



CAMELFORD TOWN COUNCIL

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

PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Ordinary Council Meeting – 1st April 2021

Minutes of the Ordinary meeting of the Council held virtually on Zoom.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 9 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Grigg, Hewlett, Scawn & Shaw 21/124

2. To receive Apologies for absence with reasons

Cllr Elford - personal 21/125

Proposed: Cllr Bond Seconded: Cllr Grigg unan

3. To receive Declarations of Interest & Approve Dispensations

Cllr Coombes – Item 7 (PA21/02345) . Non-pecuniary 21/126

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

Lisa Solly from Insitu8 outlined application for PA21/02180. Ecological surveys including identifying tree root protection areas due to large number of hedges and trees. Happy to engage with TC in pre-app process. 21/127

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 16th March 2021

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 21/128

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease – grant funders will reply to our solicitors after the 5th April. Enfield park project – ecologist visit. Bench at Treva – slats have been removed; not on our list of assets. Bench and bin for Churchfield car park have been delivered. Cormac maybe entering our land for various surveys for the bypass from the 15th April for 2 weeks. Received photos of area at Memorial/BP Garage. Small area. Cormac visited Cemetery regarding bracken. Needs clearing now. Quote received £480. Deputy Clerk informed Council that as discussed in E&P and there is budget left under town maintenance, this work can be authorised by Deputy Clerk if Council deem it urgent. The quotation for the 3-year contract cannot be discussed as not on agenda and currently in purdah. Cllr Rotchell proposed it be done and was unanimously supported. Clerk to instruct Cormac. 21/129

7. Planning

PA21/02176. Land South West of 4 Valley Truckle. Mr George Hughes. Reserved Matters for access, appearance, landscaping, layout and scales following outline approval PA19/03820 for construction of one dwelling

It was **resolved** to support.

Proposed: Cllr Shaw Seconded: Cllr Ackroyd-Johnson unan 21/130

PA21/02180. Land South West of Field House, Lanteglos. Mr R Ely. Application for Permission in principle for the erection of up to two dwellings.

It was **resolved** to object on the grounds that it is outside the development boundary, concern for flora/fauna and traffic.

Proposed: Cllr Shaw Seconded: Cllr Hewlett 8 – 1abs 21/131

PA21/02345. Hilltop Farm Shop, Access to Trevilla Park, Slaughterbridge. Mr G Down. Siting of a Shepherd's hut for use as holiday accommodation to be used in conjunction with and in support of Hilltop Farm Shop.

It was **resolved** to

Proposed: Cllr Shaw

Seconded: Cllr Grigg 7-2abs

21/132

For Information

PA21/00148. 1 and 1A Fore Street. Mr J Bridgeway. **Approved**

21/133

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell attended Estates & Properties Working Group on 19 March. On 23rd attended Our Camelford "Agan Reskammel" group. Good progress being made. On 24th visited the Old Bank and met Emma Cardoza with Town Clerk. Commendable all the hard work that has been put into providing huge volumes of food and distributing to those in need. Lots more potential and certainly another conversation needs to be had regarding support. On 25th attended Strategic Leisure Review. Looked at Camelford Leisure Centre/CIC as model example. Received report on all leisure centres in Cornwall.

21/134

9. Correspondence

a. Cornwall Council – St.Austell China Clay restoration and Tipping Planning Document. **Noted**

21/135

b. Letter from resident – Copy correspondence to Scott Mann MP regarding Rail link to Okehampton. **Noted**

21/136

c. Letter from Dr Garrod – regarding the placement of Veor portacabin on patients parking spaces. **N Noted**

21/137

10. Agenda Items

a. The increase in Town Hall library rent to £5,859.34 (RPI 1.4%) from April '21 was **noted**.

21/138

b. To **discuss** and **resolve** upon grant request from Friends of Lanteglos Church for Bells - £500

It was **resolved** to grant £500 in this year's budget.

Proposed: Cllr Coombes

Seconded: Cllr Ackroyd-Johnson

unan

21/139

c. It was **resolved** to Contract with Cornwall Council for car park enforcement 2021-22 – SLA no price increase.

Proposed: Cllr Rotchell

Seconded: Cllr Hewlett

unan

21/140

d. To **note** minutes of Estates and Properties Working Group

i. It was **resolved** to undertake 15mx15m wild flower area trial at Cemetery using cut and collect method (purchase seeds and plug plants in Autumn 2021). Councillors/staff to undertake work.

