

Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

MINUTES:

of the meeting of Camborne Town Council held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 13th June 2019 at 6.30 pm

PRESENT:

Councillor D Wilkins	Chairman
Councillor Mrs V Dalley	Vice-Chairman
Councillor D Atherfold	
Councillor M Champion	
Councillor J P Collins	
Councillor T Dalley	
Councillor Ms Z Fox	
Councillor J Gillingham	
Councillor C Godolphin	
Councillor R Goodman	
Councillor J Herd	
Councillor V Kelynack	
Councillor J Morgan	
Councillor Ms Pearce	
Councillor M Williams	
Councillor G Winter	

IN ATTENDANCE:

Sarah Mason, Cornwall Association of Local Councils, (Clerk of the Meeting); Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Rose Hitchens-Todd, Engagement Officer; Ms Louise Cantrill and Ms Sandra Sandercock, representing Skylite Associates Limited; three members of the public.

The Chairman explained the safety procedures to all present.

C.4551 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4551.2 RESOLVED: that the apologies from Councillor Barclay for non-attendance at the meeting of the Full Council held on 13th June 2019 were received

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4552 CHAIRMAN'S ANNOUNCEMENTS

Events attended by the Mayor representing the Council were as follows:

13 th May	Mayor Making, Truro
16 th May	Mayor Making, Penryn
20 th May	Mayor Making, Falmouth
29 th May	Mayor Making, Newquay
2 nd June	75 th D-Day Anniversary, Mawnan Smith
9 th June	Mayor's Civic Service, Truro

C.4553 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

There were no disclosable interests.

C.4554 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.4555 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON THE 9TH MAY 2019 AND THE CHAIRMAN TO SIGN THEM

C.4555.2 RESOLVED: that the minutes of the meeting of the Full Council held on the 9th May 2019 were received, approved and signed by the Chairman

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.4556 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL TOWN ASSEMBLY HELD ON THE 9TH MAY 2019 AND THE CHAIRMAN TO SIGN THEM

C.4556.2 RESOLVED: that the minutes of the Annual Town Assembly held on the 9th May 2019 were received, approved and signed by the Chairman

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.4557 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

i) Planning & Development Committee 7th May 2019;

C.4557.2 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on the 7th May 2019 were received

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

ii) Staffing Committee 21st May 2019;

C.4557.3 RESOLVED: that the minutes of the meeting of the Staffing Committee held on the 21st May 2019 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

iii) Amenities Committee 23rd May 2019

C.4557.4 RESOLVED: that the minutes of the meeting of the Amenities Committee held on 23rd May 2019 were received

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

iv) Finance & General Purposes Committee 30th May 2019

C.4557.5 RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 30th May 2019 were received

Proposed by Councillor Winter
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

v) Planning & Development Committee 4th June 2019

C.4557.6 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 4th June 2019 were deferred until the next Full Council meeting

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4558 TO NOTE THE MINUTES OF

i) Camborne Regeneration Forum AGM held on 4th June 2018

C.4558.2 RESOLVED: that the minutes of the Camborne Regeneration Forum AGM held on 4th June 2018 were noted

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

ii) Camborne Regeneration Forum Meeting held on 13th May 2019

C.4558.3 RESOLVED: that the minutes of the Camborne Regeneration Forum Meeting held on 13th May 2019 were noted

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

iii) North Kerrier Reference Group Meeting held on 17th May 2019

C.4558.4 RESOLVED: that the minutes of the North Kerrier Reference Group Meeting held on 17th May 2019 were noted

Proposed by Councillor Ms Pearce
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

iv) Camborne Regeneration Forum Meeting held on 3rd June 2019

C.4558.5 RESOLVED: that the minutes of the Camborne Regeneration Forum Meeting held on 3rd June 2019 were noted

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

v) Camborne Regeneration Forum AGM held on 3rd June 2019

C.4558.6 RESOLVED: that the minutes of the Camborne Regeneration Forum AGM held on 3rd June 2019 were noted

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4559 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

ATA.286 Alfie Macdonald had received his Sid Godolphin Award in a presentation by the Mayor.

S.397 The post of Amenities Officer had been advertised and Skylite Limited was shortlisting and arranging interviews imminently.

A general observation was made that members should ensure they submit apologies if unable to attend meetings.

