



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy
Town Hall
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Cornwall
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Meeting of the Full Council	16 th Sep 2025
TO MEMBERS OF THE COUNCIL: Councillors: S Bond (Mayor), M Coombes, J Gilbert, E Grigg, M Robins, R Rotchell, A Scawn, A Shaw, K Smeeth, J Thomson. Dear Members I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on 16th Sep 2025 at Town Hall, Camelford at 7pm 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, <i>Laura Murphy</i> Laura Murphy, 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	
3. To receive Declarations of Interest & Approve Dispensations	
4. Public question time (15 minutes allowed for this)	To hear statements from potential Councillors co-option.
5. Co- option	Cllrs to select a new candidate via anonymous ballot.
6. To receive and approve the Minutes of: Ordinary meeting 15th July 2025	
7. To receive Clerk's report: Large branch fell in Enfield Park, blocking and damaging the bridge. Emergency call out to Arborcare who have cleared the area. Replacement Bannisters ordered from Bridge contractor for Grounds team to fit. Reports of car park users carrying out maintenance on cars	

received- reminder published online that this is prohibited as per the Parking order. New bench installed outside of toilets, looking great- positive feedback received. Contacted Cornwall council and asked them to review their bins in Churchfield Car park following conversation at the last meeting. Contacted Highways department regarding signage by the narrows- asked for this to be reviewed to remind drivers they have the right of way unless oncoming traffic has already entered the single lane area. Received phone call from resident to raise concerns over the surface water on Highstreet after rainfall, making it difficult to leave the house without getting splashed by the traffic- reported to Cornwall Council and encouraged the resident to do the same. Completed all staff appraisals. Met with “our only world” who are installing a water bottle refill station at OCM free of charge. Community Orchard open to the public, apples are ready to be picked.

8. Planning

A. To Note	PA25/05083	S52/S106 and discharge of condition apps
Location:- Unit 2 Highfield Road Industrial Estate Camelford PL32 9RA Proposal Submission of details to discharge Condition numbers 3, 5, 6 and 8 in respect of Decision Notice PA19/03239 dated 05/02/20 Ward: Camelford And Boscastle Parish:- CAMELFORD		
B. To Resolve	PA25/05898	
Proposal Proposed ground & first floor extension. Location 9 Valley Truckle Camelford Cornwall PL32 9RU		
C. To Resolve	PA25/06583	Non Material Amendment
Proposal Non material Amendment in relation to Decision Notice PA13/10532: To replace the C&F 100kW as stated turbine in the original planning consent with a Vestas V27 Location Land Adjacent Wind Turbine Station		
D. To note	PA25/04842	EIA Not Required
Location:- Land South Of Victoria Road (West Of Roughtor Road) Camelford Proposal EIA Screening Opinion request for the erection of Class E(a) foodstore and petrol filling station (including jet wash), together with access from Victoria Road, car parking and access road, regrading site levels (including retaining walls), hard and soft landscaping, click and collect facility, service area (including delivery van parking) and associated work. Ward: Camelford And Boscastle		

9. Portfolio Reports

a. Mayor's report – Cllr Bond

10. Correspondence

A. To note and discuss response from Ben Maguire regarding the Bypass.
B. To note complaint received from resident regarding memorial signage leading to Roughtor- Forwarded to National trust, Cornwall Council and Forestry England who are dealing with the issue.

11. Agenda Items

A. To note agreed national pay scales with effect from 1 st April 2025.

	B. To discuss youth council
	C. To note Clerk has acquired the CILCA qualification, Council to resolve to adopt the GPC.
	D. To resolve on request for additional permit at Clease Road CP, and delegation of decisions to Estates and Properties committee.
	E. To Nominate Camelford Hall Trustee.
	F. To resolve on quote for Churchfield Car Park wall repairs.
	G. To resolve to move surplus to the precept into the Tracker account.
	H. To note , internal Auditor has given notice that he is stepping back from some duties and therefore unable to continue the contract past the end of this year.
	I. To discuss OCM and council involvement with the Youth Cafe
	J. To note , Parking permits in both Churchfield CarPark and Clease road extended until 1 st January. Both permits with run in line with the calendar year going forwards to simplify the process.