Proposed: Cllr Rotchell

Seconded: Cllr Hewlett

unan

21/141

ii. It was **resolved** to allow memorial bench in Enfield Park.

Proposed: Cllr Bond

Seconded: Cllr Coombes

unan

21/142

iii. It was **resolved** to charge £25pcm for poster advertising in the public toilets £5 x A4

Proposed: Cllr Bond

Seconded: Cllr Grigg

unan

21/143

iv. It was **resolved** to allow Camelford and District Age Concern Minibus to park in Camelford carpark. Transferrable permit for £25.

Proposed: Cllr Shaw

Seconded: Cllr Grigg

unan

21/144

e. It was **resolved** that Deputy Clerk send a holding letter accepting offer of trees but will contact again later in the year with number and species of tree and proposed site for planting as do not have capacity to plant or a plan as yet.

Proposed: Cllr Rotchell

Seconded: Cllr Ackroyd-Johnson

unan

21/145

f. It was **resolved** to purchase 3 x reverse printed maps and polycarbonate maps for lecterns £135 + VAT

Proposed: Cllr Grigg

Seconded: Cllr Burgis

7-2abs

21/146

11. Accounts

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

Current Account

£ 47,156.14

Tracker Account

£51,423.38

NS&I	£42,483.49		
CCLA	£80,000.00		21/147
b. It was resolved to authorise the payments of Accounts Outstanding			
Scribe	Accounts system	BACS	£1224.00
Staples	Office supplies	Debit	£67.67
Cloudy Group Ltd	IT system	BACS	£2,152.02
South West water	Allotment water	DD	£107.09
Came & Company	Van Insurance	BACS	£660.53
SLCC	Membership subs	BACS	£289.00
Positive Electricity	Town Hall Electricity	DD	£97.24
Positive Electricity	Town Hall Electricity	DD	£153.30
Print concern	Flag (12.11.19)	BACS	£132.00
Cornwall Council	Cemetery – Business Rates	DD	£293.20
Cornwall Council	Town Hall – Business Rates	DD	£322.60
Cornwall Council	Churchfield – Business Rates	DD	£445.10
Cornwall Council	Enfield Store – Business Rates	DD	£53.28
SeaDog IT	Webhosting	DD	£25.00
Amazon	Maintenance supplies – bin bags	Debit	£22.93
R F Yates	4ft Picnic Table	BACS	£130.00
		TOTAL	£5,960.94
Proposed: Cllr Shaw	Seconded: Cllr Hewlett	unan	21/148
Income was noted			
Staples	Office supplies	Credit	£20.29
South West Water	Public Toilets refund	AC	£1,370.49
Website advertising	various businesses	AC	£48.00
Residents	Allotment Rent	AC	£22
Revival books	Library books	AC	£18.95
Bark Online	Bark Refund	AC	£442.50
		TOTAL	£1,902.23
			21/149

12. Public Bodies (Admission to Meetings) Act 1960.

It was **resolved** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items; Contracts.

Proposed: Cllr Grigg Seconded: Cllr Bond **unan** **21/150**

i. It was **resolved** to sign amended Lease and Tripartite Deed for the OCM.

Proposed: Cllr Burgis Seconded: Cllr Hewlett **7-0 (2abs)** **21/151**

12. To note items for 20th April 2021 Agenda.

To note ordinary meetings scheduled for 4th & 18th May.

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 8.20pm



Camelford Town Council
NCDC Offices
College Road
Camelford
Cornwall
PL32 9TL



Your ref:
My ref: EDG1525/ES15/126
Date: 29 March 2021

Dear Sir or Madam,

A39 Atlantic Highway Improvement – Camelford Bypass Scheme Land Entry for Ecological Surveys

Cornwall Council will be carrying out a series of ecological surveys within the vicinity of the proposed route of the Camelford bypass scheme, which will provide valuable information for the project.

Cornwall Council have appointed Cormac Solutions to carry out these surveys who, along with the help of carefully selected ecological subcontractors, will need to gain access to a wide area of land adjacent to the proposed route.

Your land / property has been identified as falling within the survey area, and therefore access by Cormac (or its ecological subcontractor) will be required. Cornwall Council will be using its powers as the Highway Authority under the Highway Act 1980 (as amended) to access private land.

