



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), M Coombes (Deputy Mayor), S Bond, A Burgis, S Elford, M Ginger, 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 **17th October 2023 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 Rotchell – Personal

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 19th September 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Collisions in Churchfield CP. Ticket machine service, PoGo EV chargers Churchfield CP – update. new mains electric ticket machine is ready for installation. Town Hall front door and window replaced and side door repaired.

7. Planning

PA23/06780. Land NE of Glen Mead, Helstone. Mr J Watts. Proposal for small scale holiday accommodation purposes (4 pods) including new access. [Weblink](#)

PA23/07088. 2 Roughtor Drove, Valley Truckle. Cornwall Housing Ltd. Single storey side extension to provide disabled adaptations including additional bedrooms and internals alterations. [Weblink](#)

PA23/07530. Beech house, Victoria Road. Mr Taylor. Resubmission of PA23/02449 for the 'Construction of two-storey extension with rear terrace, construction of detached garage with store above and associated works,' with the addition of revised external finishes and external wall insulation. [Weblink](#)

PA23/07563. The Jaspers, Mill Lane. Mr D Thayne. Single storey front extension and store shed. [Weblink](#)

PA23/07926. Villa View, Slaughterbridge. Mr W Kingdom. Erection of an agricultural livestock building. [Weblink](#)

For Information

PA23/05579. Greylake House, Roughtor Road. New store shed. **Approved**

8. Portfolio Reports

- a. Deputy Mayor's report – Cllr Coombes.

9. Correspondence

- a. Cornwall Council – Public Consultation – Licensing Act Policy Review
- b. Cornwall Council – Public Consultation – Polling Districts and Polling Places Review

10. Agenda Items

- a. To **note** Estates and Properties Committee minutes 15th September 2023.
 - i. To **resolve** to purchase maroon for Remembrance Day £80.
 - ii. To **resolve** on draft permits/pay and display spaces and permit area at Clease CP
- b. To **note** two queries but no responses received to Clease car park consultation publication. Clerk needs to be resent out with £50/£150 as per min ref: 23/233.
- c. To **resolve** to hand deliver consultation request to include resolutions from 10aii.
- d. To **resolve** to approve Dignity at Work Policy .
- e. To **resolve** to approve clearing of leat at Enfield Park £2500. (Quote dated 14/2/22 £2288 +VAT)
- f. To **resolve** to write to Cornwall Council regarding an update on the bypass.
- g. To **note** the OCM Skate:Create schedule for autumn and winter.

11. Accounts

- a. To **note** Balances at 9th October 2023

Current Account	£258,184.75
Tracker Account	£51,786.64
NS&I	£42,527.28
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	October Wages & expenses	BACS	£9844.35
HMRC	October Tax & NI	BACS	£2536.90
Cornwall Pensions	October Pension contributions	BACS	£3278.71
Ness	Community Outreach September	BACS	£964.47
Andrew Syms	Skate coaching September	BACS	£305.50
Cllr A Shaw	Mileage and maintenance supplies	BACS	£59.62
Cornwall Council	Enforcement Churchfield CP (aug)	BACS	£196.00
Cornwall Council	Enforcement Churchfield CP (sept)	BACS	£223.33
Glasdon	Buffer Bollards x2 Churchfield CP	BACS	£698.04
Bodmin Nursery	Town Maintenance - Bedding Plants	BACS	£76.00
Bodmin Nursery	Town Maintenance – Shrubs	BACS	£52.50
Metric Group Ltd	Balance ticket machine Churchfield CP	BACS	£2970.00
Lavazza	Coffee machine and supplies – hub	BACS	£5663.20
Barclays	Bank Charges	DD	£14.91
3 for business	CTC mobiles	DD	£30.00
Biffa Environmental	Town maintenance – black sacks	BACS	£99.00
SLCC	Training – 2 x books VAT/minutes	Debit	£52.85
Tindle Newspapers	Advert Cornish and Devon Post	BACS	£249.60
BDO LLP	External Audit	BACS	£1008.00
Seadog IT	Website Hosting	DD	£29.95
Plusnet	Office broadband	DD	£27.55
The Shoe Boy	Town Hall – door keys x6	Debit	£33.00
Yesss Electrical	CCTV – camera	BACS	£282.12
Jason Ryan	Window Cleaning	BACS	£25
Post Office Ltd	Recorded delivery/postage	Debit	£6.15
Endsleigh Gardens Nursery	Trees	BACS	£53.25
Spar	Office supplies	Debit	£10.44
Camelot Garage	Fuel for van	BACS	£109.19
Octopus	Electricity – Clease CP	DD	£159.12
Octopus	Electricity – Public conveniences	DD	£171.68
SSE/SWALEC	Electricity – Public conveniences	DD	£3.94
British Gas	Electricity – OCM	DD	£273.71
Positive Energy	Town Hall Electricity – August	DD	£154.80
Source for Business	Water – Public Conveniences (final)	Debit	£409.89
Everflow	Water – 3 x meters	DD	£165.31

Amazon	Youth supplies – table tennis balls	Debit	£7.49
Amazon	Office supplies – cleansing wipes	Debit	£7.65
Amazon	Youth supplies – reusable cups	Debit	£9.99
Voiphone	Office phone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£528.12
Mailchimp	Marketing – visitcamelford	DD	£12.50
Cornwall Council	Rates – Churchfield CP	DD	£466.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00
Cornwall Council	Rates – Clease CP	DD	£269.00
Cornwall Council	Rates – Enfield Park Store	DD	£51.00
Postermyswall	Events – poster IT system	DD	£85.33
Amazon	Mayor's Allowance – chocolates/festival	Debit	£24.95
Amazon	Maintenance supplies - whiteboard	Debit	£24.97
Amazon	Library supplies – Felt tip pens	Debit	£20.75
Amazon	Office supplies – Guillotine	Debit	£24.99
South West Hygiene	Commercial waste	BACS	£126.59
	TOTAL		£32,177.81
b. To note Income			
Post Office deposit	Churchfield CP tickets/permits	cash	£735.00
Residents/businesses	Churchfield CP permits	AC	£35
Resident	Donation for shrub	AC	£52.50
	TOTAL		£822.50

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.

a. To **resolve** to approve new contracts for existing staff members

13. To note items for 21st November 2023 Agenda.

To note first discussion meeting of Budget Task & Finish Group 10th November 10am Town Hall