



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 – 2nd September 2021

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 6 other Councillors present: Cllrs, Bond, Burgis, Coombes, Grigg, Hewlett, & Shaw 21/370

2. To receive Apologies for absence with reasons

Cllrs Elford, Ackroyd-Johnson – personal.

It was **resolved** to accept the apologies

Proposed: Cllr Grigg Seconded: Cllr Shaw

unan

21/371

Cllrs Scawn & Chandler - none received

Clerk to contact the monitoring officer regarding Cllr Chandler's lack of attendance and Code training.

3. To receive Declarations of Interest & Approve Dispensations

None

21/372

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

none

21/373

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 5th August 2021

Proposed: Cllr Grigg

Seconded: Cllr Hewlett

4-0 (3 abs)

21/374

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease – completed, but still waiting for the easement to be finalised with Caladan. Code of Conduct training for Councillors. Insurance claim Enfield Park – Zurich have closed the file. Planning training opportunity – 2 expressions of interest. Citizens advice digital hub for Camelford – have confirmed now have all the funding to go ahead. Damage to Broadwood bridge; matter is with the police. Public Toilet Disabled door – waiting on further quote. A39 Atlantic Highway Improvement – archaeology and built heritage walkover taking place today and tomorrow. Zip wire is broken – Schoolscapes had arrived to repair yesterday. 21/375

****Cllr Scawn arrived****

Bridge vandalism and Zip-wire were discussed further.

7. Planning

PA21/07280. An Skyber Helstone. Mr T and Mrs L Fitzgerald. Proposed conversion of redundant commercial offices and storage to residential dwelling. Cllr Shaw visited site in 2018, was an external catering company; proposing 4 bed bungalow for disabled parents. Quite a little community of converted barns. Cllr Shaw noted it was not a conversion – application states knock it down and rebuild. Clause to stay with the property and not be sold off separately. Cllr Hewlett – noted that NDP states Helstone not suitable for anymore development, unsustainable, outside development boundary.

It was **resolved** to Object with comment regarding to stay with property; if approved by county
Proposed: Cllr Shaw Seconded: Cllr Grigg unan 21/376
PA21/07282. Tregath Business Park, Station Road. Mr J Smeeth. Improvements to existing access to B3266, together with associated works. Cllr Shaw noted that it used to be a farm field entrance, owner started to improve the entrance but Highways insisted they applied for planning
 It was **resolved** to reply with No Objection

Proposed: Cllr Shaw Seconded: Cllr Bond unan 21/377

To **discuss** landscaping of site. Agenda for January.

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.

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

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 21/378

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

Proposed: Cllr Hewlett Seconded: Cllr Grigg unan 21/379

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). Cllr Rotchell wondered if there was any ash dieback? Note CTC policy is planting 3 for 1

It was **resolved** to No Objection – replace 3 for 1

Proposed: Cllr Shaw Seconded: Cllr Burgis unan 21/380

For Information

PA21/06135. Clifton Cottage, Helstone. Mrs Rachael Skelton. Listed building consent. **Approved**
 21/381

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted that Friday music on the bandstand started slowly and the audience growing each week. Iguana Tropicana this week. Over 80 people last week. Parking outside the chip shop and Chinese is frightful. Attended Bodmin civic ceremony. Camelford in Bloom: best commercial – sycamore's camping site, hanging baskets went to the Masons, front garden – Nancy Lane, allotment - (some first-class allotments) Leslie Meridith – A1 condition – excellent variety, special award Izabelle Page – aged 11 – mightily impressed. Created prize out of mayor allowance, seeds and allotment garden book; she has been using her pocket money to fund it. Surgery is wrapping up discussions with Diocese, may see plans soon? Attended Mayor making in Launceston – very traditional ceremony. Meeting of Stakeholders of OCM, Town Trust, Police, CTC, Caladen developer and his head of security. Bottom line – easement hasn't been signed. Being held to ransom – closing at 11pm and a gate and fence to be replaced. Caladen noted a significant number of incidents – but Police had only had one report; on the grass outside the museum. Nothing else been reported. Trying to protect his investment. The skatepark was there long before the development. Agreed that he could repair the fence and replace like for like for the gate. A bollard may be placed by TT at the road entrance so no cars can enter onto the private road. Can say OCM is shut at 11pm – security could speak to users after that time – to ring the police telling them that there are people on site; nothing more private security can do. Will be liaising with Quattro from next week on feasibility study. Last night - damage to shelter in Enfield park – processed this morning; reported to the Police. Cleave car park will be devolved; £1k offer will be accepted - balance has been found by CC for the resurfacing and relining. Cormac has patched 3 squares. Cllr Shaw remembers agreeing it before the unitary authority with NCDC. Good news – a long time coming. Waiting for formal dates
 21/382

9. Correspondence

- a. Cornwall Council climate literacy training – 2 free learning hub accounts. **Noted** 21/383
- b. Letter from census partnerships team – thank you for helping. **Noted** 21/384
- c. Letter from Camelford Town trust – request for a meeting. To liaise with their Clerk. 21/385

10. Agenda Items

- a. Correspondence from Parish of Lanteglos by Camelford was **noted**. Cllr Rotchell noted that CTC minute from 2004 has been found stating that CTC had resolved to accept responsibility for cutting

the growth along the length of the Church walls adjacent to the A39 (min ref 88/2004 2a). Cllr Shaw noted CTC didn't get permission for the bus shelter; so, CTC didn't take responsibility for cutting the growth. Clerk noted that the resolutions were separate in the 2004 minutes. Cllr Shaw noted CTC has always said it was not responsible – CTC give them £1000 annually for grass cutting. Cllr Rotchell noted that this conversation takes place every year. Cllr Bond proposed that CTC cut it and don't provide grant, Cllr Hewlett proposed the opposite. Cllr Shaw noted that the grant was originally to cut Lanteglos grass. Cllr Scawn noted Camelford residents work hard to keep the Churches going; CTC not reciprocating the goodwill.

i. It was **resolved** to pay annual grant £1,000.00.