Details of the proposed ecological surveys are highlighted below; the first phase being programmed from the **15th April 2021**, lasting approximately 2 weeks. The further ecological surveys will be carried out at the later date and a separate letter with relevant details will be provided.

The timetable for the works is flexible and will depend on the weather conditions and type of area to be surveyed.

dependent and may require planned dates of visits to change at short notice if conditions are unsuitable.

The survey work is non-intrusive, consisting of survey team members walking over the land.

Please be assured, that everyone who will access the land will be carrying identification and is aware of the countryside code and will act accordingly. Furthermore, there is no requirement to enter residents' houses or private gardens. The surveyors will also make every effort to minimise any inconvenience to you in carrying out the surveys. Should you wish for the surveyors to contact you or to discuss entry onto your land please call the number below/office to provide a phone number so that a member of the survey team can call you prior to entering your property.

Due to health and safety precautions, we kindly ask that all stock in fields be moved in advance of the surveyors' entry.

If you do have any other special requirements regarding access or if you have any queries or concerns, please do not hesitate to contact the design team using the information below.

A39 Camelford Project Team

Telephone	01872 327281 / 07565 203592
Email	<u>A39camelford@cornwall.gov.uk</u>

Yours Faithfully



Doug Boden
Major Projects Senior Officer, Transport & Infrastructure
Economic Growth & Development
Email: A39Camelford@cornwall.gov.uk

Scheme webpage: www.cornwall.gov.uk/A39camelford

From: Neil Hayhurst <Neil.Hayhurst@cornwall.gov.uk>
Sent: 26 March 2021 12:04
To: EP&E Local Plan
Subject: European Sites Mitigation Supplementary Planning Document (SPD) Adoption Draft.

Information Classification: CONTROLLED

European Sites Supplementary Planning Document

26 March 2021



Dear Consultee,

European Sites Mitigation Supplementary Planning Document (SPD)

Cornwall Council is publishing the following document for a four week consultation period between Friday 26th March and 5pm Friday 23rd April 2021.

Adoption Draft European Sites Supplementary Planning Document

The SPD is linked to Policy 22 of the Cornwall Local Plan. Plans and policies must not harm the special features of a European site. Habitats Regulations Assessment of the Local Plan concluded that there could be harm to some European Sites in Cornwall due to increased recreation as there will be more people living in Cornwall and so numbers of people using the sites are likely to go up. The SPD sets out a strategic approach to the provision of mitigation and monitoring for increased recreational impacts on designated sites, with a programme of measures and a scale of contributions from development. This makes it easier for developers to make sure that their proposals will not harm a European Site and means that we can use the contributions to help protect the sites.

Copies of the document can be downloaded from www.cornwall.gov.uk/europeansitespd.

How to view the document and comment

Due to the ongoing situation caused by Covid-19, the consultation will be held predominantly on-line. This is to protect the health of our communities. We recognise that people may want to contribute ideas and

comments through other means – if you are unable to view the document in any other way, we can provide a paper copy of the document.

If you have any questions please email: localplan@cornwall.gov.uk or call 0300 1234 151

Representations should be made using the provided representation form available online at www.cornwall.gov.uk/europeansitespd

Completed Representation Forms should be submitted via email to:

localplan@cornwall.gov.uk

Or by post to:

Local Plans
Cornwall Council
3B Pydar House, Pydar Street
Truro, Cornwall. TR1 1XU

Should you wish your name to be removed from our list of consultees please notify the Local Plans Team by emailing: localplan@cornwall.gov.uk or by phoning 0300 1234 151

Yours faithfully,

Planning Policy Team
Planning & Sustainable Development

www.cornwall.gov.uk



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Ministry of Housing,
Communities &
Local Government

Council Leaders
Principal Councils in England

Luke Hall MP

*Minister of State for Regional Growth and Local
Government*

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440

Email: luke.hall@communities.gov.uk

www.gov.uk/mhclg

25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Luke Hall', written in a cursive style.

LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman

Esther Greig

From: Oliver Jones (Highways) [REDACTED]
Sent: 23 March 2021 12:43
To: Esther Greig
Cc: Highways & Environment East
Subject: RE: Camelford

Information Classification: CONTROLLED

Hi Esther,

Further to our meeting on Friday, we could undertake weed removal, sweeping and siding during our annual strategic maintenance of the A & B roads through Camelford, this would cover the following routes;

A39 Victoria Road – from the 30mph speed restriction into Town.