C.4560 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

There were no representations from members of the public.

C.4561 TO RECEIVE A WRITTEN COMPLAINT FROM RESIDENTS OF FORE STREET, BEACON, REGARDING THE REDEVELOPMENT AT BEACON RECREATION GROUND, AGREE ACTION AND APPROVE EXPENDITURE IF APPROPRIATE

The Clerk of the Meeting advised that this agenda item was moved to closed session, owing to the nature of the business to be discussed.

C.4561.2 RESOLVED: that a written complaint from residents of Fore Street, Beacon, regarding the redevelopment at Beacon Recreation Ground was moved for discussion in closed session, owing to the nature of the business to be discussed

Proposed by Councillor Collins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved by a majority, with two votes against.

C.4562 TO RECEIVE AND NOTE AN INDEPENDENT SURVEYORS REPORT ON THE PASSMORE EDWARDS BUILDING BY CHRISTOPHER GUNN, BSc MRICS

Members agreed to receive and note this agenda item and include it in the closed session.

C.4562.2 RESOLVED: that an Independent Surveyors Report on the Passmore Edwards Building by Christopher Gunn, BSc MRICS was received and noted

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.4563 **TO RECEIVE AND APPROVE THE FIELDS IN TRUST DEED OF DEDICATION FOR TRESLOTHAN PARK, TROON**

C.4563.2 **RESOLVED: that the Fields In Trust Deed of Dedication for Treslothan Park, Troon was received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4564 **TO APPROVE EXPENDITURE FOR A CLINICAL WASTE CONTRACT TO EMPTY TWO SHARPS BINS IN CAMBORNE, PROVIDED BY SAFER CAMBORNE**

C.4564.2 **RESOLVED: that expenditure for a clinical waste contract to empty two sharps bins in Camborne, provided by Safer Camborne was approved, using funds from Amenities Earmarked Reserves**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4565 **TO ARRANGE A MEETING OF THE BOUNDARY REVIEW WORKING GROUP TO MAKE OUR FINAL RECOMMENDATIONS FOR SUBMISSION TO CORNWALL COUNCIL BY 17TH JULY**

C.4565.2 **RESOLVED: that a meeting of the Boundary Review Working Group was arranged, to be held on 26th June 2019**

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4566 **TO APPROVE A REVISED SCHEDULE OF MEETINGS FOR 2019/20**

The Finance & Administration Officer explained that it was necessary to schedule meetings in August this year because of exceptional circumstances and staff holidays.

C.4566.2 RESOLVED: that a revised Schedule of Meetings for 2019/20 was approved

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4567 TO RECEIVE A VERBAL REPORT FROM THE ENGAGEMENT OFFICER REGARDING GREEN SPACES PRIORITIES, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Rose Hitchens-Todd introduced herself as this Council's newly appointed Engagement Officer, having been in post since 3rd June, and gave a report on the projects she would prioritise. A public consultation was being arranged for Park Gerry and previous plans to replace some of the play equipment and play surface at Camborne Recreation Ground was being prioritised to make best use of the Section 106 funding which was available for the site; however, this was dependent on completion of the consultation within the funding timeframe. Ms Hitchens-Todd suggested that this Council held a simultaneous consultation for both of these green spaces, to make best use of the funding.

C.4567.2 RESOLVED: that a verbal report from the Engagement Officer regarding Green Spaces was received that a consultation for Park Gerry and Camborne Recreation Ground was approved as priority, while Section 106 funding was still available

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4568 TO RECEIVE AND NOTE CORRESPONDENCE ON "FUTURE HIGH STREETS FUND" FROM CORNWALL COUNCIL

C.4568.2 RESOLVED: that correspondence on "Future High Streets Fund" from Cornwall Council was received and noted

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4569 TO RECEIVE AND NOTE THE NORTH KERRIER STAKEHOLDER GROUP TERMS OF REFERENCE (REVISED MAY 2019)

C.4569.2 RESOLVED: that the North Kerrier Stakeholder Group Terms of Reference (revised May 2019) was received and noted

Proposed by Councillor Ms Pearce
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4570 TO RECEIVE SOUTH WEST COUNCILS NEWSLETTER FOR MAY 2019, AGREE ANY ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

Members requested that this Council investigated availability of monies from the Government Historic High Street Heritage Fund and funding the library building.

