



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall
Market Place
Camelford
PL32 9PD

01840 212880

clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), S Bond (Deputy Mayor), A Ackroyd-Johnson, A Burgis, M Coombes, S Elford, E Grigg, C Hewlett, A Scawn, A Shaw, J Thomson.

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **15th November 2022 at Town Hall, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1. To note Councillors present

2. To receive Apologies for absence with reasons

Cllr Coombes – attending CALC training course

3. To receive Declarations of Interest & Approve Dispensations

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

5. To receive and approve the Minutes of:

Ordinary Meeting 18th October 2022 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Lining at Fore Street car park. CCTV system update. Shared prosperity fund – expressions of interest. 20mph banners – can be put up after the winter festival. Heather beds – fly tipping.

7. Planning

a. Any late applications will be discussed under this section.

PA22/08071. Little Treforda, Road from Trewalder to Lane End Cottage. Ms Danka Napiorkowska, Craetive Planning SW Ltd. Conversion and extension of barn/studio to a residential dwellinghouse.

PA22/09123. 25 Beechwood Drive. Mr Sam Sparks. Proposed front and rear extensions to dwelling.

PA22/09156. OCM Skatepark. Cleese Road. CTC. Variation of condition 5 application PA20/02334 dated 19th June 2020 (change of use of former cattle market to recreation area).

PA22/09260. Little Treforda, Trewalder. Ms Danka Napiorkowska. Application for discharge of a planning obligation dated 19/3/2009 relating to E1/2008/02329.

PA22/09343. Berry Park Barn, Helstone. Mr & Mrs D Nyul. Garage conversion into self-contained annex.

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell

- b. Camelford Network Panel - Cllr Hewlett

9. Correspondence

- a. Email from CC regarding precepts for 2023-24 – noting that the CTS will no longer be paid.
- b. Clerks and Councils Direct – magazine.
- c. CC – request for consultation on Community Network panels.
- d. Letter from CC – Churchfield CP charge point update
- e. Letter from resident regarding noise of fireworks – to consider alternatives in future?
- f. Letter from the Revd Angela Cooper regarding town councils.
- g. Notification of Boundary Commission review of Constituency boundaries - consultation

10. Agenda Items

- a. To **note** minutes of Finance and Staffing Committee Meeting 21st October 2022
 - i. To **note** Internal Auditor report
 - ii. To **note** Q2 expenditure to budget report
 - iii To **resolve** to approve revised Terms of Reference for Committee
 - iv. To **resolve** to approve updated Communication Guidelines/Social Media policy and Broadcast at Meetings Policy
 - v. To **resolve** on purchase of ride on mower £20k
- b. To **resolve** to pay £3000 grant to Camelford leisure centre towards the inflatable.
- c. To **resolve** on free parking in Churchfield on 26th November and 3rd December.
- d. To **note** minutes of Strategic Committee Meeting 4th November
 - i. To **resolve** on overtime to the value of £1000 for both SPF bids
- e. To **resolve** on Calendar of meetings 2023.
- f. To **note** Jackson's lift service report
- g. To **note** minutes of Estates and Properties Committee Meeting 28th October 2022.
 - i. To **note** accident/repair to bollard outside of Town Hall – cost covered by insurance.
- h. To **discuss** additional defibrillator at Highfield Ind. Est.
- i. To **discuss** use of bird scarer at future Armistice Day.