A39 High Street.

A39 Valley Trickle to the end of the 30mph speed restriction.

B3266 Sportsman Road to the end of the 30mph speed restriction.

If there are any particular problem areas at the locations above please let me know and I can get separate location plans drawn up to add into the annual works packages.

Any other areas within the Town could be reported to Biffa, for weed/debris removal and sweeping via; Street care and cleaning - Cornwall Council

If you require any further information please let me know.

Regards

Oliver

From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: 22 March 2021 14:50
To: Oliver Jones (Highways) [REDACTED]
Subject: Camelford

Hi Oliver,

Thank you for attending our meeting on Friday – much appreciated. I've got two actions from it – to get a map from you regarding which streets you will be weeding and a quote for clearing the gully in Churchfield. Do I need to contact someone in particular for the gully clearing?

Bodmin Town Council



Shire Hall, Mount Folly Square, Bodmin,
Cornwall PL31 2DQ

www.bodmin.gov.uk

tel – 01208 76616

e-mail – peter.martin@bodmin.gov.uk

12th March 2021

Rt Hon Robert Jenrick
Secretary of State for Housing, Communities
And Local Government
House of Commons
London
SW1A 0AA

Dear Rt Hon Jenrick

During a Bodmin Town Council Planning Committee Meeting held on Thursday 4th March 2021, I was instructed to write and express serious concern in respect of perceived lack of NPPF due diligence by the planning authority in its approach to mass development proposals in Bodmin.

There is consensus among the Members of Bodmin Town Council and many residents that the trend appears to be one of defuse local issues surrounding mass-development proposals rather than providing transparent methods for meaningful dialogue around reductions of their impact on the local environment and community. In-fact, mass development underway in Bodmin is not only proving to be heavily burdensome in terms of lost amenity land essential to the wellbeing of the community, but also shows little gain in respect of integration to support community cohesion and an infrastructure that offers sustainable living for people in the area.

Ill-designed development that fails to foster community integration and cohesion will continue to increase the levels of deprivation and will serve to influence adverse consequences including social, economic, and environmental costs all of which help reduce social disparity and poverty. In addition, poor infrastructure resulting from development overload will negatively impact on the environment especially where traffic congestion increases, creating higher risks to pedestrians, cyclists, and pollution levels in the location.

The National Planning Policy Framework offers opportunity in respect of flexibility to tailor outcomes that deliver right investment in the right place having regard to local circumstances and conditions. PPS3 on housing is a good model, but in Bodmin there appears to be little if any consideration to this policy especially in

respect of investment in maintaining local heritage and cultures that enhance economic development influenced by strong community values that contribute to "making people feel proud of their neighbourhoods" which actively influence the appropriate local developments in their area (Strengthen our Communities and Nation 2019 p1, Barker Review 2006).

The local infrastructure must be given relevant, serious consideration to mitigate against the impact of growth and improve conditions as described in Cornwall Councils Local Development Plan document and the place shaping Community toolkit, both of which is argued by public consensus to be under used by the planning authority during its decision-making process. The lack of an overall master plan only serves to increase the complexity around problems related to mass development in the area.

In respect of planning application PA20/07691, Bodmin Town Council objections cite a clear disregard by the principal authority, and not for the first time, in addressing NPPF sections 109 and 110 and local DPD policies. A copy of the Councils minutes is included to support a view of outrage regarding the planning authorities' lack of substantial approach to planning matters. It is hoped that you will initiate an investigation into the way the principal authority appears to be conducting itself in respect of planning decisions especially those related to mass development proposals in Bodmin.

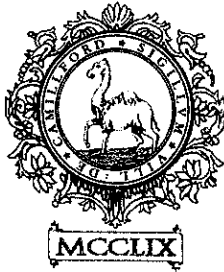
We respectfully await your response

A handwritten signature in black ink, appearing to read 'Peter Martin', with a horizontal line extending to the right.

Yours sincerely

Peter Martin

Town Clerk, Bodmin Town Council



Minutes of the Events Working Group

Wednesday 31 March 2021 – at 7pm via Zoom

Members present and apologies received

AL, BH, RR, KW, AAJ, SS, JP, MB

Apologies, EGrigg, AB (no apologies)

1. Approve Minutes from Previous meeting

Minutes Approved by those present

2. Plan & quotations for Christmas Lights

Presentation given by JP.

