

# 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 remotely via Zoom on Thursday 10<sup>th</sup> December 2020 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 D Atherfold</b>	
<b>Councillor M Champion</b>	
<b>Councillor J Collins</b>	
<b>Councillor R Congdon</b>	
<b>Councillor T Dalley</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor Mrs R Goodman</b>	
<b>Councillor J Herd</b>	
<b>Councillor L Lemon</b>	
<b>Councillor L McDonald</b>	
<b>Councillor J Morgan</b>	
<b>Councillor Mrs S Weedon</b>	
<b>Councillor Mrs M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Acting Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance & Administration Assistant; David Garwood, Amenities & Projects Officer; Rose Hitchens-Todd, Engagement Officer**

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The Chairman explained the meeting procedures to all present.

**C.5009**

**TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.5009.2**

**RESOLVED: that the apologies from Councillor Ms Pearce for non-attendance at the meeting of the Full Council held on 10<sup>th</sup> December 2020 were received**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.5010 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the Full Council meeting in January 2021 would take place on the 14<sup>th</sup>, not the 7<sup>th</sup> and that a meeting of the Passmore Edwards Building Working Party would be held on 11<sup>th</sup> January. Members were reminded of the forthcoming Planning Committee meeting on 12<sup>th</sup> January and Staffing Committee meeting on 13<sup>th</sup> January.

**C.5011 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**

Councillor Mrs Dalley declared interest in agenda item 19 as she was a Churchwarden at the Parish Church.

Councillor Godolphin declared interest in agenda item 19 as he had a direct involvement.

Councillors Atherfold, T Dalley and Mrs Dalley declared interest in agenda item 23 as they were members of the Town Deal Board and had requested a dispensation to enable them to vote.

Councillor Herd declared interest in agenda item 23 as he was a member of the Town Deal Board but he had not requested a dispensation and would therefore not vote.

**C.5012 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

The Acting Town Clerk had received written requests for dispensations from Councillors Atherfold, T Dalley and Mrs V Dalley regarding agenda item 23, which she was granting under the Localism Act 2011.

**C.5013 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 12<sup>th</sup> NOVEMBER 2020**

**C.5013.2 RESOLVED: that the minutes of the meeting of the Full Council held on 12<sup>th</sup> November 2020 were received and approved for signing**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously of those entitled to vote.

**C.5014 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 12<sup>th</sup> NOVEMBER 2020**

**C.5014.2 RESOLVED: that the redacted minutes of the meeting of the Full Council held on 12<sup>th</sup> November 2020 were received and approved for signing**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously of those entitled to vote.

The Chairman took agenda items 8(i) to 8(vii) en bloc.

**C.5015 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- (i) Amenities Committee 19<sup>th</sup> November 2020;**
- (ii) Extraordinary Full Council 23<sup>rd</sup> November 2020;**
- (iii) Finance & General Purposes Committee 26<sup>th</sup> November 2020;**
- (iv) Planning & Development Committee 1<sup>st</sup> December 2020;**
- (v) Staffing Committee 2<sup>nd</sup> December 2020;**
- (vi) Staffing Committee (redacted) 2<sup>nd</sup> December 2020;**
- (vii) Public Estate & Devolution Working Party 10<sup>th</sup> November 2020.**

**C.5015.2 RESOLVED: that (i) the minutes of the Amenities Committee meeting held on 19<sup>th</sup> November 2020, (ii) the minutes of the Extraordinary Full Council meeting held on 23<sup>rd</sup> November 2020, (iii) the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> November 2020, (iv) the minutes of the Planning & Development Committee meeting held on 1<sup>st</sup> December 2020, (v) the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2020, (vi) the redacted minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2020 and (vii) the minutes of the Public Estate & Devolution Working Party meeting held on 10<sup>th</sup> November 2020 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.5016 MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Minutes of Extraordinary Full Council meeting held on 23<sup>rd</sup> November 2020, C5007.2 and C.5007.3: Acting Town Clerk to check the Proposer and Seconder.

**C.5017 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 103 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)**

No members of the public had expressed a wish to speak.

**C.5018 TO CONSIDER SUPPORTING AN APPLICATION TO THE TREE COUNCIL AS A TREE WARDEN FOR THE CAMBORNE PARISH, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Acting Town Clerk requested deferment of this agenda item to the January meeting of Full Council when additional information would be available.