12a. Accounts	To note balances as of 09/09/2025
Current Account	267589.83
Tracker Account	157396.08
CCLA Property Fund	£80,000.00
CCLA Deposit Account	£50,500.48
b. Payments	To resolve to authorise the payments of Accounts Outstanding for August & September:

August Payments:

Staff	Jul/Aug wages	BACS	£10,684.23
HMRC	Jul/Aug NI/TAX	BACS	£3,748.66
Pension	Jul/Aug pensions	BACS	£3,502.09
OCM	COW&Skate Coach Jul/Aug	BACS	£1,291.98
Barclays	Bank Charges	DD	£18.25
Cornwall Council	Enfield Park Store	DD	£51.00
Cornwall Council	Churchfield Car Park	DD	£524.00
Cornwall Council	Clease Road Car Park	DD	£269.00
Cornwall Council	Town Hall/Library	DD	£269.00
Camelford Town Trust	Town Hall/Library rent	DD	£550.04
British Gas	Town Hall Electricity	DD	£135.85
British Gas	Town Hall Electricity	DD	£123.33
British Gas	OCM Electricity	DD	£68.28
Octopus	Electricity- Public Conveniences	DD	£77.77
Octopus	Electricity- Clease Road CP	DD	£152.22
Seadog IT	Website Hosting	DD	£34.95
Voipfone	Office Telephone	Debit	£11.40
Everflow	Market Place	DD	
BT	Internet	DD	£44.63
EE	Maintenance Phone	DD	£22.98
Peninsula	HR & Health and Safety	DD	£376.72
Mailchimp	CTC Website Emailing	DD	£11.70
Jason Ryan	Window Cleaning	BACS	£25.00
Jordan Jameson	Callout fee (OCM)	BACS	£72.00

Apollo Janitorial Supply	Grounds Supplies – Public Toilets	BACS	£116.10
BES	Toilet Flapper Valves	BACS	£76.60
Paragon ID	Parking Machine Tickets	BACS	£440.88
TSSC	Public Toilet Supplies	BACS	£37.50
Jag signs	OCM signage	BACS	£117.42
Broxap Ltd	Anti vandal seat	Debit	£1053.60
SLCC	CiLCA training	BACS	£12.50
Bunzl	Public toilet supplies	BACS	£90.18
Bunzl	Public toilet supplies	BACS	£92.52
Metric	Ticket machine,removal, installation & disposal	BACS	£503.40
Back on nights	Music on the bandstand	BACS	£170.00
Mr & Mrs Blue Skies	Music on the bandstand	BACS	£250.00
Spar	Office supplies – June	Debit	£15.50
Spar	Office supplies – July	Debit	£2.10
Jordan Jameson	Replacement lighting for OCM café	BACS	£174.00
Jumping out	Music on the bandstand	BACS	£100.00
NBB	Picnic bench for the bandstand.	Debit	£843.00
Cornwall ALC	Chairmanship Training	BACS	£90.00
Cornwall ALC	Code of conduct Training	BACS	£66.00
Boots	Insect repellent	Debit	£11.55
Paints 4 Trade	Anti climb paint	Debit	£64.96
Cutmy.co.uk	Plywood for Enfield park repairs	Debit	£669.10
Steve Bond	Expenses for Afternoon Tea	BACS	£14.60
John Gilbert	Mileage for councillor training and Judging.	BACS	£44.64
Vista Print	OCM flyers and leaflets	Debit	£51.69
ICO	ICO renewal	DD	£47.00
Western supply	Small bag of sand	BACS	£3.54
Metric	Churchfield C.P maintenance agreement	BACS	£561.89
All star fuel card	Fuel for the van and mower	BACS	£146.88
Topan fencing	Fencing for the skatepark	BACS	£1627.52
Seadog IT	Website support	BACS	£32.50
Jordan Jameson	Cleas car park electrical supply	BACS	£608.16
Amazon	Draughts set for the library	Debit	£9.07
Amazon	Prizes for the SRC	Debit	£11.38
Amazon	Wooden fence post caps	Debit	£14.75
Amazon	Kids rock climbing holds	Debit	£29.98
Amazon	Plant protectors with stakes	Debit	£19.88
Amazon	Wire mesh fence	Debit	£88.99
Amazon	Wireless Phone Charger	Debit	£14.43
R. Sleep Ltd	Maintenance supplies	BACS	£576.56
Total:		£30965.45	
c. To note Income:			
Churchfield Car park	Car park tickets	Credit	£470.00
HMRC	HMRC VAT	Credit	£3802.71
CCLA	CCLA investment	Credit	£802.04
CCLA	CCLA interest	Credit	£181.32
Cleas Road Car Park	Car park permit	Credit	£10.00
Community Chest	Camelford Show Bus	Credit	£230.00
Allotments	Allotment rent	Credit	£50.00
Cutmy.co.uk	Refund	Credit	£669.10
Findparkpay	App payments	Credit	£458.20
CCLA	CCLA interest	Credit	£175.95
Ecclesiastical	Insurance payout	Credit	£825.00
Cornwall Council	Precept	Credit	£189251.75
Churchfield car park	Car park permit	Credit	£10.00
Total:		£196936.07	