This year the plan is to concentrate on the Park & Bandstand area, existing static displays will be fixed, festoons will be repurposed & nothing will go to waste if it can be reused. A smart screen will be fitted to the gantry & it is hoped to involve the local schools in creating smart displays which can be changed annually. Greetings from Camelford sign will remain in situ as no issues with HGVs. Lights planned for 4 tree in/near the park entrance plus rope lights illuminating the Enfield Park sign. Fabrication will take place in house to keep costs down & the team will utilise their new storage & workshop area. Plans are to spend 1 weekend a month to prep & make new displays. £8,000 has been earmarked for this first phase. This was raised through the Just Giving Page & by a grant from CTC. The damage caused by the weather to the Nativity Display will cost £2,400 to repair -decision to be made if viable?

A 5 year rotation scheme will be put in place so that a different area is enhanced each year, starting with the park. Next year they will move to the Library – 3 x new signs on the ends of the building, rope lights in the trees & eventually a large display on the building opposite Boots. Sample lights have been ordered.

Displays on Liberal Club & Conservative Club will remain the same. New timers are being looked into. As there have been issues with the Festoons being damaged & with the quality of the bulbs which fill with water they are looking at lamp post mounted Snowflake/star burst displays as an alternative. Businesses will be approached & encouraged to put up Xmas trees in brackets going all the way up through town & to decorate their premises.

Finances - £8,000 raised as explained above – this will be used to purchase welding/fabrication equipment & materials needed for the new plans, insurance costs & training. To make this plan viable a further £5,000 is needed for upgrades, equipment hire & general maintenance. This will be raised by requesting a grant from CTC, future fundraising (when covid guidelines permit) & through just giving.

MB asked for clarification on amounts needed, amounts in the bank & where the extra would come from. Extra required this year as no fundraising events have been possible this year. Grants & just giving expected to be main sources of income. An audit is required which will cost £1,400. (AL to put the lights in contact with the auditor used by CTC) RR stated that the grant request will have to go to full council as per the norm. Previous CTC grant was £3,800. JP explained that an extra £1,200 to bring the grant to £5,000 would make a huge difference to implementing these plans.

It was noted that Phil Williams is to be asked re: Christmas tree at the Bandstand as in previous years. Nobody is to approach other people to organise this.

RR Explained CTC currently in Purdah so no decisions can be made. Will find out when it can go on the agenda for discussion.

KW £300 raised by The Masons still to be banked.

3. Date & time of Next Meeting

Wednesday 19th May 2021 @ 7pm
In person or via zoom – tbc

Items for the Agenda

Winter Festival

Senior Citizens Xmas Lunch

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



United Kingdom
Debt Management
Office

OFFICIAL

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

CAMELFORD TOWN COUNCIL (CORNWALL)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW488587	24 Mar - 24 Sep	FIXED	ANNUITY	£63,850.80
TOTAL OUTSTANDING BALANCE:				63,850.80
TOTAL NUMBER OF LOANS:				1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.



Office for
Zero Emission
Vehicles

Office for Zero Emission Vehicles
Department for Transport
33, Horseferry Road
London
SW1P 4DR

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

Our reference: ORCS 155

Dear Esther

Grant Offer Letter – Onstreet Residential Chargepoint Scheme

Thank you for your application dated 25 March 2021 for the above Grant Funding for the purpose of installing on-street chargepoints for local residents wishing to charge their plug-in electric vehicles.

Your application has been assessed against the priorities and criteria as set out in the Invitation to Apply. We are pleased to inform you that the Office for Zero Emission Vehicles (OZEV) is offering your organisation, Camelford Town Council, a grant with a maximum value of **£9,610** (Nine Thousand Six Hundred Ten Pounds) only.

The award of this Grant Funding Offer is subject to the terms and conditions set out in Annex A. You should read these carefully before accepting the offer of funding. The Grant Funding Offer Terms and Conditions together with the approved application will form the Grant Agreement to be signed by both parties.

Failure to observe these terms and conditions may result in the funding being withdrawn.

ACCEPTANCE OF OFFER

If you wish to accept this offer on the conditions specified, please sign and date all the attached documentation and return to OZEV within 10 days from receipt.