**C.5018.2 RESOLVED: that a request for support of an application to the Tree Council as Tree Warden for the Camborne Parish was deferred until the January meeting of Full Council**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.5019 TO RECEIVE AN UPDATE FROM GREEN INFRASTRUCTURE 4 GROWTH REGARDING PHASE 1 OF ENHANCEMENTS TO TREVERNO PLAYING FIELD, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**C.5019.2 RESOLVED: that an update from Green Infrastructure 4 Growth regarding Phase 1 of enhancements to Treverno Playing Field was received and noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.5020 TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING COMPLETION OF THE RENOVATION WORKS AT CAMBORNE RECREATION GROUND, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Amenities and Projects Officer informed members that replacement of the play equipment at Camborne Recreation Ground was nearing completion and that additional funding was available, through S106 and the Town Council's match funding, for the wider enhancement of the park. He presented a proposal of suggested enhancements which included replacement of the MUGA goals, path resurfacing, planting, replacement of waste bins, additional bench seating and repair and repainting of the ramp in front of the toilet building. A further proposal for converting the storage area of the building into publicly accessible toilets was presented for consideration.

Discussion took place regarding the proposals and costs.

**C.5020.2 RESOLVED: that a written report from the Amenities and Projects Officer regarding completion of the renovation works at Camborne Recreation Ground was received and that option 3 was approved: to resurface the pathways where required, to install a new single MUGA goal, to plant replacement trees , to install additional benching, to replace old Kerrier bins and to repair and repaint the toilet ramp wall, using a budget of £36,000, and that the Amenities Committee was given delegated authority to oversee the work, and that the Amenities and Projects Officer was requested to obtain further quotes for converting part of the toilet building into additional toilet facilities**

Proposed by Councillor Champion  
Seconded by Councillor Mrs Dalley

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

**C.5021 TO CONSIDER THE APPROVAL OF UPDATING BANK MANDATES TO REFLECT THE NEW CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE, AND AGREE ACTION**

**C.5021.2 RESOLVED: that the updating of Bank Mandates to reflect the new Chairman of the Finance and General Purposes Committee was approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**C.5022 TO REVIEW THE MAYORAL PROTOCOL AND ALLOWANCES POLICY AND APPROVE ANY CHANGES IF APPROPRIATE**

A suggestion was made that members should be paid an allowance for attendance at meetings of this Council. A robust discussion took place, but it was agreed that, particularly during these difficult times, the request was not appropriate.

**C.5022.2 RESOLVED: that the Mayoral Protocol and Allowances Policy was reviewed and approved.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.5023 TO RECEIVE A COPY OF BEACON CRICKET CLUB LEASE DATED 24<sup>TH</sup> NOVEMBER 2020, FOR SIGNING BY THE TRUSTEES OF BEACON CRICKET CLUB**

The Acting Town Clerk informed members that this was the final version of the Lease. In answer to members' questions she advised that no rent charges had been decided as yet, but if made, they would be nominal, in line with this Council's existing Leases.

**C.5023.2 RESOLVED: that a copy of Beacon Cricket Club Lease, for signing by the Trustees of Beacon Cricket Club, was received and approved**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.5024 TO RECEIVE A SOUTH WEST COUNCILS ASSOCIATES NEWSLETTER FOR NOVEMBER 2020, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**C.5024.2 RESOLVED: that a South West Councils Associates Newsletter for November 2020 was received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.5025 TO RECEIVE A VERBAL REPORT FROM THE ENGAGEMENT OFFICER AND CONSIDER A REBRAND OF THE TOWN COUNCIL LIBRARY LOGO, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer explained that a request had been made by the Library team for the Library to have its own branding and own identity within the Town Council corporate brand. She presented, for consideration, a design in this Council's colours, for use by the Library. There would be no cost involved as the design was intended only for use on social media.

A robust discussion took place and members considered the request. While it was recognised that the Library had an important role within the Town Council, some members expressed concern that a separate branding might cause confusion with the public.

**C.5025.2**                    **RESOLVED: that a verbal report from the Engagement Officer and a rebrand of the Town Council Library logo for social media purposes was received and deferred and that the Engagement Officer was asked to explore further options for Library identity and branding and bring back to a future meeting of Full Council**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Fox

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

Councillors Champion and Lemon asked that it was recorded they had voted against the motion.

Having declared an interest in the next agenda item, Councillors Mrs Dalley and Godolphin left the meeting at 7.23pm.

