



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
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Ordinary Council Meeting – 4th May 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 7 Councillors present: Cllrs, Bond, Burgis, Coombes, Elford, Hewlett, Scawn & Shaw 21/175

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, Grigg - business

Proposed: Cllr Bond **Seconded: Cllr Burgis** **unan** **21/176**

3. To receive Declarations of Interest & Approve Dispensations

None 21/177

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

Kirsty Ferguson, Camelford Speed Watch Co-ordinator, spoke regarding previous 5 sessions since 4th April. Have caught 72 vehicles exceeding 30mph, 91% accurate recording of vehicle information. Max sped was 57mph from a motorcycle and 47mph from a car – hopefully they will get more than a warning through the post. Now have 9 volunteers, happy to have more people try out. Looking at new sites; but they have to be verified as safe – possible options on Sportsmans and by the Vets. Doing their best for the town by highlighting the issue; no intention to annoy anyone or cause trouble. Cllr Rotchell noted that the session he attended was a bit of an eye opener; definitely need to be standing in a safe place. On Victoria Road, the radar gun picked up the vehicles once they were at least 100m past the 30mph warning sign; so, there are no excuses. Cllr Rotchell asked Ms Ferguson to pass on CTC thanks to the team. 21/178

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 20th April 2021

Proposed: Cllr Burgis **Seconded: Cllr Elford** **unan** **21/179**

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease - still waiting on receipt of the revised lease from Sproulls to send onto Reaching Communities; paperwork needs board approval as not straight forward. Election/New administration; Register of interests, declaration of acceptance of office etc. pack needs to be returned before the Annual Meeting on the 18th. Incident reporting form available. Nominations for Mayor and Deputy Mayor, and preferences for working groups to be received by 12th May. Reminder 'Good Councillor' training 10am 18th June. Disabled bay parking abuse and ice-cream cart at Market Place, complaint received. Wild flower meadow and Bracken cutting done. Play bark for Enfield park play area – 1 more bag needed. IT training – Microsoft 365, will be migrating to teams during the next administration, and stopping Zoom subscription. Scribe accountancy package training on Friday – may need to bring cost centre changes to the next meeting. Cllr Hewlett requested an up to date list of the records of correspondence/contact with solicitors/town trust 21/180

7. Planning

PA21/03910. Land to the East of Higher Cross Lane. Jacksons Barn Ltd. Reserved matters application for the constructions of 37 dwellings (including affordable housing). Details following application no. PA17/04617 dated 20/04/18. Cllr Shaw noted lack of pre-consultation with the CTC and the community, NDP accommodates some self-build, but there is a lack of proven demand for self-build. Nothing like the original plan. Certain set designs to be adhered to, not a free for all on the design. Cllr Hewlett noted that it is within the development boundary, this application is nothing like the original. Self-build element could be 5%, 37 self-builds is a lot, concern for the neighbours - build could go on for years. Only matter that is resolved in the application is the access. Cllr Rotchell liked the landscaping and layout, concerned that some will sit empty for years, build could take a considerable amount of time. Cllr Shaw notes the pumping system for the ponds from the SUDS would cost a lot of money – how would that be financed. Cllr Scawn noted that this is at the old football field at Tregoodwell. Cllr Rotchell confirmed and noted that principle of development on this site has already been approved.

It was **resolved** to **Object**. Although CTC welcomes the quantity of affordable houses; this plan is completely different to the original presented to the community, concern on the number of self-builds.

Proposed: Cllr Shaw **Seconded: Cllr Hewlett** **6-1 (1abs)** **21/181**

PA21/04060. 6 Mill Lane. Mr and Mrs Wild. Non material amendment to PA20/09622 for addition of window in bedroom to provide means of escape.

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

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **21/182**

PA21/03999. The Mowhay, Mill Lane. Mr and Mrs Robertson. Non material amendment to PA13/03753 dated 19.06.2013 to change window material.

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

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan** **21/183**

b. Pre-application request from Camelford Conservative Club for consultation on drawings for additional residential units at market place. Cllr Shaw confirmed not a member of Conservative Club. Original concept was to build a first floor to the rear of the building, serious lack of parking if they convert the garages – can't support that part. Object to access into the park via another gate. Cllr Coombes noted that garages should be kept and be used by the new properties. Concerned about lack of parking spaces and garages.

It was **resolved** to reply to the Conservative Club with these concerns

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan** **21/184**

c. Informal consultation regarding diversion of part public footpath 507/10/1. Cllr Shaw noted that when the landowner parks his car, pedestrians can't get past. Wants to move the path into the adjacent field. Stile and gate already in situ.

It was **resolved** to Support

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **21/185**

For Information

PA21/04455. Warmington House 32 Market Place. Mr Steve Hutchins. Works to trees in Conservation Area namely to reduce height of Yew tree (T1) by approximately 4m. 21/186

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported that he'd undertaken internal audit, speedwatch. Spoke to the new owner of the Coach house – will be reopened; rebranded and refreshed. He noted that this is the last meeting of this administration - thanked councillor colleagues and Deputy Mayor for their support – a challenging year for Council and residents. Staff adapted to the new way working – shown resilience and adaptability – Clerk to pass on thanks. 21/187