Yours sincerely
Harry Duguid

For and on behalf of The Office for Zero Emission Vehicles
Department for Transport

Web: <https://www.gov.uk/government/organisations/department-for-transport>



Annex A: Terms and Conditions of Funding Agreement Submitted by the Department for Transport to Camelford Town Council in Relation to the Onstreet Residential Chargepoint Scheme

A. Definitions

1. In this funding agreement ("agreement"), except where the context otherwise requires:

"Chargepoint" means a fixed appliance for the provision of a supply of electricity which meets the specifications in Annex B or C¹ to the Guidance document;

"DfT" means the Department for Transport;

"eligible expenditure" means the payment of:

- (a) the purchase cost of a chargepoint
- (b) capital costs of a parking bay and traffic orders where applicable
- (c) the purchase cost of electrical components related to the chargepoint
- (d) the cost of civil engineering works related to the installation
- (e) Labour costs of the installation
- (f) Hardware costs of the installation

"funding period" means the period commencing on the date of issue of the grant offer letter and ending on 31 August 2021

"Grant Recipient" means Camelford Council;

"Guidance document" means the "Grants to provide residential on-street chargepoints for plug-in electric vehicles – Guidance for Local Authorities" document available at www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints;

"OZEV" means the Office for Zero Emission Vehicles; and

"Project" means the installation of one or more chargepoints which is agreed by OZEV within the funding period.

B. Legal basis for funding through grant

Section 5 of the Science and Technology Act 1965 provides a legal basis for funding the Project through grant funding.

C. Amount of Grant until the end of 31 August 2021

The maximum amount of grant payable for the funding period between 06 April 2021 and 31 August 2021 will be £9,610.

¹ There are two technical specifications. Annex B deals with public chargepoints that are open to the public and Annex C deals with chargepoints that are restricted to residential use only.



Any unspent funds will not be carried over into future financial years. The grant amount paid will be subject to OZEV approving the finalised project design and receipt and approval of the associated invoices.

D. Purpose of the grant

The purpose of the grant is to fund the installation of plug-in vehicle chargepoints for the use of local residents in areas without off-street parking facilities.

Subject to the Grant Recipient –

- (a) agreeing to the terms of the grant in sections E, H, and I of this agreement;
- (b) declaring that the Grant Recipient meets the eligibility criteria in section F; and
- (c) agreeing to comply with the grant conditions in section G of this agreement, the Secretary of State offers to pay grant to the Grant Recipient for the purpose stated above.

E. Terms of grant

The grant is payable-

- (a) subject to the remainder of this Section E, in respect of each chargepoint which is installed by the Grant Recipient within the funding period;
- (b) in respect of an amount not exceeding 75% of the eligible expenditure incurred;
- (c) for an average amount not exceeding £13,000 in respect of each chargepoint.

Payment of grant to the Grant Recipient in respect of a chargepoint is to be in the following manner: 75% of the grant upon acceptance of the Grant Offer Letter, and 25% upon completion of the project. All parts of the grant are subject to sections F, G and H below. No money is to be paid in respect of a chargepoint unless (i) that chargepoint was installed before the end of the funding period and (ii) that chargepoint is fully functioning.

F. Eligibility criteria

Payment of grant cannot be offered unless-

- (a) The Grant Recipient is a Public Authority in the United Kingdom. OZEV will use the Public Authority definition used in the Freedom of Information Act, Schedule 1 to determine this;
- (b) The chargepoints installed under the Project are on land owned by the Grant Recipient or
- (c) It must have the explicit support of the relevant highways authority that has responsibility for maintenance of the highway on the residential streets where chargepoints are to be located.
- (d) The Grant Recipient has submitted an application set out in Annex A to the Guidance document.



