

# Meeting Minutes

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

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## 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 15<sup>th</sup> August 2019 at 6.30 pm**

## PRESENT:

|                                |                      |
|--------------------------------|----------------------|
| <b>Councillor D Wilkins</b>    | <b>Chairman</b>      |
| <b>Councillor Mrs V Dalley</b> | <b>Vice-Chairman</b> |
| <b>Councillor M Champion</b>   |                      |
| <b>Councillor J P Collins</b>  |                      |
| <b>Councillor T Dalley</b>     |                      |
| <b>Councillor Ms Z Fox</b>     |                      |
| <b>Councillor J Gillingham</b> |                      |
| <b>Councillor C Godolphin</b>  |                      |
| <b>Councillor J Herd</b>       |                      |
| <b>Councillor V Kelynack</b>   |                      |
| <b>Councillor L Lemon</b>      |                      |
| <b>Councillor J Morgan</b>     |                      |
| <b>Councillor Ms M Pearce</b>  |                      |
| <b>Councillor M Williams</b>   |                      |
| <b>Councillor G Winter</b>     |                      |

## IN ATTENDANCE:

**Sarah Mason, Cornwall Association of Local Councils, (Clerk of the Meeting); Samantha Hughes, Acting Deputy Town Clerk; Melanie Negus, Administrative Assistant; James Hardy, Projects & Amenities Officer, and one member of the public.**

The Chairman explained the safety procedures to all present.

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## **C.4614 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.4614.2 RESOLVED: that the apologies from Councillors Atherfold and Goodman for non-attendance at the meeting of the Full Council held on 15<sup>th</sup> August 2019 were received**

Proposed by Councillor Wilkins  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**C.4615 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members of the change of day and date of the September Full Council meeting, to Tuesday the 10<sup>th</sup> September.

**C.4616 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 declarations of interests.

**C.4617 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**C.4618 TO RECEIVE THE MINUTES OF THE EXTRA-ORDINARY MEETING OF THE FULL COUNCIL HELD ON 5<sup>TH</sup> JULY (APPROVED AT THE FULL COUNCIL MEETING ON 11<sup>TH</sup> JULY 2019) AND THE CHAIRMAN TO SIGN THEM**

**C.4618.2 RESOLVED: that the minutes of the Extra-ordinary meeting of the Full Council held on 5<sup>th</sup> July (approved at the Full Council meeting on 11<sup>th</sup> July 2019) were received, and signed by the Chairman**

Proposed by Councillor Wilkins  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**C.4619 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 11<sup>TH</sup> JULY 2019 AND THE CHAIRMAN TO SIGN THEM**

**C.4619.2 RESOLVED: that the minutes of the meeting of the Full Council held on the 11<sup>th</sup> July 2019 with C.4596, fifth line amended from C.4750.3, to C.4570.3, were approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved by a Majority.

**C.4619.3 RESOLVED: that the minutes of the meeting of the Full Council held on the 11<sup>th</sup> July 2019 with amendments:**

- **C.4601, names of Councillors 'proposing and seconding' entered.**
- **C.4601.2, remove, 'Environmental sustainability be put at the heart of all future decisions of Camborne Town Council', and insert 'to put climate, resilience, energy conservation and environmental sustainability as guiding principles at the heart of any neighbourhood plan';**

**were approved**

Proposed by Councillor Godolphin  
Seconded by Councillor L Lemon

On a vote being taken the matter was approved unanimously.

**C.4619.4                   RESOLVED: that the minutes of the meeting of the Full Council held on the 11<sup>th</sup> July 2019 with amendments; C.4593.2, C.4593.3, and C.4596, were approved, signed by the Clerk of the meeting, Sarah Mason, and the Chairman**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**C.4620                   TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

i)       Amenities Committee 4<sup>th</sup> July 2019;

**C.4620.2                   RESOLVED: that the minutes of the meeting of the Amenities Committee held on the 4<sup>th</sup> July 2019 were received**

Proposed by Councillor Champion  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

ii)       Staffing Committee 6<sup>th</sup> August 2019;

**C.4620.3                   RESOLVED: that the minutes of the Staffing Committee held on the 6<sup>th</sup> August 2019 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

iii)       Planning & Development Committee 6<sup>th</sup> August 2019;

**C.4620.4 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 6th August 2019 were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4621 TO NOTE THE MINUTES OF**

- i) Camborne Twinning Association Meeting held on 16<sup>th</sup> July 2019

**C.4621.2 RESOLVED: that the minutes of the Camborne Twinning Association Meeting held on 16<sup>th</sup> July 2019 were noted**

Proposed by Councillor Collins  
Seconded by Councillor Ms Fox

**C.4622 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**C.4623 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)**

A member of the public questioned why the Mayor was classed as Chairman on the Full Council Agendas. He was informed that all meetings had to have a Chairman, and that as Mayor and head of the Town Council, the Mayor automatically became Chairman of Full Council.

**C.4624 TO RECEIVE AN INTRODUCTION AND BRIEF VERBAL REPORT FROM THE PROJECTS & AMENITIES OFFICER REGARDING THE AMENITIES CURRENT PROGRAMME OF WORKS**

The newly appointed Projects & Amenities Officer, James Hardy, introduced himself to Councillors.  
He informed members that a recent Health & Safety Audit had highlighted a few minor issues in the Passmore Edwards building, that had been easily resolved; and Unit 5 had passed the Audit. A Risk Assessment Method Statement was in the process of being compiled.

The Amenities team were going through different areas of maintenance training, and helping the library staff with their projects.

He would be working with The Engagement Officer on trying to source S106 funding towards improvements needed at Camborne Recreation Ground.

He would be meeting with BID Camborne in coming weeks with the aim of working together on event planning and notification.

**C.4624.2                    RESOLVED: an introduction and brief verbal report from the Projects & Amenities Officer regarding the Amenities current programme of works was received**

Proposed by Councillor Winter  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**C.4625                      TO RECEIVE A VERBAL UPDATE FROM THE FINANCE & ADMINISTRATION OFFICER REGARDING COUNCILLORS' IPADS AND AGREE ACTION**

The iPads had been configured, and the instruction manual had now been received. Sim cards were still needed for the Planning Committee; but the Finance & Administration Officer was hoping to trial run, with paper back-up at the Amenities meeting. She requested volunteers to come to the office to have some training to use the iPads at the Amenities Meeting, along-side paper copies. If this was successful it would be rolled out to all members in due course.

**C.4625.2                    RESOLVED: that a a verbal update from the Finance & Administration Officer regarding Councillors' iPads was received. Councillors Champion, Dalley, M Pearce and Wilkins volunteered to collect and test their iPads before distribution to all members**

Proposed by Councillor Wilkins  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**C.4626                      TO CONSIDER THE USE OF POLL CARDS FOR THE TRESLOTHAN BY-ELECTION AND AGREE EXPENDITURE**

**C.4626.2                    RESOLVED: that the use of Poll Cards for the Treslothan by-election was approved, and the associated expenditure was authorised**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4627** **TO APPOINT MEMBERS TO THE CLIMATE EMERGENCY WORKING PARTY (C4601.2 RESOLVED: THAT A PRESENTATION ON CLIMATE CHANGE WAS RECEIVED AND THAT THIS COUNCIL FORMED A WORKING PARTY TO DEVISE AN ACTION PLAN, WITH CLIMATE RESILIENCE AND SUSTAINABILITY BEING ITS MAIN OBJECTIVES)**

**C.4627.2** **RESOLVED: that Councillors Champion, Mrs Dalley, Ms Fox, Wilkins and Winter were appointed as members to the Climate Emergency Working Party, and that after a meeting of this committee, a public meeting be organised**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**C.4628** **TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER TO CONSIDER A CHANGE TO THE DATE OF THE ANNUAL CHRISTMAS LANTERN PARADE TO COINCIDE WITH THE FESTIVITIES OF THE WIDER TOWN, AGREE ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE**

Councillor Champion informed members that the date set for this event was in line with a Cornish Festival for miners and as such should remain. This night was purely for the children of the parish, and to amalgamate it with other events would be taking the focus and purpose of the event away.

In answer to the query from Councillor Godolphin, the Schools and Church been approached and were in agreement that it would be a chance for the different organisations to work together for the benefit of the town.

**C.4628.2** **RESOLVED: that a written report from the Engagement Officer to consider a change to the date of the Annual Christmas Lantern Parade was received, and that the date of the Town Council's Children's Christmas Lantern Parade be changed to the 29<sup>th</sup> November, to coincide with the festivities of the wider town, was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

**C.4629** **TO RECEIVE A MOTION FROM COUNCILLOR JEFF COLLINS: CAMBORNE TOWN COUNCIL TO OBTAIN THE COST OF TWO "WELCOME TO CAMBORNE" SIGNS (TO INCLUDE THE**

**FAIRTRADE LOGO), AGREE ACTION AND AUTHORISE NECESSARY EXPENDITURE**

Members discussed ownership and locations of the welcome to Camborne signage.

- C.4629.2**            **RESOLVED: that a motion from Councillor Jeff Collins: Camborne Town Council to obtain the cost of two "Welcome to Camborne" signs (to include the Fairtrade logo), was deferred until the completion of the Boundary Review**

Proposed by Councillor Collins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- C.4630**            **TO RECEIVE A MOTION FROM COUNCILLOR JEFF COLLINS: CAMBORNE TOWN COUNCIL TO AGREE THAT THE ENGAGEMENT OFFICER LEADS ON PUBLICITY WITH BID FOR THE FAIRTRADE EVENTS, AGREE ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE**

- C.4630.2**            **RESOLVED: that a motion from Councillor Jeff Collins: Camborne Town Council to agree that the Engagement Officer leads on publicity with BID for the Fairtrade events, was approved**

Proposed by Councillor Collins  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- C.4631**            **TO RECEIVE CORRESPONDENCE FROM BRIAN TERRY OF FAIRTRADE CAMBORNE, REGARDING PUBLICITY FOR FAIRTRADE'S 25<sup>TH</sup> ANNIVERSARY, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

- C.4631.2**            **RESOLVED: that correspondence from Brian Terry of Fairtrade Camborne, regarding publicity for Fairtrade's 25<sup>th</sup> Anniversary was received. The request to display the Gold SW Region Fairtrade award to Camborne Regeneration Forum in the Library, and copies of in the Town Council's notice boards, was approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

- C.4632**            **TO RECEIVE A MOTION FROM COUNCILLOR DAVID WILKINS: THAT ALL MAYORS' PICTURES ARE DISPLAYED**

**ON THE WALLS IN THE COUNCIL CHAMBER, AGREE ACTION AND APPROVE ASSOCIATED EXPENDITURE**

- C.4632.2**      **RESOLVED: that that all Mayors', and Councillors Photographs, and the Mayor's board be displayed on the walls in the Council Chamber of the Passmore Edwards Building, and the picture of St Ives Harbour be re-located, was approved; with the exception of one photograph (in accordance with the Town Councils previous decision)**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- C.4633**      **TO RECEIVE CORRESPONDENCE FROM CHRIS BURNHAM, CORNWALL ASSOCIATION OF LOCAL COUNCILS, REGARDING LEGALITY OF NAMING PUBLIC PARTICIPANTS IN MINUTES, AND AGREE ACTION**

- C.4633.2**      **RESOLVED: that correspondence from Chris Burnham, Cornwall Association of Local Councils, regarding legality of naming public participants in minutes was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

- C.4634**      **TO RECEIVE INFORMATION FROM JONATHAN STOKES OF LIFTMAN (UK) LTD REGARDING MAINTENANCE OF THE LIFT IN THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

- C.4634.2**      **RESOLVED: that information from Jonathan Stokes of Liftman (UK) Ltd regarding maintenance of the lift in the Passmore Edwards Building was received. A quote for a replacement lift be sought to allow the possible expenditure to be factored into budget setting**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- C.4635**      **TO RECEIVE AND NOTE CORRESPONDENCE FROM WILLIAM HARWOOD, CORMAC SOLUTIONS LTD, REGARDING SITE WORKS AT GRENVILLE GARDENS PLAYING FIELD**

- C.4635.2**      **RESOLVED: that correspondence from William Harwood, Cormac Solutions Ltd, regarding site works at Grenville Gardens Playing Field, was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins



On a vote being taken the matter was approved unanimously.