Proposed: Cllr Coombes **Seconded: Cllr Scawn** **6-2 dec carried 21/386**

ii. It was **resolved** that CTC would cut growth on Church wall adjacent to A39/Victoria up to the bus shelter for the duration of this administration and for this to be reconsidered in 2025.

Proposed: Cllr Scawn **Seconded: Cllr Rotchell** **5-3 dec carried 21/387**

b. A donation to Church for use of St.Thomas for CTC meetings was **discussed**. It was **resolved** to donate £250 for the period June to December 2021.

Proposed: Cllr Rotchell **Seconded: Cllr Scawn** **6-0 (2 abs) 21/388**

c. To **note** Jackson quarterly lift inspection. **21/389**

d. It was **resolved** to adopt Health and Safety Statement

Proposed: Cllr Burgis **Seconded: Cllr Grigg** **unan 21/390**

e. It was **resolved** to put forward; A39 through town, Clease Road, Lanteglos Lane through to Helstone, B3266 by the schools to Valley Truckle, as potential 20mph zones within Camelford for discussion at Network Panel meeting.

Proposed: Cllr Bond **Seconded: Cllr Hewlett** **7-1 dec carried 21/391**

f. It was **resolved** 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, and to leave the screen up - from 4th October

Proposed: Cllr Burgis **Seconded: Cllr Grigg** **7-0 (1 abs) 21/392**

Feedback on the 19th October.

g. The permit for river bank erosion repairs in Enfield Park from Environment Agency was **noted**. **21/393**

h. The revised quote for river bank repairs was discussed. The cost has risen from £65 to £92k, mainly because EA are not allowing the use of rock rolls as they are netted in plastic. Stone work instead – more manual labour to install. Could decide not to do all of the bank if wishing to reduce the cost. The point was to get it all done in one go. Cllr Burgis not wanting to cut corners. Cllr Shaw has many questions about reusing materials already on site for example. Cllrs Shaw, Coombes requested site meeting with Bridge next week. Extra Ordinary meeting agenda.

i. Initial design and FRAP invoice from Bridge Engineering £9,100.00. Not received - next meeting

j. The receipt of borrowing approval for PWLB for riverbanks repairs was **noted**. **21/395**

k. Repairs to drainage pipes in Enfield park – to stop path sections being washed away. To be discussed during the site meeting **21/396**

l. The recording of minutes was discussed. Cllr Shaw noted CTC not using a handwritten hard copy minutes book. It would prevent irregularities in the minutes. Cllr Rotchell noted that the minutes are always checked at the next meeting and signed as a true record at that time. Any issues should be noted at that time and amended accordingly. Clerk noted that the loose-leaf pages/minutes are numbered in sequence and approved as per regulations. These form the minute book that is kept in the office and viewed by the auditor. Cllr Hewlett noted that she checks the minutes on receipt in order to make amendments at the meeting if necessary. **21/397**

m. The purchase of a centenary tree for Enfield Park was discussed. Cllr Rotchell has seen exceptional photographs of the opening of Enfield park on Facebook. Nancy Lane has her husband's medal which was struck when the park was handed over and she also has a certificate. CTC will be preparing an event for the centenary. No china mugs or medals though –the orchard was inaugurated for the silver jubilee. Cllr Hewlett noted lovely idea, bury a time capsule at the same time. It was **resolved** to buy a specimen tree for the park.

Proposed: Cllr Bond **Seconded: Cllr Shaw** **unan 21/398**

E&P Working Group for budget discussions.

n. It was **resolved** to purchase replacement bollard sleeves for Churchfield car park as per budget up to £500.

Proposed: Cllr Bond **Seconded: Cllr Grigg** **unan** **21/399**

11. Accounts

a. Balances at 24th August 2021 were **noted**

Current Account	£94,514.50	
Tracker Account	£51,424.66	
NS&I	£42,483.49	
CCLA	£80,000.00	21/400

d. It was **resolved** 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

Proposed: Cllr Grigg **Seconded: Cllr Scawn** **unan** **21/401**

Income was **noted**

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

21/402

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 Burgis Seconded: Cllr Bond unan 21/403

OCM phase 2 update was received from Cllr Rotchell.

a. It was **resolved** to contract with Electrician for OCM works.

Proposed: Cllr Bond Seconded: Cllr Hewlett unan 21/404

Clerk to contact electrician regarding bandstand lights

13. To note items for 21st September 2021 Agenda.

Screening/landscaping of Tregath

Disabled Door at Public Toilet

The Mayor closed the meeting at 21:03