G. Grant conditions

- (a) The Grant Recipient must not use the grant for purposes other than eligible expenditure;
- (b) Funding is subject to completion of the project stated in the application. The Grant Recipient must ensure that if their total project costs are inferior to the amount of grant received upfront, any unspent funds are accounted for and repaid to OZEV within the funding period.
- (c) Grant claims must be sent to Energy Saving Trust (EST) at onstreetchargepoints@est.org.uk. Prior to claiming, contact EST for the relevant documents that must be completed when submitting a claim.
- (d) Claims must be certified by the Grant Recipient's Chief Financial Officer (or equivalent) or by such other person as is appointed for this purpose by the Grant Recipient with the approval of DfT.
- (e) The Grant Recipient must and will comply with all reasonable information requests from DfT regarding progress of the Project.
- (f) The Grant Recipient must keep a record of expenditure funded partly or wholly by grant and all income generated by the Project, and retain all accounting records relating to that expenditure and income for a period of at least six years after the end of grant funding. [Note: accounting records include, purchase orders, original invoices, receipts, accounts and deeds, whether in writing or electronic form.] Such records must also be kept for any income generated with the help of grant. The Grant Recipient must make these available at any reasonable time for inspection by officials from DfT or their representatives or by the Comptroller and Auditor General or his representatives.
- (g) The Grant Recipient must make sufficient progress against agreed project delivery milestones and inform DfT about any slippage against these milestones.
- (h) The Grant Recipient must inform DfT of changes in project design, in particular changes to the locations of the chargepoints which must be approved by DfT before installation.
- (i) The Grant Recipient must ensure that the chargepoints delivered by the Project are maintained in a serviceable condition and are available for use for at least three years, from the point of first installation, unless given specific permission otherwise by DfT.
- (j) The grant recipient undertakes not to use the installation of the chargepoints in a manner designed to compete with commercial undertakings for provision of the same or similar services.
- (k) The Grant Recipient must share with the DfT upon request any data and information which is gathered through the planning, costing, promotion, delivery and analysis of the scheme for a period of up to three years after the period for which DfT's grant funding has been paid to the Grant Recipient. This may include (but is not limited to) costs and other financial data, business, technical and non-functional requirements, procurement specifications, data/ information/ analysis relating to users (vehicle or individual) and chargepoints, market analysis and promotional materials and strategy documents as well as chargepoint usage data. Data on usage of the chargepoints must be supplied to OZEV for a period of 3 years from the point of first installation. Requirements for the provision of this data are set out in Annex D of the Guidance document.



- (l) The Grant Recipient must ensure that all chargepoints installed continue to meet the requirements of the technical specification in Annex B and C of the Guidance document;
- (m) The Grant Recipient must ensure that all chargepoints that are publicly accessible are added to the National Chargepoint Registry within two weeks of the chargepoint becoming available for use.
- (n) The Grant Recipient must ensure that all publicly accessible chargepoints installed have Ad Hoc access; i.e. charging accessibility without requiring membership or preregistration of a chargepoint network scheme.
- (o) If the Grant Recipient has any grounds for suspecting financial irregularity in the use of any grant paid under this funding agreement, they must notify DfT immediately, explain what steps are being taken to investigate the suspicion, and keep DfT informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than the purposes of the Project.
- (p) The Grant Recipient must have all necessary permission and authority (whether required by legislation or otherwise) to undertake the chargepoint installation(s)
- (q) The Grant Recipient must give appropriate publicity to the Project by drawing attention to the benefits and opportunities it affords. In acknowledging the Government's contribution, the Grant Recipient must comply with any guidance on publicity provided by DfT, and must, in particular, acknowledge that the Project has received grant from the Office for Zero Emission Vehicles. Wherever practicable, publicity material must include the logo of the Office for Zero Emission Vehicles.
- (r) Any information, know-how, system or process learned from or created in operating the Project (including examples of good practice in the design and implementation of a project) may be disseminated by DfT among all persons or bodies who have responsibility for similar projects under the Scheme. The Grant Recipient agrees that such persons may share and use freely all such information, know-how, system or process for their own purposes.

H. Breach of Conditions and Recovery of Grant

If the Grant Recipient fails to comply with any of the conditions of grant in this funding agreement, DfT may reduce, suspend, or withhold grant payments, or require all or any part of the grant to be repaid.

Where the grant has been used in accordance with this funding agreement to fund assets which have depreciated in value, DfT will take account of that depreciation in determining the amount to be repaid. DfT will do so on the basis that the amount to be repaid will not exceed the depreciated value of the assets in question. DfT would generally assume a five-year straight line depreciation term for the purposes of grant recovery.

Without prejudice to the generality of the foregoing, the Grant Recipient must repay any amount required to be repaid, and within 30 days of receiving the demand for repayment, if:

- (a) any information provided in the application for funding or in a claim for payment or in subsequent or supporting correspondence is found to be materially incorrect or incomplete to an extent which DfT considers to be material;
- (b) the Grant Recipient takes inadequate measures to investigate and resolve any reported irregularity;



Office for
Zero Emission
Vehicles

- (c) it appears to DfT that other circumstances have arisen or events have occurred which are likely significantly to affect the Grant Recipient's ability to complete or continue the Project in a satisfactory manner;
- (d) a charge is secured against a fixed asset acquired or improved wholly or partly using financial assistance provided under this funding agreement.
- (e) DfT receives an order by the European Commission to recover state aid.
- (f) the Grant Recipient does not comply with any of the conditions described in this letter.

