



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
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## Ordinary Council Meeting – 16<sup>th</sup> August 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 6 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Scawn, Shaw. 22/369

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

Cllrs Ackroyd-Johnson Grigg Hewlett and Thomson - personal

**Proposed: Cllr Coombes      Seconded: Cllr Burgis      unan      22/370**

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

Cllr Scawn      10.j agenda      pecuniary interest      to leave the room      22/371

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

David Pierce spoke regarding traffic through town – bottle neck at Co-op needs as yellow box. TJR scaffolding needs to tidy its yards and Groovy shop goods creating trip hazard for pedestrians. He noted that shop owners and the park look good. Clerk noted that these issues have been presented to Highways via the Camelford Network Panel. And highways have been notified of the potential trip hazard on the pavement. Mr Pierce noted that CTC should send a letter to both parties. Cllr Jordan noted one of his issues with Highways is lining – CC don't have the right machinery so lining is done sporadically with an outside contractor. Cllr expressed thanks for a great day out to Camelford Show. Attended debrief meeting at Saputo about the Davidstow rave – very useful. Had other traffic issues highlighted to him – i.e. College Road. Shared prosperity fund. Mayor for Cornwall discussions. Cormac meet the team sessions. Trimming hedges this month. Cllr Rotchell noted that he and Paul Thomas spoke to Scott Mann about Camelford projects – he is aware – in consideration for the shared prosperity and the levelling up funds. 22/372

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

It was **resolved** to approve the Ordinary Meeting 19th July 2022 after one amendment

**Proposed: Cllr Bond      Seconded: Cllr Shaw      6-0 (1abs)      22/373**

### 6. To receive Clerk's report

Matters arising from the Minutes. Café advert – notice given to Rightmove. Highways have an extensive snagging list for 20mph scheme – working through it. It is considering double white lines to stop overtaking on Victoria Road – speed monitoring data collection data will be passed onto the Police. Scouts have confirmed they are happy with the railings. Welcome back funding is due to be paid end of August. Emergency plan has been reviewed and the telephone tree updated. Official confirmation has been received regarding CTC achieving NALC quality status – press releases and letters to go out this week. Reminder for code of conduct training Attended meeting regarding Davidstow unlicensed music event. Present were other interested parties – Bodmin commoners, landowners, Police, Forestry Commission, Natural England, Fire Brigade, Councils and MP. Police gave run down of the timeline of the event and its operation. This UME was timed to coincide with the Jubilee – Police resources

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stretched. 2 Police officers on scene initially – assessed risk and decided to block roads to stop more attendees arriving. 25 officers were immediately available. There were approx. 10 sets up each playing their own music. Assessed that approx. 150 officers would have been needed to shut it down. Enforcement notices were issued on Saturday, vast majority had left by Sunday afternoon. Police also have a responsibility to other road users – attendees needed to be in a fit state to leave. Actions were questioned by the group and lessons learnt were discussed; appropriate mitigation actions. Disabled bays and some of the painting in Churchfield has been done by Cormac. CC meeting regarding the shared prosperity fund scheduled for 23<sup>rd</sup> August 11am. Meet the Cormac team scheduled for end of September in Launceston. 22/374

## 7. Planning

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

**PA22/05682. Tor Cottage, Starapark. Mr & Mrs Millward.** Proposed extensions and re-model. It was **resolved** to reply with **No Objection**

**Proposed: Cllr Shaw                      Seconded: Cllr Coombes                      unan                      22/375**

**PA22/07115. Trewen Cottage Trewen Lanteglos. Mr And Mrs King.** Rear two storey extension. Cllr Shaw noted the extension will be slightly smaller than the main house and doesn't detract from the building.

It was **resolved** to reply with **No Objection**

**Proposed: Cllr Shaw                      Seconded: Cllr Coombes                      unan                      22/376**

### For Information

PA22/04344. 3 The Close. Conservatory. **Approved**

PA22/02440. Beech house, Victoria Road. **Approved**

PA22/02159. Annet Lowen, Newhall Green. Listed building consent – solar panels. **Withdrawn** 22/377

## 8. Portfolio Reports

a. Mayor's Report and Camelford Hall AGM - Cllr Rotchell reported attended several meetings, Mayors' meeting – Mayor for Cornwall. Quiz night and bandstand bands, Art gallery – better signage to the Fenteroon walk along the river (to committee for discussion). Could be decorated as well. Drag Queen Storytime – very good. Copper leaf workshop – copper tree sculpture in park. Camelford in Bloom. Thanks to Con Club, Paul Pound and Masons for contribution. 1<sup>st</sup> class event - thanks to everyone involved in delivering the Centenary event. Mr Hind attended as a representative of the Tingcombe family. Buried time capsule, unveiled the centenary tree. Camelford show – what a pleasure to have it back. CTC received a Quality Council award from the National Association. Cheese and wine carnival night library 6pm. Camelford Hall AGM – officers re-elected on block, new treasurer. Discussion around more tweaking in the kitchen, issues with the rear disabled access, and CCTV to cover the front of the building following vandalism. Bookings are solid and its busy. Flower show at Lanteglos; Kirsty Ferguson arranging a display for CTC. 22/378

