



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 **18th July 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

3. To receive Declarations of Interest & Approve Dispensations

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

Geothermal Engineering Ltd - Jane Charman, Community Engagement Officer - pre-planning consultation

5. To receive and approve the Minutes of:

Ordinary Meeting 20th June 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Community Hub update, Churchfield CP ticket machine. Energy and Trade intensive industries scheme grant – eligible because run a library – decision based on bills and floor area. Camelford in bloom. Friday night bandstand events start 21st July.

7. Planning

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

PA23/04573. Treawin. Station Road. Mrs Christine Sleep. Erection of a farm workers bungalow without compliance with condition 2 of decision notice 21889/E dated 08.12.69. [weblink](#)

PA23/04673. Artshack, Kings Acre, Station Road. Mr Lloyd Powney. Application for a lawful development certificate for an existing use: Conversion and change of use of existing building into one-bedroom residential property and use as C3 dwelling. [weblink](#)

PA21/03910. Land to the East of Higher Cross Lane. Jacksons Barn Ltd. Reserved Matters application for the construction of 39 dwellings (including affordable housing). Details following application no. PA17/04617 dated 20/04/18. [Weblink](#) (revised application form and plans)

PA23/05040. Trewen Cottage Trewen Lanteglos. Mr Non material amendment in relation to decision notice PA22/07115 dated 21/09/22: Removal of flat roof link between existing and proposed buildings, render to west

and east ground floor elevations, reduction in window size to first floor east elevation, removal of bedroom roof windows

For Information

PA23/02998. 15 High Street. Mr & Mrs Sparrow. Rear extensions. **Approved**

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.

9. Correspondence

none

10. Agenda Items

- a. To **resolve** to authorise the Clerk and Chair of Finance Committee to pay August staff wages.
- b. To **review** and **resolve** to adopt CTC Action Plan 2021-25
- c. To **review** and **resolve** to publish CTC Annual Report 2022-23
- d. To **note** the Estates and Properties Committee minutes.
 - i. To **resolve** that the 1 extra charging point at Churchfield CP to be located adjacent to the donation point.
 - ii. To **resolve**, in principle; subject to consultation and budget discussions, to introduce management/enforcement to Clease CP - £50 per permit per year, no allocated or reserved spaces and limited to the geographical area delineated on the map, 1 per household or business, hourly charges to be the same as Churchfield CP. Churchfield permits to £50 per year, with £150 for second vehicles from April 2024.
 - iii. To **resolve** to fit tracking device to tractor £350 + VAT
- e. To **resolve** to write to Veor surgery to express concerns regarding service standards.
- f. To **resolve** to contract with Biffa for commercial waste annual contract £2,138.69 + VAT
- g. To **note** the Events committee minutes.
 - i. To **resolve**, in principle; subject to budget discussions, to agree draft events schedule 2024-25
 - ii. To **note** that Music in the park may/will need be a ticketed event in future; depending on new legislation. Location may need to be reconsidered, and the hire of a stage.
 - iii To **discuss** whether CTC should organise large events – noting the spiralling costs, legal requirements and increased administration time. Specifically, Music in the Park and Winter Festival.

11. Accounts

- a. To **note** Balances at 11th July 2023

Current Account	£160,893.28
Tracker Account	£51,648.25
NS&I	£42,527.28
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	July Wages & expenses	BACS	£9,276.32
HMRC	July Tax & NI	BACS	£2,335.52
Cornwall Pensions	July Pension contributions	BACS	£2,895.36
Cornwall Pensions	June Pension contributions	BACS	£8.08
Arrow Lifts	Town Hall – Lift service	BACS	£91.20
Office Boffins	Library – 3 x bistro tables	Debit	£406.62
Cloudy IT	Annual service licence x 1	BACS	£43.61
Celebration Pyrotechnics	Deposit for winter fireworks	BACS	£640.00
Rhino Play	Playarea – zip wire repair	BACS	£1,558.00
Barclays	Bank Charges	DD	£17.48
Information Commissioners	Data Protection fee	DD	£35.00
Jag Signs	Town Hall – revised opening hours sign	BACS	£91.20
Camelford Hall	Hall hire – Bingo	BACS	£32.00
Mailchimp	Marketing – visitcamelford	DD	£12.60
Mailchimp	Marketing – visitcamelford	DD	£12.35
3 for business	CTC mobiles	DD	£30.00
Jason Ryan	Town Hall – window cleaning June	BACS	£25.00
Voiphone	Office phone calls	DD	£11.40
Seadog IT	Website Hosting	DD	£29.95
Seadog IT	Website support new cllr	BACS	£30.00
Biffa	Waster services – balck sacks	BACS	£208.20
Plusnet	Office broadband	DD	£27.55
O'LearyGoss Architects	Camelford Hall	BACS	£7,200.00

Metric	Annual Contract	BACS	£561.89
Western Supply	Maintenance Supplies -Tarmac, pales	BACS	£109.22
Back on Nights	Events – bandstand	BACS	£150.00
Launceston First Aid	Events – first aid services	BACS	£150.00
Cllr Rotchell	Expenses – mileage and events	BACS	£152.11
Nisbets	4 x bistro tables OCM café	Debit	£319.63
Duchy Defibrillators	Annual monitoring Camelford Hall	BACS	£228.00
Amazon	Office supplies – Ink cartridges	Debit	£61.36
Amazon	Maintenance supplies – weed killer	Debit	£39.48
Amazon	Maintenance supplies – gloves	Debit	£13.98
Amazon	OCM Café supplies - oven	Debit	£151.97
Amazon	Office supplies - fan	Debit	£24.99
The Bootlace Duo	Events – bandstand	BACS	£225.00
Bunzl Cleaning and Hygiene	Public Toilets – paper and cleaner	BACS	£100.44
R Sleep Ltd	Maintenance supplies –various	BACS	£530.33
Cornwall ALC	Training Cllr Ginger - chair	BACS	£36.00
Cornwall Council	Churchfield CP Enforcement June	BACS	£175.33
Spar	Office supplies & prizes	Debit	£25.55
Camelot Garage	Fuel for van	BACS	£168.65
Geosphere Ltd	Allotment mapping	BACS	£163.20
Kirkleavington Property	Playarea – Rubber Eco Chippings	BACS	£360.00
Cllr Ginger	Mileage – training	BACS	£21.60
Ness	Youth Outreach June	BACS	£999.72
Skateboard England	Skate coach training x2	Debit	£400.00
Skateboard England	Safeguard training x2	Debit	£50.00
Skatehut	Mayor's allowance – scooter/boards	Debit	£180.30
Positive Energy	Town Hall Electricity – June	DD	£114.32
Positive Energy	Town Hall Electricity – June	DD	£181.51
SSE	Public conveniences – Electricity	DD	£29.34
Octopus	Electricity – Public conveniences	Debit	£171.50
British Gas	Electricity – OCM	DD	£207.55
Octopus	Electricity – Clease CP	Debit	£159.70
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
Camelford Town Trust	Town Hall Rent	DD	£528.12
	TOTAL		£32,863.23
c. To note Income			
Revival Books	Dead stock x2 payments	AC	£21.74
Camelford Leisure	Community hub Grant – 1 st instalment	AC	£4,000.00
HMRC	VAT reclaim	AC	£2,188.68
Post Office deposit	Churchfield CP tickets	cash	£70.00
Post Office deposit	Churchfield CP tickets	cash	£90.00
Post Office deposit	Churchfield CP tickets/permits	cash	£175.00
	TOTAL		£6,545.42

12. To note items for 19th September 2023 Agenda.