11. Accounts

- a. To **note** Balances at 9th November 2022

Current Account	£137,550.50
Tracker Account	£51,448.22
NS&I	£42,487.74
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	November Wages & expenses	BACS	£12,995.89
HMRC	November Tax & NI	BACS	£4,280.23
Cornwall Pensions	November Pension contributions	BACS	£4,111.37
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cornwall Council	Cleaze – Business Rates	DD	£334.45
Pennon	Town Hall Water	DD	£22.50
Pennon	Public Toilets Water	DD	£42.50
Pennon	OCM water	DD	£10.23
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Bob Metters	Town Hall glazing + pond decking	BACS	£945.00
Paul Finn Solicitors	Transfer of Cleaze CP	BACS	£2885.90
Hudson Accounting	2022/23 Interim Audit	BACS	£325.00
All in One Building	Concrete Plinth for bench	BACS	£384.00
Broxap	Enfield Park bench	BACS	£506.40
H3G	Youth worker mobile	DD	£18.00
Nigel Hicks Bespoke Carpentry	6 hardwood timbers – benches	BACS	280.80
Viking	Ink cartridges and diaries	BACS	£88.81
NALC	Empowering communities - training	BACS	£77.27
Cormac Solutions Ltd	Bracken removal 2 nd cut	BACS	636.00
Rob Rotchell	Halloween Event – Mayor's allowance	BACS	£21.98
Biffa	Litter picker and sacks	BACS	£142.68
Bodmin Nursery	bedding and bulbs	BACS	£43.96
UK DMO	PWLB – Enfield Park	BACS	£4534.20
Celebration Pyrotechnics	Firework display - balance	BACS	£2000.00

Wicksteed	repair to swings	BACS	£955.20
EDF Energy	Christmas lights supply 1/12/21-5/1/22	BACS	£320.94
All in one Building Ltd	OCM Graffiti Wall	BACS	£456.00
FreshairFitness	Push up and Dip Station	BACS	£1203.95
FreshairFitness	Maintenance/Service	BACS	£516.00
Camelot Garage	Fuel for van	BACS	£88.15
Mailchimp	Enewsletter	DD	£11.21
Seadog IT	Website Hosting	DD	£29.95
North Cornwall Pest Solutions	Brown rats at allotments	BACS	£480.00
R Sleep Ltd	Maintenance supplies – padlocks/bolts	BACS	£92.68
Western Supply	Maintenance supplies – shiplap/gravel	BACS	£109.50
Cornwall Council	Parking Enforcement – October	BACS	£128.40
CALC	Being a good employer – training	BACS	£36.00
Spar	Office supplies	Debit	£16.10
Amazon	YW Supplies – craft tools	Debit	£18.19
Amazon	Office supplies – memory card for mevo	Debit	£29.99
Amazon	Office supplies – Guillotine	Debit	£18.59
Amazon	Library supplies – Paint	Debit	£8.59
British Gas	OCM Electricity	DD	£92.07
SSE	Cleas CP Electricity	DD	£38.57
Octopus Energy	Cleas CP Electricity	DD	£119.07
SSE	Public Conveniences Electricity(Q3)	DD	£275.87
SLCC	Membership Fee – DC	BACS	£186.00
Barclays	Bank Charges	DD	£13.28
Plusnet	office broadband	DD	£27.55
Voiphone	Office Telephone system	DD	£11.40
Tesco	Mobile – MGM	DD	£7.50
SE	(479037551)	DD	£54.53
Methodist Church	Room hire x 6 weeks	BACS	£120.00
	TOTAL		£41,422.96
To note Income			
Post Office deposit	Churchfield CP tickets/permits	cash	£185.00
Residents/businesses	Churchfield CP permits	AC	£35.00
Post Office deposit	Churchfield CP tickets/permits	cash	£95.00
Post Office deposit	Churchfield CP tickets	cash	£145.00
CCLA	Divided	AC	£829.91
Aviva	Ins for bollard at town hall	AC	£1057.00
Tromba	Refund for whiteboard	AC	£64.00
Rotary club	Donation towards bench	Chq	£1069
	TOTAL		£3,479.91

12. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** 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

- To **resolve to approve** NALC staff wage and holiday agreements. Increase £1 per hour for all staff.
- To **review** draft budget 2023-24 (and forecast 24-25, 25-26).
- To **review** pond path quotes.

13. To note items for 18th October 2022 Agenda.

Frequency of Council meetings