9. Correspondence

none

21/188

10. Agenda Items

- a. Minutes of Finance Working Group Meeting were **noted**. 21/189
 - i. Q4 budget to expenditure report were **noted**. 21/190
 - ii. Summary of Enfield Park project resolutions was **noted** 21/191
 - ii. An update on PWLB application was received from the Clerk. It is not expected to receive a response from PWLB in time for the commencement of the river bank repair project. MCLG are 6

months behind assessing applications. Clerk noted reserves are available to cashflow the project - approx. £44k not currently in ear-marked reserves, but 2 EMR's will be needed to cover the cashflow required. PWLB was and still is required as reserves are too low to cover the entirety of the project. Cllr Rotchell not the unusual situation as normally CTC would wait for the loan, before CTC would instruct project, but works needs to be completed in the summer months – this summer or postpone until next summer. Current reserves are unable to cover the whole cost of the project, other project funds will have to be used. Point of the loan is to complete all the repairs at once, rather than a more piece meal approach - which isn't as cost efficient. Minimum amount of reserves is identified in legislation and monitored by auditors. Council are required to have between 50% and 200% of precept. CTC is at the lower end, currently.

It was **resolved** to pay for Riverbank repair from reserves.

Proposed: Cllr Bond **Seconded: Cllr Burgis** **unan** **21/192**

b. The Internal auditor's report was **noted**. Recommendation regarding budgeting process, noted external audit certificate not published on website. 21/193

c. The Internal Audit Procedure Form was **noted**. 21/194

d. It was **resolved** to **approve** the Annual Governance Statement 2020-21.

Proposed: Cllr Burgis **Seconded: Cllr Bond** **unan** **21/195**

e. It was **resolved** to **approve** the Annual Accounting Statements 2020-21.

Proposed: Cllr Bond **Seconded: Cllr Burgis** **unan** **21/196**

The supporting documents were **noted**. 21/197

f. Annual Transparency Code information 2021-22 was **noted** 21/198

g. It was **resolved** to **approve** Pay Policy Statement 2021-2022

Proposed: Cllr Elford **Seconded: Cllr Burgis** **unan** **21/199**

h. To **resolve** that Clerk attends online SLCC Conference – Leadership in Action £75 + VAT

Proposed: Cllr Burgis **Seconded: Cllr Scawn** **unan** **21/200**

i. Preliminary Ecological Appraisal – Enfield Park Riverbank project was **noted**. 21/201

j. The briefing 'options on physical meetings' was **noted**. Cllr Hewlett noted that if it is safe to meeting for the Annual meeting, then further meetings are safe. Limited access for members of public via pre-booking. St. Thomas church is available on normal meeting dates. Virtual access to meeting for the public stops from the 18th May. To get quotes for tech to film/record and then post after the meeting in order to maintain community engagement – for the agenda capital/revenue costs and how to be posted online.

It was **resolved** to return to physical meetings from 18th May.

Proposed: Cllr Shaw **Seconded: Cllr Hewlett** **unan** **21/202**

It was **resolved** to hold working groups virtually for next quarter – review first meeting in September.

Proposed: Cllr Rotchell **Seconded: Cllr Elford** **unan** **21/203**

k. It was **resolved** on new contract for Town Hall energy supply – Positive Energy for 3 years (best 100% green energy from list of contracts sent by broker).

Proposed: Cllr Scawn **Seconded: Cllr Hewlett** **7-0 (1abs)** **21/204**

l. It was **resolved** to instruct WPD for Cleave road EV charger installation £1,074 (or as near to as per revised quotation).

Proposed: Cllr Burgis **Seconded: Cllr Hewlett** **unan** **21/205**

11. Accounts

a. Balances at 28th April 2021 were **noted**

Current Account £156,936.88

Tracker Account £51,423.38

NS&I £42,483.49

CCLA £80,000.00 21/206

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

Positive Electricity Town Hall Electricity DD £94.89

Positive Electricity Town Hall Electricity DD £211.09

Rialtas Business Solutions Online accounts closedown BACS £672.00

SLCC Committees/working groups webinar BACS £18.00

R Sleep Ltd Maintenance supplies BACS £73.39

Hudson Accounting Ltd 2021-21 End year Audit BACS £325.00

Town Trust Town Hall rent DD £488.28

SeaDog IT	Webhosting	DD	£25.00
Shopshields	Replacement Hand sanitiser unit	Debit	£118.14
CPA Horticulture	Delivery charge	Debit	£12
Smart Window cleaning	Town Hall windows	BACS	£25
		TOTAL	£2,062.79
AA Van breakdown cover £274.50 removed pending further information/quotes			
Proposed: Cllr Shaw	Seconded: Cllr Coombes	unan	21/207
Income was noted			
CPA Horticulture	Delivery charge refund	AC	£12
Allotments	Annual rent – various	AC	£440.00
Car parking permits	Various	AC	£10
		TOTAL	£462.00
			21/208

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; staffing.

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **21/209**

a. To **note** Q4 staff budget to expenditure report

12. To note items for 18th May 2021 Agenda.

Election of Mayor and Deputy Mayor, working groups.

Resolutions to review and adopt Standing Orders (inc. revoking amendment 16th June 2020 'virtual meetings during the pandemic coronavirus'), Financial Regulations, Code of Conduct, confirm eligibility for General Power of Competence.

Capital and revenue costs for filming meetings. Amendments to SO's to include posting to social media etc.

OCM – Cllr Shaw

Cemetery – marketing widely or temporary closure

Citizens Advice Cornwall – request for grant £750

Van breakdown cover

Later Agenda

Town Trust request for repayment of loan.

The Mayor closed the meeting at 20:36pm