



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), S Bond (Deputy Mayor), A Ackroyd-Johnson, A Burgis, R Chandler, M Coombes, S Elford, E Grigg, C Hewlett, A Scawn, A Shaw.

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **2nd September 2021 at St. Thomas Church, Victoria Road, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1. To note Councillors present

2. To receive Apologies for absence with reasons

3. To receive Declarations of Interest & Approve Dispensations

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

5. To receive and approve the Minutes of:

Ordinary Meeting 5th August 2021 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Code of Conduct training for Councillors. Insurance claim – Enfield Park. Planning training opportunity – 2 expressions of interest. Citizens advice digital hub for Camelford. Damage to Broadwood bridge.

7. Planning

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

PA21/07280. An Skyber Helstone. Mr T And Mrs L Fitzgerald. Proposed conversion of redundant commercial offices and storage to residential dwelling. [weblink](#)

PA21/07282. Tregath Business Park, Station Road. Mr J Smeeth. Improvements to existing access to B3266, together with associated works. [weblink](#)
To discuss landscaping of site.

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

PA21/08020. 4 Chapel Street. Mrs Sally Parsloe. Works to trees within Camelford Conservation Area, namely to reduce height of Leylandii and Macrocarpa hedge down to approximately 2.5 metres. [Weblink](#)

PA21/07653. Land south of Beech House, Higher Cross Lane. Mr Shaun Taylor. Works to trees subject to a Tree Preservation Order, namely fell two Ash trees (G1). [Weblink](#).

For Information

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell.

9. Correspondence

- a. Cornwall Council climate literacy training – 2 free learning hub accounts.
- b. Letter from census partnerships team – thank you for helping.
- c. Letter from Camelford Town trust – request for a meeting

10. Agenda Items

- a. To **note** correspondence from Parish of Lanteglos by Camelford.
 - i. To **resolve** to pay annual grant £1,000.00.
 - ii. To **discuss** and **resolve** on maintenance/cutting growth from of Church wall adjacent to A39/Victoria
- b. To **discuss** and **resolve** upon donation to Church for use of St.Thomas for CTC meetings.
- c. To **note** Jackson quarterly lift inspection.
- d. To **resolve** to adopt Health and Safety Statement
- e. To **consider** potential 20mph zones within Camelford for discussion at Network Panel meeting.
- f. To **resolve** on when to start the following activities at the library; using all 4 public access computers, no limits on numbers of people in building, stopping quarantining of books, restarting activities (Saturday crafts, storytime, rhymetime), charging for overdue books
- g. To **note** permit for river bank erosion repairs in Enfield Park from Environment Agency.
- h. To **resolve** to accept revised quote for river bank repairs
- i. To **resolve** to pay initial design and FRAP invoice from Bridge Engineering £9,100.00
- j. To **note** receipt of borrowing approval for PWLB for riverbanks repairs
- k. To **discuss** repairs to drainage pipes in Enfield park – to stop path sections being washed away. To **resolve** to request quote from Bridge Engineering.
- l. To **discuss** recording of minutes. Cllr Shaw.
- m. To **resolve** to purchase a centenary tree for Enfield Park. Cllr Rotchell.
- n. To **resolve** to purchase replacement bollard sleeves for Churchfield car park as per budget up to £500.

11. Accounts

- a. To **note** Balances at 24th August 2021

Current Account	£94,514.50
Tracker Account	£51,424.66
NS&I	£42,483.49
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	August Wages & expenses	BACS	£7,228.98
HMRC	August Tax & NI	BACS	£1,952.71
Cornwall Pensions	August Pension contributions	BACS	£2,233.68
Spar	Office supplies	Debit	£19.33
Stephens Home Hardware	Maintenance supplies	BACS	£2.99
Western Supply	Maintenance supplies	BACS	£24.91
Positive Electricity	Town Hall Electricity	DD	£58.34
Cornwall Council	Enforcement car park	BACS	£91.20
Mane Events	Snow Globe Hire – winter festival	BACS	£275.00
Camelot Garage	Fuel for equipment	BACS	£30.00
Motofix	Insurance claim – bumper repair	Debit	£414.00
Amazon	Disposable Gloves	Debit	£22.98
Amazon	Disposable Face Masks	Debit	£27.96
Staples	Office supplies	Debit	£32.51
Kernow Training	Mowers and Leafblowers	BACS	£510.00
R Sleep Ltd	Maintenance supplies	BACS	£7.06
Smart Window cleaning	Town Hall windows	BACS	£25
Amazon	Prizes – in bloom mayors allowance	Debit	£23.78
Badgemaster	Photo ID badges	BACS	£31.40
Cornwall Council	DBS check – Youth Worker	BACS	£53.20
R Butler (Events)	Acrobatic Elves – winter festival	BACS	£1674.00
Duchy Defibrillators	Annual monitoring Conservative Club	BACS	£192.00
Cornwall ALC	Chairmanship Training	BACS	£24.00

Bunzl	Public Toilet Supplies	BACS	£42.45
Pickle Design	Website – google search	DD	£60.00
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Office – Business Rates	DD	£319.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Pennon	Water	DD	£6.50
Pennon	Water	DD	£42.00
Tesco Mobile	MGM mobile	DD	£7.50
SeaDog IT	Webhosting	DD	£25.00
Plusnet	Broadband/Telephone	DD	£54.67
CloudyIT	IT licences and back up	DD	£223.14
		TOTAL	£16,230.29
To note Income			
Car parking permits	residents and businesses	AC	£320.00
CPA Horticulture	refund	AC	£628.39
Car parking permits	renewal	AC	£10.00
Post Office	Tickets	cash	£220.00
Post Office	Printing & Library Q1	cash	£133.00
Post Office	Tickets	cash	£100.00
		TOTAL	£1,411.39

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

- a. To **resolve** to contract with Electrician for OCM works.

13. To note items for 2nd September 2021 Agenda.