**C.4636 TO RECEIVE CORRESPONDENCE FROM MR E WILLIAMS REGARDING FLORAL DISPLAYS IN THE TOWN AND AGREE ANY ACTION**

Councillors thanked Mr Williams for his positive feedback on the floral displays in the town.

**C.4636.2 RESOLVED: that correspondence from Mr E Williams regarding floral displays in the town was received**

Proposed by Councillor Herd  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4637 TO RECEIVE SOUTH WEST COUNCILS SUMMER NEWSLETTER, AGREE ACTION AND APPROVE ANY EXPENDITURE**

**C.4637.2 RESOLVED: that the South West Councils Summer Newsletter was received. The NJC pay agreement be included in the budget setting process, was approved**

Proposed by Councillor Herd  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4638 TO RECEIVE A NEIGHBOURHOOD PLANNING UPDATE FOR JULY 2019 FROM CORNWALL COUNCIL**

Councillor Herd informed members that his attempts to arrange a Town Councillors Neighbourhood Planning Meeting had resulted in only two members attending.

**C.4638.2 RESOLVED: that a Neighbourhood Planning update for July 2019 from Cornwall Council was received. The attendance of Councillor Ms Fox at the Neighbourhood Planning Surgery on Friday 13<sup>th</sup> September and the associated expenditure was approved**

Proposed by Councillor Ms Fox  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**C.4639 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**

The member of the public left the meeting at 7.21 pm.

**C.4639.2**                    **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded, due to the confidential nature of the business to be discussed**

Proposed by Councillor Winter  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4640**                    **TO RECEIVE A BRIEF VERBAL UPDATE FROM THE ACTING DEPUTY TOWN CLERK REGARDING WORKS TO THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND APPROVE EXPENDITURE**

**C.4640.2**                    **RESOLVED: that a brief verbal update, and a summary written report, from the Acting Deputy Town Clerk regarding works to the Passmore Edwards Building was received. The setting-up of a Passmore Edwards Building Working Party, and the recommendations in the written report, were approved**

Proposed by Councillor Godolphin  
Seconded by Councillor V Kelynack

On a vote being taken the matter was approved unanimously.

Councillors thanked the Acting Deputy Clerk for her hard work and commitment, through what is an extremely difficult time.

**C.4640.3**                    **RESOLVED: that the members appointed to the Passmore Edwards Building Working Party were: Councillors Champion, Mrs Dalley, Godolphin, V Kelynack, Wilkins, Winter, and the Acting Deputy Town Clerk**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority.

**C.4641**                    **TO RECEIVE A CCTV MANAGEMENT REPORT FOR CAMBORNE FOR THE PERIOD 1<sup>ST</sup> APRIL 2019 - 30<sup>TH</sup> JUNE 2019**

**C.4641.2**                    **RESOLVED: that a CCTV Management Report for Camborne for the period 1st April 2019 - 30th June 2019 was received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority.

The Locum Clerk referred members back to agenda item 28 to consider action going forward.

**C.4640.4                    RESOLVED: to delegate authority to the Mayor and Deputy Mayor to send letters drafted by the Acting Deputy Town Clerk, to the relevant parties**

Proposed by Councillor V Kelynack  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4640.5                    RESOLVED: to defer taking action on advice received until after the meeting of the Passmore Edwards Building Working Party**

Proposed by Councillor Godolphin  
Seconded by Councillor L Lemon

On a vote being taken the matter was approved unanimously.

**C.4640.6                    RESOLVED: that draft letters to the relevant parties from the Town Council be brought back to Full Council for approval. The meeting for the Passmore Edwards Building Working Party was set for the 22<sup>nd</sup> August at 2 pm**

Proposed by Councillor V Kelynack  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved by a Majority.

**C.4640.7                    RESOLVED: that the meeting for the Passmore Edwards Building Working Party was set for the 22<sup>nd</sup> August at 2 pm**

Proposed by Councillor V Kelynack  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved by a Majority.

There being no further business the Chairman closed the meeting at 8.02 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