September Payments:

Staff	Jul/Aug wages	BACS	£9927.51
HMRC	Jul/Aug NI/TAX	BACS	£3328.07
Pension	Jul/Aug pensions	BACS	£3189.35
OCM	COW&Skate Coach Jul/Aug	BACS	£1081.77
Barclays	Bank Charges	DD	£11.32
Cornwall Council	Enfield Park Store	DD	£51.00
Cornwall Council	Churchfield Car Park	DD	£524.00
Cornwall Council	Cleaze Road Car Park	DD	£269.00
Cornwall Council	Town Hall/Library	DD	£269.00
Camelford Town Trust	Town Hall/Library rent	DD	£550.04
British Gas	OCM electric bill	DD	£65.62
British Gas	Town hall electric bill	DD	£168.15
British Gas	Town hall electric bill	DD	£156.00
Octopus	Cleaze car park	DD	£146.25
Octopus	Public toilets	DD	£80.37
Seadog IT	Website hosting	DD	£34.95
Voipfone	Office telephone	Debit	£50.00
Everflow			
BT			
EE	Mobile phone	DD	£22.98
Peninsula	HR & Health & Safety	DD	£376.72
Mailchimp	CTC website emailing	DD	£11.61
Jason Ryan	Window cleaning	BACS	£25.00
In safe hands health & safety training	First aid training	Debit	£228.00
In safe hands health & safety training	First aid training	Debit	£144.00
Amazon	Microwave for the grounds team	Debit	£54.98
Ebay	Lego for OCM	Debit	£5.00
Camelford hardware	Maintenance supplies	Debit	£106.90
Cornwall Council	SLA Patrol	BACS	£182.25
Tilley's Coaches	Camelford Show Bus	BACS	£465.00
The Barmaid	Music at the Bandstand	BACS	£160.00
Duchy Defibrillators	Annual monitoring fee	BACS	£246.00
Southwest Water	Allotment water bill	DD	£49.73
Findparkpay	Buzz pay convenience fee	BACS	£56.02
Public works Loan	PWLB loan repayment	DD	£4862.42
Cornwall council	SLA patrols	BACS	£211.50
Evolve Tree Consultants	Tree risk assessments for Enfield Park	BACS	£432.00
Checks direct	DBS check	Debit	£13.80
All Star	Fuel for van and mower	BACS	£129.34
Kedel	Mixed plastic boards	Debit	£306.64
Western supply	Maintenance supplies	BACS	£52.46
Viking	Stationery order	BACS	£66.89
Cornish Cobbler	Cup for Camelford in Bloom (Rear garden)	BACS	£25.00
Findparkpay	Churchfield app tickets	BACS	£56.78
Vincents	Mower repair	BACS	£661.27
Paragon ID	Tickets for ticket machine	BACS	£440.88
TOTAL:£29,295.57			

13 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 Matter- Library Manager.
- Adult Education Centre

Items for next meeting:

Meeting closed: