sign, Face Only, Class 1 / RA1, No Arrow, Proof Required, Red/White, 600x450mm ACCESS TO CAR PARK ONLY	21.40	21.40	4.28
1.00	12507	Sign Frame - 600 x 450mm Rectangular	10.93	10.93	2.19
8.00	12401	Frame Clip for Metal Zintec Signs	0.11	0.88	0.18

**Delivery Method: 2-3 Working Day Delivery**

**Lead Time: Approx 10 working days**

£ 1381.47

**Payments to be made to the following bank details:**

**Account No:** 61483889  
**Sort Code:** 40-19-27

**BIC/Swift:** HBUKGB4129N  
**IBAN:** GB65HBUK40192761483889

**Validity: This quote is valid for 14 days from the date issued unless otherwise specified.**

**Please read our terms and conditions here:**  
[startsafety.uk/terms-conditions](https://startsafety.uk/terms-conditions)

<b>Goods Net:</b>	1,381.47
<b>Delivery:</b>	75.15
<b>Order Net:</b>	1,456.62
<b>VAT:</b>	291.33
<b>Total:</b>	1,747.95
Pound sterling	

PLASTIC

# Start Traffic Ltd

Start Safety  
 Drury Lane  
 Martin Hussingtree  
 Worcestershire  
 WR3 8TD  
 01905 794 875  
 startsafety.uk  
 sales@startsafety.uk



Customer Name & Address	Delivery Address	QUOTATION
Camelford Town Council Town Hall Market Place Camelford PL32 9PD United Kingdom	Camelford Town Council Town Hall Market Place Camelford PL32 9PD United Kingdom Del Telephone: 01840 212880 Del Email: admin@camelford-tc.gov.u	<b>FAO:</b> Amanda Lash <b>Order Date:</b> 28/07/2022 <b>Your Acc No:</b> CST79116 <b>Your Order No:</b> <b>Taken By:</b> Melody Wootton <hr/> <b>Our Order No:</b> <b>SO208714</b>

Qty	Code	Description	Price Each	Line Total	Line VAT
4.00	KH-15750	'Diversion' Rotating Arrow - QuickFit EnduraSign Kit - 1050x750mm 3mm / RA1, 300mm Centres, RA1 Class 1, 3mm plastic, 1050x750mm	40.55	162.20	32.44
Kit Components:					
4.00	15012-P-1050	Diversion' Rotating Arrow Dia. 2072 - Quick Fit Sign, 3mm Plastic, Class 1 / RA1, 300mm & 750mm Centres, 1050x750mm			
4.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres			
2.00	KH-15751	'Diversion' ENDS - QuickFit EnduraSign Kit - 1050x750mm 3mm / RA1, 300mm Centres, RA1 Class 1, 3mm plastic, 1050x750mm	37.93	75.86	15.17
Kit Components:					
2.00	13933-P-1050	Diversion Ends Dia. 2702 - Quick Fit Sign, 3mm Plastic Class 1 / RA1, 300mm & 750mm Centres, 1050x750mm			
2.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres			
2.00	14999-YB-PR	Custom - Quick Fit Sign, 3mm Plastic, Class 1 / RA1, 3mm plastic, 300mm & 750mm Centres, Proof Required, Yellow/Black, 1050x750mm Diversion	34.90	69.80	13.96
2.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres	19.71	39.42	7.88
7.00	KH-15738	'ROAD AHEAD CLOSED' - QuickFit EnduraSign Kit - 1050x750mm 3mm / RA1, 300mm Centres, RA1 Class 1, 3mm plastic, 1050x750mm	37.93	265.51	53.10
Kit Components:					
7.00	14166-P-1050	ROAD AHEAD CLOSED' Dia. 7010.1 - Quick Fit Sign, 3mm Plastic, Class 1 / RA1, 300mm & 750mm Centres, 1050x750mm			
7.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres			
30.00	12610-750	Starlite Cone, Orange, 750mm	6.74	202.20	40.44
17.00	13338-2	JSP MaxiLite LED Hazard Warning Light, Amber	9.92	168.64	33.73
17.00	15546	Budget 'CK' Battery - 6V	2.50	42.50	8.50
6.00	KH-15737	'ROAD CLOSED' - QuickFit EnduraSign Kit - 1050x750mm 3mm / RA1, 300mm Centres, RA1 Class 1, 3mm plastic, 1050x750mm	37.93	227.58	45.52
Kit Components:					
6.00	13941-P-1050	ROAD CLOSED' Dia. 7010.1 - Quick Fit Sign, 3mm Plastic, Class 1 / RA1, 300mm & 750mm Centres, 1050x750mm			

**Quotation for Camelford Town Council - CST79116**  
**Order No: SO208714**

Qty	Code	Description	Price Each	Line Total	Line VAT
6.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres			
4.00	12385-0	Gate Barrier 2m, Standard Feet	33.81	135.24	27.05
1.00	15107-RW-N-1	Custom - Quick Fit Sign, 3mm Plastic, Class 1 / RA1, 300mm Centres, No Arrow, Proof Required, Red/White, 600x450mm ACCESS TO CAR PARK ONLY	18.82	18.82	3.76
1.00	15704	EnduraSign QuickFit Frame Inc. 4 Droplocks Standard Colour - QuickFit Endurasign, 300mm Centres	19.71	19.71	3.94

**Delivery Method: 2-3 Working Day Delivery**

**Lead Time: Approx 10 working days**

£ 1427.48

**Payments to be made to the following bank details:**

**Account No:** 61483889  
**Sort Code:** 40-19-27

**BIC/Swift:** HBUKGB4129N  
**IBAN:** GB65HBUK40192761483889

**Validity:** This quote is valid for 14 days from the date issued unless otherwise specified.

**Please read our terms and conditions here:**  
[startsafty.uk/terms-conditions](https://startsafty.uk/terms-conditions)

<b>Goods Net:</b>	1,427.48
<b>Delivery:</b>	75.15
<b>Order Net:</b>	1,502.63
<b>VAT:</b>	300.52
<b>Total:</b>	1,803.15
	Pound sterling





**STREET  
SOLUTIONS UK**

**QUOTE**

Unit A6  
Cuba Industrial Estate  
Bolton North Road  
Ramsbottom  
BL0 0NE

Tel: 0161 706 0479  
Email: sales@streetsolutionsuk.com

VAT Reg No: GB 304 4478 18

**DELIVERY ADDRESS**

Amanda Lash  
Deputy Town Clerk, Camelford Town  
Council  
Town Hall Market Place Camelford  
PL32 9PD  
Tel. +441840212880

**QUOTE #D3263**

Quote Date 28/06/2022  
Shipping: Standard Delivery  
Items: 72  
Email: admin@camelford-tc.gov.uk

Item Description	Qty	Price (ex. VAT)	VAT	Price	Total
Diversion Reversible Arrow 1050x750mm 2702a Q-Sign QS-DRA-1050X750-YEL	x 4	£32.33	£6.46	<del>£39.99</del> £38.79	£155.16
Diversion End 1050x750mm 2702 Q-Sign QS-DE-1050X750-YEL	x 1 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">x2</span>	£32.33	£6.47	<del>£39.99</del> £38.80	£38.80
Road Ahead Closed 1050x750mm Q-Sign QS-RAC-1050-RED	x 7	£32.33	£6.46	<del>£39.99</del> £38.79	£271.53
750mm 2-Piece Traffic Cone CO-SS-2P750-ORA	x 30	£5.65	£1.13	<del>£6.99</del> £6.78	£203.40
LED Traffic Cone Safety Lights 7427069102705	x 17	£16.97	£3.39	<del>£20.99</del> £20.36	£346.12
Road Closed 1050x750mm Q-Sign QS-RC-1050-RED	x 6	£32.33	£6.46	<del>£39.99</del> £38.79	£232.74
Custom 1050 x 750mm Q-Sign - Red Background & White Border CSTM-1050x750-R1	x 1	£47.50	£9.50	<del>£59.99</del> £57.00	£57.00
Chapter 8 Gate Barrier - Orange - Standard GATE-BAR-CHAP8-STND-ORNG	x 4	£28.44	£5.68	<del>£34.99</del> £34.12	£136.48
Diversion 1050x750mm Q-Sign QS-D-1050X750-YEL	x 2	£32.49	£6.50	<del>£39.99</del> £38.99	£77.98

**Notes**

Custom sign Access To Car Park Only

Subtotal	£1,519.26
Delivery	£175.95
Total excl. VAT	£1,412.66

VAT (20%) £282.55

**Total incl. VAT £1,695.21**

**Please make cheques payable to Street Solutions UK Ltd**

**BANK TRANSFER INSTRUCTIONS:**

Please transfer the total amount to the following bank account.

**Street Solutions UK Ltd - 11791614**

**Account No:** 50623660

**Sort Code:** 20-55-41

**IBAN:** GB27BUKB20554150623660

**BIC:** BUKBGB22

**Thanks for your business!**



QUOTE DATE: 08-Aug-2019  
 QUOTE SOURCE: BEVERLEY CARTER

QUOTE REFERENCE: 3352466  
 ESTIMATED HIRE START: 26-Oct-2019

**QUOTE**

**CUSTOMER DETAILS**

**CUSTOMER:** 154390 - CAMELFORD TOWN COUNCIL  
**ADDRESS:** TOWN HALL  
 MARKET PLACE  
 CAMELFORD  
 CORNWALL  
**POST CODE:** PL32 9PD  
**TELEPHONE:** 01840 212 880  
**FAX:**

**SITE/DELIVERY ADDRESS**

**SITE REFERENCE:** N/A  
**ADDRESS:** CUSTOMER COLLECT  
 CAMELFORD  
**POST CODE:** PL32  
**HIRER:** MARK BAKER 01840212880  
**SITE CONTACT:** MARK BAKER 01840212880

QTY	CODE	PRODUCT DESCRIPTION	RATE	PER	TOTAL
1	A-GUARD	NOTE: YOU ARE NOT COVERED BY A-GUARD INSURANCE.	0.00	SLE	0.00
2	287031	DIVERSION SIGN	5.05	WK	10.10
2	287033	DIVERSION REVERSIBLE ARROW	5.05	WK	10.10
2	287032	DIVERSION ENDS SIGN	5.05	WK	10.10
2	287011	ROAD AHEAD CLOSED SIGN	5.05	WK	10.10
30	287800	750MM ROAD CONE	1.03	WK	30.90
17	285034	CONE LIGHT	2.00	WK	20.00
17	RSS	CONE LIGHT BATTERY	1.25	SLE	12.50
2	287011	ROAD CLOSED SIGN	4.95	WK	9.90
4	285009	2M HDPE GATE/STACCA BARRIER	5.75	WK	23.00
1	287011	ACCESS TO CAR PARK ONLY	5.05	WK	5.05
				<b>TOTAL:</b>	<b>141.75</b>

Rates shown are in Pounds Sterling (GBP)

\* PLEASE NOTE: All quoted prices are exclusive of VAT.  
 Unless otherwise stated, delivery, collection, fuel or other additional items could be added to complete your order and may be chargeable.  
 All quotations are subject to A-Plant Terms & Conditions which can be found at [www.aplant.com](http://www.aplant.com).

**QUOTATIONS ARE ONLY VALID FOR 30 DAYS, THIS QUOTE WILL EXPIRE ON 07-Sep-2019.**

**Delivery Address:**

Customer collect  
 Camelford  
 PL32

- Contact L
- Trade Pri

**Hirer:**

Mark Baker 01840212880

**Start Date/Time:**

25/11/2017 09:00

**Estimated Off Hire Date/Time:**

None None

**Order Number:**

AM/191017/43

**Site Reference:**

None

**Special Instructions:**

None

*Winter Festival*

**Order Lines:**

Line	Code	Description	Rate	Qty	Period
1.		A-GUARD. NOTE: YOU ARE NOT COVERED BY A-GUARD INSURANCE..	£0.00	1.	SLE.
2.	287031.	DIVERSION SIGN .	£5.05	2.	WK. 10, 10
3.	287033.	DIVERSION REVERSIBLE ARROW .	£5.05	4.	WK. 20, 20
4.	287032.	DIVERSION ENDS SIGN .	£5.05	2.	WK. 10, 10
5.	287011.	ROAD AHEAD CLOSED SIGN .	£5.05	7.	WK. 35, 35
6.	287800.	750mm ROAD CONE .	£1.03	30.	WK. 30, 90
7.	285034.	CONE LIGHT .	£2.00	17.	WK. 34, 00
8.	RSS.	Cone light battery.	£1.25	17.	SLE. 21, 25
9.	287011.	ROAD CLOSED SIGN .	£4.95	6.	WK. 29, 70
10.	285009.	2M HDPE GATE/STACCA BARRIER .	£5.75	4.	WK. 23
11.	287011.	ACCESS TO CAR PARK ONLY.	£5.05	1.	WK. 5, 05

219.65.

If any of the details above are incorrect then please do not hesitate to contact me on 0120872495

Please note it is the responsibility of the customer to off hire this equipment.

Regards,

Bodmin Traffic

Ashtead Plant Hire Company Limited



**QUOTE**

Unit A6  
Cuba Industrial Estate  
Bolton North Road  
Ramsbottom  
BL0 0NE

Tel: 0161 706 0479  
Email: sales@streetsolutionsuk.com

VAT Reg No: GB 304 4478 18

**DELIVERY ADDRESS**

Amanda Lash  
Deputy Town Clerk, Camelford Town  
Council  
Town Hall Market Place Camelford  
PL32 9PD  
Tel. +441840212880

**QUOTE #D3263**

Quote Date 28/06/2022  
Shipping: Standard Delivery  
Items: 70  
Email: admin@camelford-tc.gov.uk

Item Description	Qty	Price (ex. VAT)	VAT	Price	Total
✓ <b>Diversion Reversible Arrow 1050x750mm 2702a Q-Sign</b> QS-DRA-1050X750-YEL	x 4	£32.33	£6.46	<del>£99.99</del> £38.79	£155.16
2 <b>Diversion End 1050x750mm 2702 Q-Sign</b> QS-DE-1050X750-YEL	x 1	£32.33	£6.47	<del>£99.99</del> £38.80	£38.80
4 <b>Road Ahead Closed 1050x750mm Q-Sign</b> QS-RAC-1050-RED	x 7	£32.33	£6.46	<del>£99.99</del> £38.79	£271.53
<b>750mm 2-Piece Traffic Cone</b> CO-SS-2P750-ORA	x 30	£5.26	£1.04	<del>£6.40</del> £6.30	£189.00
<b>LED Traffic Cone Safety Lights</b> 7427069102705	x 17	£16.97	£3.39	<del>£29.99</del> £20.36	£346.12
<b>Road Closed 1050x750mm Q-Sign</b> QS-RC-1050-RED	x 6	£32.33	£6.46	<del>£99.99</del> £38.79	£232.74
<b>Custom 1050 x 750mm Q-Sign - Red Background &amp; White Border</b> CSTM-1050x750-R1	x 1	£47.50	£9.50	<del>£59.99</del> £57.00	£57.00
<b>Chapter 8 Gate Barrier - Orange - Standard</b> GATE-BAR-CHAP8-STND-ORNG	x 4	£26.73	£5.34	<del>£92.80</del> £32.07	£128.28
<b>Notes</b>					
Custom sign Access To Car Park Only				Subtotal	£1,418.53
				Delivery	£175.95
				Total excl. VAT	£1,328.72
				VAT (20%)	£265.76

Need Diversion sign

Total incl. VAT £1,594.48

Please make cheques payable to Street Solutions UK Ltd

**BANK TRANSFER INSTRUCTIONS:**

Please transfer the total amount to the following bank account.

Street Solutions UK Ltd - 11791614

Account No: 50823660

Sort Code: 20-55-41

IBAN: GB27BUKB20554150623660

BIC: BUKBGB22

Thanks for your business!

# Amanda Lash

**From:** Steve Fryer <stevefryer@sunbeltrentals.co.uk>  
**Sent:** 04 October 2021 11:16  
**To:** Amanda Lash; Bodmin Traffic Management; Steve Fryer; Stuart Everleigh; Bodmin Traffic Management; Timothy Jones  
**Subject:** Sunbelt Rentals Booking Confirmation for Reference 4353938  
**Attachments:** Quick Links Text Image; Get Adobe Reader Image; Universal Invoice Header

Not in your inbox? Add [stevefryer@sunbeltrentals.co.uk](mailto:stevefryer@sunbeltrentals.co.uk) to your Address Book.

Good Morning Amanda Lash,

Thank you for choosing Sunbelt Rentals!

Your booking is now being processed. Please find confirmation of your booking details below.

**Customer Account:**

154390 – Camelford Town Council

**Delivery Address:**

Customer collect  
Camelford  
PL32

**Hirer:**

Amanda Lash – 01840 212880

**Start Date/Time:**

25/11/2021 08:00

**Estimated Off Hire Date/Time:**

None None

**Order Number:**

EG 21/107

**Site Reference:**

None

**Special Instructions:**

None

**Order Lines:**

Line	Code	Description	Rate	Qty	Period
1.	A-GUARD.	NOTE: YOU ARE NOT COVERED BY A-GUARD INSURANCE..	£0.00	1.	SLE.
2.	287031.	DIVERSION SIGN .	£5.75	2.	WK.
3.	287033.	DIVERSION REVERSIBLE ARROW .	£5.75	4.	WK.
4.	287032.	DIVERSION ENDS SIGN .	£5.75	2.	WK.

- [Terms & C](#)
- [Equipmen](#)
- [Location F](#)
- [Axis Logir](#)
- [Health &!](#)
- [Rental Ins](#)
- [Training](#)
- [Contact U](#)

*Street solutions*

5.	287011.	ROAD AHEAD CLOSED SIGN .	£5.75	7.	WK.
6.	287800.	750mm ROAD CONE .	£1.10	30.	WK.
7.	285034.	CONE LIGHT .	£2.50	17.	WK.
8.	RSS.	Cone light battery.	£1.45	17.	SLE.
9.	287011.	ROAD CLOSED SIGN .	£5.75	6.	WK.
10.	285009.	2M HDPE GATE/STACCA BARRIER .	£5.75	4.	WK.
11.	287011.	ACCESS TO CAR PARK ONLY.	£5.75	1.	WK.

If any of the details above are incorrect then please do not hesitate to contact me on 0120872495

Please note it is the responsibility of the customer to off hire this equipment.

Regards,

Stephen Fryer

**Sunbelt Rentals UK Ltd**

102 Dalton Avenue, Birchwood Park, Warrington, WA3 6YE

t > 01925 281000 f > 01925 281001 e > [enquiries@sunbeltrentals.co.uk](mailto:enquiries@sunbeltrentals.co.uk) w > [www.sunbeltrentals.co.uk](http://www.sunbeltrentals.co.uk)

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## Esther Greig

---

**From:** Duchy Defibrillators <duchydefibs@gmail.com>  
**Sent:** 31 July 2022 20:23  
**To:** Esther Greig  
**Subject:** Defib at clease hall

Good evening

I trust this email finds you well

Over the weekend the cabinet at the Clease hall was deployed by SWAST and the defib was taken to an incident.

The battery level on the unit is now too low to operate and requires replacing. This is not covered within the annual fee you currently pay, but we have a few options available to you -

1- Replace the battery within the defib, like for like. This will last you another 4 years and costs £300+VAT (£360). In four years time, you would have to replace the battery at the costs of the time

2- Replace the defib within the cabinet with a different model that we now stock. With this model the battery and pads are in the same unit so get changed at the same time. We currently replace the pads for you under the payment of the annual fee, so would change the battery as well for you while the annual fee is paid. This update costs £500+VAT (£600) and you would never need to have to pay for pads and batteries again (as long as annual fee is maintained)

Please could you let me know which way you would like to proceed to allow us to move this forward with you and SWAST. As a temp measure we are arranging to have a loan unit brought over to the cabinet to keep the area covered for you, we shall provide this temporary cover free of charge to you.

Kind regards

Alan

--  
Duchy Defibrillators  
0800 772 3638  
[www.duchydefibs.co.uk](http://www.duchydefibs.co.uk)





Ms Esther Greig  
Camelford Town Council  
Town Hall  
Market Place  
Camelford  
Cornwall  
PL32 9PD

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
28 July 2022

**Our Ref:**  
CO0016

**SAAA Ref:**  
SB01639

**Camelford Town Council  
Completion of the limited assurance review for the year ended 31 March 2022**

Dear Ms Greig

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Camelford Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Bronwen Hockerday

---

**From:** [REDACTED]  
**Sent:** 25 July 2022 16:21  
**To:** Bronwen Hockerday  
**Subject:** Poly tunnel

**Categories:** Red Category

**CAUTION:** This is an **EXTERNAL** email which was sent from outside of Cornwall Council's network. Do not click links, open attachments, or reply unless you recognise the sender and know the content is safe. Do not provide any login or password details if requested.

Hi Bronwen

Would like to apply for a 5 X 3m poly tunnel please. Hopefully it's a yes as we've already bought it... Only just remembered that we need to let you know if things of certain sizes are going on the plots!

Thanks, Tim

**Esther Greig**

---

**From:** mark [REDACTED]  
**Sent:** 06 August 2022 17:03  
**To:** Esther Greig  
**Cc:** Rob Rotchell; Amanda Lash  
**Subject:** Re: Quote for damage to vehicle  
**Attachments:** Ellis quote .pdf; D Bass Quote.pdf; Gikler quote .pdf

Hi,

thank you for your response.

I have attached the three quotes as requested. There appears to be some uncertainty if some of it can be polished out or not.

I have not sought advice from my insurance company yet as I was hoping that this could be resolved.

*Kind Regards*

*Mark Chapman*

*J S & M Chapman*

*Tel: 07771560753*

---

**From:** Esther Greig <clerk@camelford-tc.gov.uk>  
**Sent:** 02 August 2022 14:03  
**To:** [REDACTED]  
**Cc:** Rob Rotchell <rob.rotchell@camelford-tc.gov.uk>; Amanda Lash <admin@camelford-tc.gov.uk>  
**Subject:** RE: Quote for damage to vehicle

Dear Mark,

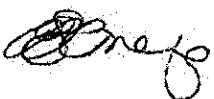
Thank you for your email. Sorry for the delay in replying; I am just back from annual leave.

I will note that individual Councillors cannot act on behalf of the Council. Any decision on whether to pay your claim would have to be by Full Council, or by CTC insurers; if they feel you have a valid claim. I will put forward your request to Council at its next meeting on the 16<sup>th</sup> August.

In the interim I will need 3 quotes because of the value of the repair stated is £600 (3 quotes required for items valued over £500 as per CTC financial regulations). I will speak to CTC insurer.

Please could you forward pictures of the damage and please forward any advice you have received from your vehicle insurers.

Best regards



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

Tel: 01840 212880

Email: [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)

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

Not available on Thursdays.

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**From:** [REDACTED]  
**Sent:** 27 July 2022 18:20  
**To:** Esther Greig <[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)>  
**Subject:** Quote for damage to vehicle

Hi,

As you aware, on the Jubilee weekend, I was asked to bring the generator into Enfield Park to facilitate the power for the music.

Whilst completing this requested task, the shrubs on the entrance to the park scratched my vehicle on both sides.

I spoke to various members of the town council at the time who were made aware of the damage caused and was advised to get a quote for repairing the damage.

I have received a quote from Tom Ellis Paint & Bodywork Repairs, Tregath Business Park. To repair both sides of the vehicle it will cost £600 (no vat included)

Please can you advise me on the best way forward to complete this repair.

*Kind Regards*

*Mark Chapman*

*J S & M Chapman*

*Tel: 07771560753*

## Esther Greig

---

**From:** Let Cornwall Decide <info@letcornwalldecide.com>  
**Sent:** 26 July 2022 13:10  
**To:** Rob Rotchell; Stephen Bond; Claire Hewlett; Emma Grigg; susan.elford@camelford-tc.gov.uk; Jim Thomson; Alan Burgis; Mike Coombes; Andy Shaw; Ayla Ackroyd-Johnson; Aaron Scawn  
**Cc:** Esther Greig  
**Subject:** URGENT: Camelford's view on MAYOR OF CORNWALL  
**Importance:** High

Dear Camelford Town Councillors,

You may have heard that Cornwall Council is planning to propose a new Mayor of Cornwall. I am writing to you on behalf of the Let Cornwall Decide campaign to ask you if you would be willing to back a Cornwall-wide call for this huge change to be **decided by the people** of Cornwall, rather than by as few as 44 councillors in a single meeting at County Hall. For more details on this please see [www.letcornwalldecide.com](http://www.letcornwalldecide.com).

