



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
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## Annual Council Meeting – 18<sup>th</sup> May 2021

Minutes of the Annual Meeting of the Council, held at Camelford Hall.

### 1. To Elect Mayor & Deputy Mayor.

a. Mayoral election – standing: Cllr Hewlett, Cllr Rotchell

Each candidate gave a short speech regarding their suitability for the position

It was **resolved** to **elect** Cllr Rob Rotchell

**Proposed: Cllr Bond** **Seconded: Cllr Chandler** **6-5 (dec carried)** **20/210**

*Chair casting vote was required at 5-5.*

b. Deputy-Mayoral election – standing: Cllr Bond

There not being any other candidates; It was **resolved** to **elect** Cllr Bond

**Proposed: Cllr Rotchell** **Seconded: Cllr Grigg** **unan** **20/211**

Acceptance of Office were completed.

### 2. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 9 other Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Chandler, Elford, Grigg, Hewlett & Shaw **21/212**

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

Cllr Scawn - Business

It was **resolved** to accept the apologies for absence

**Proposed: Cllr Coombes** **Seconded: Cllr Shaw** **unan** **21/213**

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

Cllr Coombes 12.j agenda non-registerable to leave room **21/214**

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

Cllr Jordan – apologies - attending St.Gennys Parish Council. PC Skinner gave a brief update.

Getting on top of anti-social behaviour. Doing a lot of work in the school. There is a concerning trend with drugs and young people. 1 or 2 are providing drugs and illicit substances to youngsters – appealing for information. Positive on crime point of view – down in general about 1 incident a day a week - covering the whole area from Crackington to Port Isaac and inland past Davidstow. Low figures – mainly anti-social behaviour/domestic incidents within households, drugs incidents are 1-2 a fortnight. No perceived county lines issues. Cllr Rotchell noted its worth getting ahead of behaviour issues within the park as it spoils the experience for everyone else. **21/215**

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

It was **resolved** to approve the minutes of the Ordinary Meeting 4<sup>th</sup> May 2021

**Proposed: Cllr Coombes** **Seconded: Cllr Elford** **unan** **21/216**

### 7. To receive Clerk's report

Matters arising from the Minutes. Updates: OCM Lease - still waiting on receipt of the revised lease from Sproulls to send onto Reaching Communities. Purchased Library equipment (2020-21 Community

Chest Grant) delayed because of COVID 19. 'Visit Camelford' Website should be live on 17<sup>th</sup> May. Bid for TCRF consultation and feasibility studies (options assessment on sites and buildings) will be submitted by end May. Town maps have been installed at Clease Road and Market Place. Bollards at Valley Truckle are in place. PWLB have confirmed receipt of paperwork and acknowledged the 1<sup>st</sup> August deadline. River Camel SAC – Temporary pause on planning applications. Noted a recent increase in vandalism in the park after school and the need to replace the kick boards holding the play bark around the seesaw. 21/217

## 8. Planning

None

### For Information

PA21/02180. Land South of Field House, Lanteglos. Mr R Ely. **Refused**

PA21/02176. Land South West of 4 Valley Truckle. Mr George Hughes. **Approved** 21/218

## 9. Portfolio Reports

none 21/219

## 10. Correspondence

- |    |                                                                 |        |
|----|-----------------------------------------------------------------|--------|
| a. | CC highways– Cormac letter regarding Ash die back. <b>Noted</b> | 21/220 |
| b. | Clerks and Councils Direct – Magazine. <b>Noted</b>             | 21/221 |
| c. | CPRE – Notice of AGM. <b>Noted</b>                              | 21/222 |

## 11. To Elect committee & members to outside bodies

- a. It was **resolved** to keep similar working group and committee system (Mayor is automatically an additional member to each group) and their respective terms of reference.