C.4570.2 RESOLVED: that South West Councils Newsletter for May 2019 was received and that the Engagement Officer was asked to investigate the availability of Heritage High Street Funding and report findings back to the Full Council

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4570.3 RESOLVED: that the Engagement Officer was asked to investigate the availability of funding from the Architectural Heritage Fund and report findings back to the next Full Council meeting

Proposed by Councillor Winter
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

C.4571 TO RECEIVE CORRESPONDENCE FROM VOLUNTEER CORNWALL AND AGREE ANY ACTION

C.4571.2 RESOLVED: that correspondence from Volunteer Cornwall was received and that no action was required

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4572 TO APPROVE AND AUTHORISE A NEW DIRECT DEBIT MANDATE FOR O2

C.4572.2 RESOLVED: that a new Direct Debit Mandate for O2 was approved and authorised

Proposed by Councillor Winter
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4573 TO APPROVE AND AUTHORISE A NEW MANDATE FOR UNITY TRUST BANK

The Acting Deputy Town Clerk advised that the mandate required updating based on the new Committee structure for the municipal year 2019/20. This mandate automatically deleted any members who were no longer signatories.

C.4573.2 RESOLVED: that a new Mandate for Unity Trust Bank was approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4574 THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

**C.4574.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the Press and Public were excluded, with the following exceptions:
Sarah Mason, acting in an advisory capacity in the absence of the Town Clerk;
Louise Cantrill and Sandra Sandercock (Skylite Associates Limited), who were presenting a verbal report on the remedial works at the Passmore Edwards Building**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting at 7.05pm.

C.4575 TO APPROVE A RECOMMENDATION FROM THE STAFFING COMMITTEE (S.397.2), THAT IN THE ABSENCE OF THE TOWN CLERK, THE COUNCIL CONSIDERS OUTSOURCING ITS HEALTH & SAFETY SERVICES FOR A PERIOD OF UP TO TWELVE MONTHS; AGREE ACTION AND AUTHORISE DELEGATION BACK TO THE STAFFING COMMITTEE ONCE DETAILS OF FULL COSTS AND SERVICES ARE AVAILABLE

Councillor Mrs Dalley explained that incorporating Health and Safety duties into the post of Amenities Officer appeared to have dissuaded applicants and that removing the Health and Safety element from the job description had resulted in increased interest.

Sarah Mason advised members that the current exceptional circumstances and lack of officer capacity required the outsourcing

of Health and Safety services to manage any risk and protect this Council in the short term, which might be addressed in the long-term should candidates for the Amenities Officer post have a Health & Safety qualification. The Staffing Committee's recommendation had recognised this risk and the necessity for arranging Health & Safety cover until the Town Clerk returned to work.

C.4575.2 **RESOLVED: that a recommendation from the Staffing Committee (S.397.2), that in the absence of the Town Clerk, this Council considers outsourcing its Health & Safety Services for a period of up to twelve months, was agreed and that this Council investigated the costs involved**

Proposed by Councillor Godolphin
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4575.3 **RESOLVED: that when full details of the costs and services of outsourcing this Council's Health & Safety Services for a period of up to twelve months was known, members authorised delegation back to the Staffing Committee to consider**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4576 **TO APPROVE A RECOMMENDATION FROM THE STAFFING COMMITTEE (S.398.2), REGARDING STAFFING ARRANGEMENTS AND SHORT TO MEDIUM TERM PLANS IN THE TOWN CLERK'S ABSENCE AND AGREE PRIORITIES ACCORDINGLY**

Councillor Mrs Dalley advised that the arrangements recommended by the Staffing Committee would cover the short-term lack of staff and provide ongoing cover for this Council's immediate works in progress.

C.4576.2 **RESOLVED: that a recommendation from the Staffing Committee (S.398.2), regarding staffing arrangements and short to medium term plans in the Town Clerk's absence was approved and that priority was given to immediate works in progress**

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4577 **TO APPROVE A RECOMMENDATION FROM THE STAFFING COMMITTEE (S.399.5), TO SUSPEND STANDING ORDER 70 TO ALLOW THE CO-OPTION OF THE CHAIR OF FINANCE AND**

GENERAL PURPOSE AND THE CHAIR OF AMENITIES ONTO THE STAFFING COMMITTEE AND THAT THE STAFFING COMMITTEE WORKS WITH THE ACTING DEPUTY CLERK ON PRIORITIES

Councillor Mrs Dalley explained that a greater number of members was required on the Staffing Committee to ensure that, in the event of absence or illness, meetings were quorate. It was noted that the Chair of Finance & General Purpose and the Chair of Amenities had both served previously on the Staffing Committee.