## 9. Correspondence

- a. CC email regarding pollution levels. **Noted** 22/379
- b. NALC – request for consultation regarding short-term lets. *Strategic agenda.* 22/380
- c. Top Town Memory Café – thank you letter for £350 grant. **Noted** 22/381
- d. CPRE – magazine summer 2022. **Noted** 22/382
- e. CC – request for consultation on schedule of modifications to the Climate Emergency Development Plan document. **Noted** 22/383

## 10. Agenda Items

- a. The lift service report was **noted**; LRV valve control unit £not received. Next agenda 22/384
- b. The Estates and Properties Committee meeting minutes were **noted**. 22/385

i. Oak or plastic slats for each of the 6 benches identified for immediate attention were discussed. Cllr Shaw noted 2 benches in the park have had plastic slats ordered already – to be delivered October; he would like to see these before more are ordered. 2 other benches in Lanteglos could be done in plastic. Cllr Rotchell suggested waiting with these two – decision in November. Oak takes time to season. Order the timber for the other 2 benches

It was **resolved** to order 6 oak slats.

**Proposed: Cllr Rotchell                      Seconded: Cllr Shaw                      unan                      22/386**

ii. It was **resolved** on using £320 of town maintenance budget for cemetery fencing. Cllr Shaw noted this is the cost of the posts and railings.

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**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **unan**                      **22/387**  
c. The Finance and Staffing Committee meeting minutes were **noted**.                      **22/388**

i. It was **resolved** to adopt Civility and Respect pledge from National Association of Local Councils. Clerk explained that the Code of conduct only covers Councillors – this would cover all interactions.

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **unan**                      **22/389**  
ii. It was **resolved** to adopt the Investment Strategy 2022.

**Proposed: Cllr Burgis**                      **Seconded: Cllr Coombes**                      **unan**                      **22/390**  
iii. It was **resolved** to put 21-22 £7k staffing budget underspend into EMR for 22-23 pay rise.

**Proposed: Cllr Bond**                      **Seconded: Cllr Elford**                      **unan**                      **22/391**  
d. The Events committee meeting minutes were **noted**.                      **22/392**

i. Road closure signs £1,390.07 + VAT were **discussed**. Cllr Shaw noted last set that was bought only lasted 3 years before legislation changed. Where will they be stored? Christmas lights representative have offered to store there is insufficient store at the Cemetery. Cllr Scawn noted that he would prefer to see a formal minute offering the storage. Clerk to validate offer  
It was **resolved** to purchase signs

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **6-1 dec carried**                      **22/393**  
ii. The purchase of 8 radios for the winter festival was discussed. Cllr Bond noted they would be used for helping volunteers communicate. Cllr Shaw queried whether a transmitter receiver licence would be required, everyone has a mobile – if you can get a signal in town. Next events agenda for clarification

e. It was **resolved** to upgrade Camelford Hall defibrillator for £250 following Cllr Jordan's offer of £250 towards the purchase. Formal thanks from CTC.

**Proposed: Cllr Elford**                      **Seconded: Cllr Coombes**                      **unan**                      **22/394**  
f. The completion of External Audit 21-22 was **noted**. No issues

g. To **resolve** to allow polytunnel 5x3m on Allotment plot Milhouse 2.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **unan**                      **22/395**  
h. It was **resolved** on wording for Centenary time capsule cover to include Council seal.

**Proposed: Cllr Rotchell**                      **Seconded: Cllr Shaw**                      **unan**                      **22/396**  
i. It was **resolved** to **nominate** Cllr Shaw to attend meeting with Cllrs Jordan and Gardener (Portfolio Holder for Economy) for Shared Prosperity Funding discussion. 2<sup>nd</sup> September 10am.

**Proposed: Cllr Bond**                      **Seconded: Cllr Elford**                      **unan**                      **22/397**  
*\*\*Cllr Scawn left the room\*\**

j. A discussion to pay for damage repair to residents' vehicle was had either through insurance or from Council funds. Vehicle was damaged on Council property. £550 quote. Benefits vs costs of claiming through insurance. Insurance budget is currently underspent by £1000.

It was **resolved**

**Proposed: Cllr Bond**                      **Seconded: Cllr Elford**                      **3-0 (3abs)**                      **22/398**  
*\*\*Cllr Scawn returned\*\**

k. It was **resolved** on wording to send to CC regarding potential Mayor for Cornwall – 'who decides?'. It should go to public referendum.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **unan**                      **22/399**  
l. It was **resolved** to allow Camelford Hall to add cameras to CTC system.