**Proposed: Cllr Grigg**      **Seconded: Cllr Coombes**      **unan**      **21/223**

- b. 4 members to the Estate and Properties working group were **appointed**: Cllrs Burgis, Elford, Hewlett, Shaw

**Proposed: Cllr Hewlett**      **Seconded: Cllr Grigg**      **unan**      **21/224**

- c. 4 members to the Strategic, Economic & Planning working group were **appointed**: Cllrs Ackroyd-Johnson, Burgis, Chandler, Coombes

**Proposed: Cllr Grigg**      **Seconded: Cllr Elford**      **unan**      **21/225**

- d. 4 members to the Events working group were **appointed**: Cllrs Ackroyd-Johnson, Bond, Chandler, Grigg

**Proposed: Cllr Elford**      **Seconded: Cllr Ackroyd-Johnson**      **unan**      **21/226**

- e. 4 members to the Finance working group were **appointed**: Cllrs Burgis, Coombes, Grigg, Shaw

**Proposed: Cllr Bond**      **Seconded: Cllr Ackroyd-Johnson**      **unan**      **21/227**

- f. 2 members to the Staffing Committee were **appointed**: Cllrs Grigg, Scawn

**Proposed: Cllr Bond**      **Seconded: Cllr Ackroyd-Johnson**      **unan**      **21/228**

- g. 1 member to board of Camelford Hall Trustees was **appointed**: Cllr Bond

**Proposed: Cllr Grigg**      **Seconded: Cllr Hewlett**      **unan**      **21/229**

- h. 1 member to Camelford Family Hub was **appointed**: Cllr Hewlett

**Proposed: Cllr Bond**      **Seconded: Cllr Ackroyd-Johnson**      **unan**      **21/230**

- g. 1 member + 1 deputy to represent CTC at Camelford Network Panel was **appointed**: Cllr Hewlett + deputy of Cllr Bond

**Proposed: Cllr Rotchell**      **Seconded: Cllr Coombes**      **unan**      **21/231**

## 12. Agenda Items

- a. It was **resolved** to have the General Power Competence; having a suitably qualified Clerk and at least 2/3rds elected members

**Proposed: Cllr Hewlett**      **Seconded: Cllr Shaw**      **unan**      **21/232**

- b. It was **resolved** to set the dates and times of Ordinary Council Meetings for 2021/22. Once a month for the period June, July, August 2021 – review.

**Proposed: Cllr Bond**      **Seconded: Cllr Coombes**      **unan**      **21/233**

- c. The timeline of CTC and Trust correspondence was **noted**. Cllr Hewlett noted it would be shocking if CTC lost £1/4m of funding for the young people of the town – making sure all are aware of the precarious situation. 21/234

- d. It was **resolved** to take van recovery from Green Flag.

**Proposed: Cllr Bond**      **Seconded: Cllr Hewlett**      **unan**      **21/235**

e. The correspondence regarding Cemetery received from church and funeral directors was **noted**. It was **resolved** to close the cemetery until necessary to open.

**Proposed: Cllr Shaw**      **Seconded: Cllr Coombes**      **unan**      **21/236**

Cllr Rotchell noted that it should remain as a standing item at Estates and Properties WG.

f. It was **resolved** to adopt Standing Orders 2021 (inc. revoking amendment 16<sup>th</sup> June 2020 'virtual meetings during the pandemic coronavirus') Amendments to SO's to include posting to social media etc.

**Proposed: Cllr Burgis**      **Seconded: Cllr Elford**      **9-1 (Cllr Hewlett – feels**  
virtual meetings should continue) **21/237**

g. It was **resolved** to adopt Financial Regulations 2021

**Proposed: Cllr Bond**      **Seconded: Cllr Grigg**      **unan**      **21/238**

h. It was **resolved** to adopt Code of Conduct 2021

**Proposed: Cllr Ackroyd-Johnson**      **Seconded: Cllr Burgis**      **unan**      **21/239**

i. The Grant Application from Citizens Advice Cornwall for a digital help hub - £750 was **discussed**. Clerk noted £500 left in the GPC grant pot for this financial year, earmarked reserves from last year's events budget £3,500 tech and £3,500 centenary celebrations could be considered. Cllr Hewlett noted it was a lot of money for a laptop. Cllr Bond proposed rejecting request, Cllr Shaw noted they could use computers in Library. Need a private room. Cllr Hewlett proposed part-support. Stats show CAB support a lot of people in Camelford. It was **resolved** to grant £250