Where DfT has required the Grant Recipient to repay any amount, DfT may recover that amount by withholding, or deducting the amount from any sum due to the Grant Recipient from DfT under an offer of grant for any other project or activities under any scheme or programme administered by DfT for regeneration or development. It is hoped that most difficulties encountered by the Grant Recipient can be overcome with the advice and support of DfT. In the event that it becomes necessary to take steps to enforce the terms and conditions of this funding agreement, DfT will write to the Chief Executive (or equivalent) of the Grant Recipient giving particulars of its concern about the Project or of any breach of a term or condition of the grant.

The Grant Recipient must act within 30 days (or earlier, if appropriate taking account of the severity of the problem) to address DfT's concern or rectify the breach, and may consult DfT or agree with it an action plan for resolving the problem. If DfT is not satisfied with steps taken by the Grant Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of grant, or to recover grant already paid.

I. Termination of the funding agreement

DfT may terminate this agreement upon such date as is specified in written notice given to the Grant Recipient. Such notice shall not be effective unless given at least three months before the date of termination specified therein. The provisions of section H above shall survive termination of this agreement.

J. Acceptance of grant offer and agreement of terms and conditions

The Grant Recipient accepts this offer of funding, confirms that the Grant Recipient meets the eligibility criteria in section F, agrees to the terms of grant in sections E, H and I and agrees to comply with the conditions of grant in section G.

Signature:

Name: Natasha Robinson, Gary Cook and Katie Black - Joint Heads of the Office for Zero Emission Vehicles (authorised to sign on behalf of the Secretary of State)

Signature*:

.....



Office for
Zero Emission
Vehicles

Name: (BLOCK CAPITALS)

Position:

Date:

*Please sign both copies of this agreement and return one of the copies to DfT.

Plot 3

8-4-21

Dear CTC,

I am writing to make a request to erect a 12ft x 10ft greenhouse on my allotment plot.

Yours Sincerely

Helena Kim Wallace
/Kim Wallace



REQUEST FOR PERMISSION TO KEEP POULTRY ON THE ALLOTMENT

PERSONAL DETAILS

Name: CLAIRE

Address:

Telephone No: Mobile:

Email:

Allotment Plot No: 55

ALTERNATIVE CONTACT

QUAIL

Please provide contact details of those who will be caring for your hens during holidays etc so that we may contact them if there is a problem.

Name:

Address:

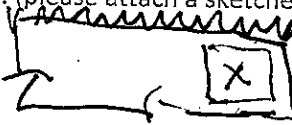
Telephone No: Mobile:

REGISTRATION

Please provide the following information:

- a) Number of poultry: (A minimum of 2 hens and a maximum of 10)
- b) Location and size of Poultry Enclosures: (please attach a sketched plan of your plot showing the location)

I INTEND TO KEEP QUAIL -
to keep poultry tunnel tidy inside



CONDITIONS

- a) Clause 3.8 of the Allotment Tenancy Agreement must be adhered to.
- b) CTC Guidelines for Keeping Poultry on Allotments Policy must be adhered to.

DECLARATION

I declare that I will abide by any conditions and regulations made by Camelford Town Council for the keeping of poultry on my allotment plot(s).

Signed:

Dated: 30/3/2021

For Administrative Use Only

Permission granted/permission denied

Signed:

Dated:

Amanda Lash

From: Anthony Hamley [REDACTED]
Sent: 09 April 2021 13:38
To: Amanda Lash
Subject: Re allotment plot 57.

Dear sir/madam

I am writing to request permission to place a ^{6 x 3m} poly tunnel on plot 57. Full consideration will be given when placing it to keep shadow on my neighbours plot to a minimum. If permitted I will be placing and planting as soon as possible.

Also as plot 57 isn't fenced yet is it possible to place the entrance to the plot to the end facing plot 58 as myself and the holder of 58 are sharing tools and other resources.

If you could let me know as soon as possible the answer to these two requests I would be very grateful as I am keen to begin.

Thank you
Anthony Hamley
Plot 57

Sent from Samsung Mobile on O2
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