**C.5026**                    **TO RECEIVE A MOTION FROM COUNCILLOR ATHERFOLD REGARDING CAMBORNE BOYS BRIGADE, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor Atherfold spoke on the recent closure of the 2<sup>nd</sup> Camborne Boys Brigade, the last Boys Brigade company in Cornwall, after 60 years. This represented a great loss to the town. Councillor Atherfold paid tribute to Malcolm Godolphin, who had captained the company for 49 years, and his brother, Councillor Colin Godolphin who had given a similar number of years' service and requested that this Council sent a letter of thanks.

**C.5026.2**                    **RESOLVED: that a motion from Councillor Atherfold regarding Camborne Boys Brigade was received and that this Council writes to Malcolm and Colin Godolphin thanking them for their service to the organisation over many years**

Proposed by Councillor Atherfold  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Councillors Mrs Dalley and Godolphin returned to the meeting at 7.25pm.

**C.5027                    THAT THIS 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.5027.2                RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

**C.5028                    TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER ON COUNCIL CHAMBER AUDIO-VISUAL ENHANCEMENTS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Engagement Officer presented a report suggesting that, post Covid-19, this Council could continue the effort it has put into its online meetings by purchasing audio-visual equipment to stream its meetings from the Council Chamber. Engagement with the public through live stream virtual meetings had been welcomed and attracted public that the Council might not otherwise have had. A recording system could also be used, which would benefit the minute-taker.

Discussion took place regarding the type and nature of equipment that might be installed. Members considered the benefits to the Town Council and its engagement with the public.

**C.5028.2                RESOLVED: that a written report from the Engagement Officer on Council Chamber Audio-Visual Enhancements was received and that the installation by Kernow AV Installations of an Audio-Visual System that would allow for live stream of Council Chamber based meeting was approved, and that expenditure of £1,279.00 was approved from the Council Expenses budget**

Proposed by Councillor Godolphin  
Seconded by Councillor McDonald

On a vote being taken the matter was approved unanimously.

**C.5029                    TO RECEIVE NOTIFICATION OF PROPOSED DATES FOR ADDITIONAL CCTV MONITORING DURING DECEMBER 2020 – JANUARY 2021, APPROVED UNDER DELEGATED POWER BY CHAIRMAN AND VICE-CHAIRMAN WITH THE ACTING TOWN CLERK**



The Acting Town Clerk informed members that the additional CCTV monitoring hours being offered were free of charge and there was no cost to the Town Council.

A short discussion took place regarding the CCTV service.

**C.5029.2                   RESOLVED: that notification of proposed dates for additional CCTV monitoring during December 2020 – January 2021, approved under delegated power by the Chairman and Vice-Chairman, with the Acting Town Clerk, was received**

Proposed by Councillor Mrs Dalley

Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Having declared interest in the next agenda item and not having submitted a written request for dispensation, Councillor Herd left the meeting at 7.50pm.

**C.5030                   TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER ON COMMUNITY ENGAGEMENT PLATFORMS AND RECEIVE A QUOTATION; AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer presented a report detailing how this Council could use mapping software on its website and social media to engage with its parishioners, providing the opportunity to feedback directly about issues, places and projects in the Parish. At present the Town Council was using its website for surveys and project feedback but this was not comprehensive.

The Engagement Officer explained the different types of software available and how each one could be used. The Town Deal Board had expressed an interest in sharing the software, in joint consultation with this Council, for which Cornwall Council was offering a subsidy. Going forward, the software could be used to gather community feedback regarding the Town Council's Neighbourhood Plan.

Discussion took place and the Engagement Officer answered members' questions regarding ownership, renewal, ease of use and functionality of the software. Some concern was expressed regarding the implications of sharing this software with outside organisations.

**C.5030.2**                    **RESOLVED: that a written report and quotation from the Engagement Officer on Community Engagement Platforms was received and that the Engagement Officer was asked to attend the next Full Council meeting to give a demonstration of the software**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

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

Councillor Herd re-joined the meeting at 7.59pm.

**C.5031**                    **TO RECEIVE A VERBAL UPDATE FROM THE ACTING TOWN CLERK ON CAMBORNE TOWN BOARD PROJECTS AND AGREE ACTION**

The Acting Town Clerk updated members on the project of proposed improvements for Park Road Playing Fields (Park Gerry), which the Amenities and Projects Officer had submitted to the Town Deal Board.

The Acting Town Clerk was pleased to report that the application had been shortlisted.

**C.5031.2**                    **RESOLVED: that a verbal update from the Acting Town Clerk on Camborne Town Board Projects was received**

Proposed by Councillor Wilkins  
Seconded by Councillor Weedon

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.01pm.

SIGNED BY THE CHAIRMAN.....

DATE .....