**Proposed: Cllr Coombes**      **Seconded: Cllr Hewlett**      **6-4 (declared carried)**      **21/240**

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

j. The Grant Application from Camelford and District Agricultural Association Ltd for Show 2022 - £4000 was **discussed**. Clerk noted same as previous regarding budget and outlined the accounts/bank balance are positive. Cllr Rotchell noted that potential for one of Camelford's bigger attractions to fail – could consider part-grant part-loan. Cllr Grigg noted its importance to the area to children. Although CTC provide the bus; need to be perceived as helping them. Brings visitors into the town too.

It was **resolved** to consider earmarked-reserves at the Strategic working group with the intention of providing a £2k grant and £2k loan.

**Proposed: Cllr Ackroyd-Johnson**      **Seconded: Cllr Grigg**      **9-0 (1 abs)**      **21/241**

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

k. The Facebook viewings statistics February to April 2021 were **noted**      21/242

l. An update regarding Clease car park from Clerk regarding resurfacing and lining costs for Cornwall Council and alternative way forward was **received**.

It was **resolved** to request tenders for Clease car park resurfacing and lining.

**Proposed: Cllr Burgis**      **Seconded: Cllr Coombes**      **unan**      **21/243**

m. Capital and revenue costs for filming meetings were **reviewed**. Clerk noted for 22 meetings it would approximately £570 of additional staff time. Mevo has ability to record – wifi may not be available.

It was **resolved** to **purchase** Mevo camera from quotes provided with additional memory card and tripod.

**Proposed: Cllr Hewlett**      **Seconded: Cllr Grigg**      **8-0 (2 abs)**      **21/244**

n. The provision of café at OCM was **discussed**. Cllr Shaw noted ideal time to revisit the inclusion of the café as the person who was going to run the café has withdrawn. Café cannot be seen from the Highway and CTC would be liable to run the café – to cover wages/rates/insurance etc. Understands set-up is covered by grant, but café would need to take in £400-500pwk to be viable. Could invite in mobile contractors instead. He requested a full business case study, the build is so far behind, the area could be used for other things – seating, cricket... He has started on a spreadsheet. Cllr Hewlett noted that café was an integral part of the grant application – particularly for Reaching Communities. Didn't think it can be considered as an isolated item. Cllr Grigg noted that CTC went out to tender to rent the café. Clerk confirmed CTC had resolved not to run the café, but to rent the space to a third party; to work in partnership to provide the activities noted in the grant application. If one contractor failed, CTC would re tender the café to find another partner to run it. Clerk would need to check grant terms and conditions as to liability about not having a café on site.

It was **resolved** to check liabilities and to discuss at the Estates and Properties Working Group on the 28<sup>th</sup> May.

**Proposed: Cllr Rotchell**      **Seconded: Cllr Hewlett**      **unan**      **21/245**

**\*\*Cllr Hewlett left the meeting\*\***

## 11. Accounts

a. Balances at 11<sup>th</sup> May 2021 were **noted**

|                 |             |
|-----------------|-------------|
| Current Account | £156,135.63 |
| Tracker Account | £51,423.38  |
| NS&I            | £42,483.49  |
| CCLA            | £80,000.00  |

21/246

b. & c. It was **resolved** to use direct debit for variable utility and monthly payments  
It was **resolved** to online banking to pay accounts outstanding where possible