C.4577.2 **RESOLVED: that a recommendation from the Staffing Committee (S.399.5), to suspend Standing Order 70 to allow the co-option of the Chair of Finance and General Purpose and the Chair of Amenities onto the Staffing Committee was approved and that the Staffing Committee worked with the Acting Deputy Clerk on priorities**

Proposed by Councillor Ms Pearce
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

C.4578 **TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES LTD AND A WRITTEN REPORT FROM 3HW ARCHITECTURE AND DESIGN ON THE REMEDIAL WORKS AT THE PASSMORE EDWARDS BUILDING, AGREE ANY APPROPRIATE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Ms Louise Cantrill, representing Skylite Associates Limited, gave a report explaining the investigations being carried out to ensure that all outstanding work was completed on the Passmore Edwards Building. She recommended that an independent conservation surveyor was commissioned to make a full inspection of the building to determine the extent of the work remaining. This made it necessary to leave the scaffolding in situ.

A short discussion took place and members considered the options available.

Sarah Mason advised that should this Council wish to proceed with an independent surveyor's quote, it would need to suspend Financial Regulations 11.1a (ii) and 11.1h to protect the building and the Council's financial interests and authorise the Acting Deputy Town Clerk to commission an Independent Survey up to a value of £2k.

C.4578.2 **RESOLVED: that 1) a verbal report from Skylite Associates Limited and a written report from 3HW Architecture and Design on the remedial works at the Passmore Edwards Building were received; 2) that this Council suspended Financial Regulations 11.1a (ii) and 11.1h and authorised the Acting Deputy Town Clerk to commission an independent survey of the Passmore Edwards Building, up**

to a value of £2k and 3) that the surveyor was asked to provide recommendations regarding safe working conditions for staff in the building during the completion of the work

Proposed by Councillor Herd
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

Ms Sandra Sandercock left the meeting at 7.38pm and returned at 7.39pm.

C.4579

TO RECEIVE A WRITTEN COMPLAINT FROM RESIDENTS OF FORE STREET, BEACON, REGARDING THE REDEVELOPMENT AT BEACON RECREATION GROUND, AGREE ACTION AND APPROVE EXPENDITURE IF APPROPRIATE

Concerns had been expressed by a group of Beacon residents who lived in close proximity to the recreation ground and felt that some of the new play equipment that was installed was making an impact on their properties.

Members discussed the options available, including the project being halted while the residents' concerns were addressed.

C.4579.2

RESOLVED: that this Council acknowledged the complaints raised by residents close to the Beacon Park project and the impact the development may have caused and that this Council will 1) halt all development on the site whilst it seeks advice from the Contractor and Cornwall Council Open Spaces Manager; 2) invite a representative from the residents' group and from Friends of Beacon Park to attend a meeting with the Cornwall Council Open Spaces Manager, with an opportunity to explain their concerns; 3) form a Working Party to consider recommendations and possible remedial options; the Working Group to comprise: Mayor, Deputy Mayor, Chairman of Amenities Committee, Chairman of Planning & Development Committee; the three Camborne Town Council members for Treslothan Ward and the Cornwall Council member for Treslothan Ward; 4) publish proposals for the Park on its website and in Camborne Library prior to a meeting of the Working Group, to consider what action to take; and 5) ratify the decision of the Acting Proper Officer, taken with the Mayor and Deputy Mayor, to halt any further development, at a cost of £5K

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

It was further suggested that a meeting of the Working Group was

scheduled for 24th June 2019, that the Chairman of the Amenities Committee led the group and that a representative from Friends of Beacon Park was invited to attend.

C.4579.3

RESOLVED: that this Council held an informal meeting on 14th June 2019 with the Cornwall Council Open Spaces Officer and that a representative from the Beacon residents' group was invited to attend

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.04 pm.

SIGNED BY THE CHAIRMAN.....

DATE