We are a group of residents and (some) councillors from all party and political backgrounds who want this decision to be made democratically. We have a petition running which could be debated at Cornwall Council. The campaign is being run by ordinary residents who feel strongly about this. It also has the support of a mix of Conservative, Independent, Labour and Liberal Democrat councillors. We know that some Cornwall MPs back a referendum too.

If you agree this is important for the people you represent in Launceston, there are four things you might consider doing:

1. Pass a **motion** calling on Cornwall Council to conduct a referendum (possible model wording attached).
2. Resolve as a council to ask all your **local Cornwall Councillors** if they will let the people decide whether there should be a Mayor.
3. Offer personally (if you wish) to help our **street stalls** in your area.
4. Sign the petition yourself and **share** it on your social media.

### POSSIBLE MOTION WORDING

"Camelford Town Council believes that the way Cornwall is governed is extremely important to our local residents. We note the emerging proposals for a possible change to a powerful Mayor of Cornwall with their own staff, budget and choice of Cabinet. We believe that such a system should only be implemented if the people of Cornwall support it. We call on Cornwall Council and our local Cornwall Councillors to ensure that there is a referendum of all voters in Cornwall on whether to introduce this significant change, as set out in the relevant legislation."

We stress that this is about **who decides** on the change to a Mayor. Backing this campaign does not mean you need to be for or against a Mayor - just that it should be the people's decision.

Please do ask us for any further information. Thank you for reading!

Very best wishes,

## Esther Greig

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**From:** Sue Theobald [REDACTED]  
**Sent:** 09 August 2022 11:26  
**To:** Esther Greig  
**Subject:** CCTV

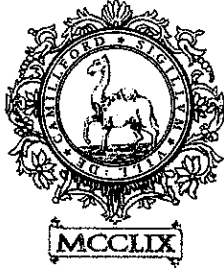
Good morning.

At the meeting of Camelford Hall Trustees held on 1st August it was highlighted that several incidents of petty vandalism has occurred at the Public Toilets adjoining the hall. These cases of vandalism had the potential to be serious had they gone unnoticed.

It was therefore thought prudent to install a CCTV camera on the front wall of the hall and it was suggested that such a camera could be added to the Camelford Town Council network.

If this is possible should the Hall Committee purchase the camera, or would it be better if CTC were to purchase it, for compatibility with your network, and send the bill to the Hall committee? I would be grateful if the Town Council would consider this request and let me know how to proceed.

Regards, Sue Theobald. Secretary.



## Internal audit procedure form

To be completed quarterly by two Councillors

We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2021 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed..... SUSAN Elford ..... Date..... 11.8.22 .....

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	S.E		
Proper bookkeeping	Is the cashbook maintained and up to date?	S.E		
	Is the cashbook arithmetically correct?	S.E		
	Is the cashbook regularly balanced?	S.E		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	S.E		
	Has a Responsible Financial Officer been appointed?	S.E		
	Have items or services above a de minimis amount been competitively purchased?	S.E		



1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	S.E		
	Has VAT on payments been identified, recorded and reclaimed?	S.E		
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?	S.E		
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	S.E		
	Has there been any change of supplier bank records? Random check to be carried out regularly.	S.E		
	Is insurance cover appropriate and adequate?	S.E		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	S.E		
	Is actual expenditure against the budget quarterly reported to Council?	S.E		
	Are there any significant unexplained variances from budget?	S.E		
	Have virements been approved by Full Council?	S.E		
Income Controls	Is income properly recorded and promptly banked? Check Car park spreadsheet and library cashbook v paying-in slips	S.E		
Debt collection	Does allotment spreadsheet balance?	S.E		
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?	S.E		

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are security controls over cash adequate and effective?	S.Σ		
Payroll Controls	Do salaries paid agree with those approved by Council?	S.Σ		
	Are other payments to the Clerk reasonable and approved by Council?	S.Σ		
	Has PAYE/NIC/pension been properly operated by the Council as an employer?	S.Σ		
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?	S.Σ		
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?	S.Σ		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	S.Σ		
	Is the Register up to date?	S.Σ		
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?	S.Σ		
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?	S.Σ		
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?	S.Σ		
	Are any unexplained differences explained?	S.Σ		