**Proposed: Cllr Scawn**                      **Seconded: Cllr Burgis**                      **unan**                      **22/400**  
m. The completion of the internal control audit was **noted**.                      **22/401**

## 11. Accounts

a. Balances at 9<sup>th</sup> August 2022 were **noted**

Current Account	£46,326.60		
Tracker Account	£51,432.37		
NS&I	£42,487.74		
CCLA	£80,000.00		22/402

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

Staff	August Wages & expenses	BACS	£8,627.93
HMRC	August Tax & NI	BACS	£2,244.63
Cornwall Pensions	August Pension contributions	BACS	£2,624.91
Cornwall Council	Parking Enforcement - June	BACS	£150.60
EDF Energy	OCM electricity	BACS	£125.48

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Torch Fire Protection	Fire extinguishers	BACS	£125.75
Premier Inn	Travel Expenses – training YW	Debit	£70.50
Cornwall ALC	Chairmanship training Cllr Coombes	BACS	£24.00
Kernow Training	Herbicides/Pesticides Training	BACS	£435.00
Hurdy Gurdies	Live music – Bandstand 5 <sup>th</sup> August	BACS	£400.00
Cleansing Service Group Ltd	Interceptor Churchfield CP	BACS	£978.00
SSE	Electricity – Clease car park	DD	£15.92
Barclays	Bank Charges	DD	£22.01
Cllr Rotchell	Mileage to training	BACS	£42.75
British Gas	OCM Electricity	DD	£66.10
Amazon	Maintenance supplies	Debit	£80.43
Amazon	Time Capsule	Debit	£40.99
Amazon	Maintenance supplies	Debit	£34.47
Amazon	Maintenance supplies	Debit	£13.31
Amazon	Maintenance supplies	Debit	£26.97
Boots	Covid tests	Debit	£11.30
Arthur W Bryant	Camelford War Memorial maintenance	BACS	£150.00
Smart Window Cleaning	July invoice – Town Hall	BACS	£25.00
PKF Littlejohn LLP	External Audit	BACS	£1,560.00
Jag Signs	Directional Pointers	BACS	£252.00
Jag Signs	Pump track signs	BACS	£114.24
Jag Signs	Tree sculpture plaque	BACS	£175.14
Camelot Garage	Fuel for maintenance	BACS	£141.22
Staples	Office supplies	BACS	£73.77
Change the Letter	Live music – Centenary	BACS	£150.00
H3G	Youth worker mobile	DD	£18.67
Positive Energy	Town Hall Electricity	BACS	£120.79
Positive Energy	Town Hall Electricity	BACS	£166.84
SSE	Electricity – Public Toilets	DD	£153.10
Smokey's King Shufflers	Live music – Centenary	BACS	£600.00
Electric Bandits	Live music – Centenary	BACS	£360.00
Launceston Voluntary First Aid	Jubilee and Centenary	BACS	£450.00
Spar	Office supplies July	Debit	£8.56
Octopus Energy	Electricity – Clease CP	Debit	£267.74
Camelford Hall	Hire of main hall – workshops	BACS	£108.00
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Seadog IT	Website Hosting	DD	£29.95
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
Plusnet	office broadband	DD	£27.55
Voiphone	Office Telephone system	BACS	£9.60
Mailchimp	Enewsletter	DD	£9.20
KBSK	Dance workshop	BACS	£262.50
R Sleep Ltd	Maintenance supplies	BACS	£121.74
Tilleys Coaches	Camelford Show coach	BACS	£400.00
Yess Electrical	CCTV equipment	BACS	£1,551.84
	<b>TOTAL</b>		<b>£25,197.26</b>

**Proposed: Cllr Scawn**

**Seconded: Cllr Coombes**


**6-0 (1abs)**

**22/403**

Clerk to ask for compensation to cover standing charge for Clease car park electricity

Income was **noted**

CCLA	Quarterly dividend payment	AC	£725.60
Post Office deposit	Churchfield CP tickets	cash	£215.00
Revival Books	Stock	AC	£11.32
Allotment tenant	Rent	AC	£22.00
Business	Parking permit	AC	£10.00

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Post Office deposit	Churchfield CP tickets	cash	£215.00
Revival Books	Stock	AC	£11.32
Allotment tenant	Rent	AC	£22.00
Business	Parking permit	AC	£10.00
		<b>TOTAL</b>	<b>£983.92</b>
Following feedback from Cllr Elford – Clerk to purchase a blind for the library			22/404

**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: Staffing.

**Proposed: Cllr Bond                      Seconded: Cllr Shaw                      unan                      22/405**

a. The confidential minutes of finance and staffing committee were **noted**.

**13. To note items for 20<sup>th</sup> September 2022 Agenda.**

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

Chair's Signature..........

Dated...27/9/22