**Proposed: Cllr Shaw**

**Seconded: Cllr Bond**

**unan**

**21/247**

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

|                            |                                      |       |                   |
|----------------------------|--------------------------------------|-------|-------------------|
| Staff                      | May Wages & expenses                 | BACS  | £6,849.79         |
| HMRC                       | May Tax & NI                         | BACS  | £1,859.28         |
| Cornwall Pensions          | May Pension contributions            | BACS  | £2,128.71         |
| Barclays                   | Account charges                      | DD    | £6.25             |
| Voipfone                   | Telephone Callgroup/extensions       | DD    | £9.60             |
| Western Supply             | Maintenance supplies                 | BACS  | £59.38            |
| Cornwall Council           | Churchfield – Business Rates         | DD    | £444.00           |
| Cornwall Council           | Office – Business Rates              | DD    | £319.00           |
| Cornwall Council           | Cemetery – Business Rates            | DD    | £289.00           |
| Cornwall Council           | Enfield Park Store – Business Rates  | DD    | £51.00            |
| Amazon                     | Library equipment/anti-bac wipes     | Debit | £250.97           |
| Amazon                     | Anti-bac wipes                       | Debit | £27.95            |
| Plusnet                    | Broadband                            | DD    | £52.20            |
| Business                   | Refund of website fees (paid twice)  | BACS  | £12.00            |
| EDF Energy                 | Christmas lights – unmetered supply  | BACS  | £159.68           |
| SeaDog IT                  | Webhosting                           | DD    | £25.00            |
| Jag Signs                  | 3 x polycarbonate maps               | BACS  | £180.00           |
| Yesss Electrical           | replacement CCTV cameras x2          | BACS  | £277.80           |
| Kestrel guards             | Key holding & Alarm response         | BACS  | £78.00            |
| Camelot Garage             | Fuel for maintenance                 | BACS  | £30.35            |
| Western Supply             | maintenance supplies                 | BACS  | £117.85           |
| Richard Green ecology      | Preliminary Ecological Appraisal     | BACS  | £960.00           |
| R. Sleep Ltd               | Maintenance Supplies                 | BACS  | £21.96            |
| Western Power Distribution | Cleese Road electricity connection   | BACS  | £1068.30          |
| HSQE (VitalSkills)         | Manual handling training for J Marsh | BACS  | £14.40            |
|                            | <b>TOTAL</b>                         |       | <b>£15,292.47</b> |

**Proposed: Cllr Burgis**

**Seconded: Cllr Coombes**

**unan**

**21/248**

Income was **noted**

|            |                                  |      |                  |
|------------|----------------------------------|------|------------------|
| Residents  | Allotments                       | AC   | £44.00           |
| Businesses | Website                          | AC   | £132.50          |
| CCLA       | Quarterly dividend               | AC   | £758.00          |
| World team | Public Toilet Advertising        | AC   | £360.00          |
| Various    | Car parking permits/tickets/maps | cash | £185.00          |
| Various    | Car parking permits/tickets      | cash | £100.00          |
| Various    | Car parking permits/tickets/maps | cash | £55.00           |
|            | <b>TOTAL</b>                     |      | <b>£1,634.50</b> |

21/249

## 14. 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 Coombes**

**Seconded: Cllr Bond**

**unan**

**21/250**

a. It was **resolved** upon bracken removal in the cemetery. 2 further cuts for £1060. Unbudgeted item.

**Proposed: Cllr Shaw**

**Seconded: Cllr Burgis**

**unan**

**21/251**

b. It was **resolved** upon Cormac to clear gully at Churchfield car park from the 2 quotes provided. Unbudgeted item.

**Proposed: Cllr Shaw**

**Seconded: Cllr Grigg**

**unan**

**21/252**

**15. To note items for 15<sup>th</sup> June 2021 Agenda.**

Design for Education, Library – cushions, £150.60 – 4-week delay, to be invoiced  
CTC policies and procedures; following full review in the SEP working group on 21<sup>st</sup> May.  
Bank signatories

**Later Agenda**

Town Trust request for repayment of loan.

**The Mayor closed the meeting at 20:55pm**