



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on Tuesday 4th May at **7.00pm** via Zoom - meeting ID. 818 2106 6741

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 watch online via Facebook <https://www.facebook.com/camelfordtc> Members of the public who wish to address Council during public participation regarding items on the agenda are requested to email the Clerk by 5pm 19th April 2021 – you will be sent the meeting password on Tuesday.

- 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)
Kirsty Ferguson – Community Speed-Watch update.
- 5. To receive and approve the Minutes of:**
Ordinary Meeting 20th April 2021 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease. Election/New administration; Register of interests, declaration of acceptance of office etc. before the Annual Meeting on the 18th. Incident reporting form. Nominations for Mayor and Deputy Mayor, and preferences for working groups by 12th May. Reminder 'Good Councillor' training 10am 18th June. Disabled bay parking abuse and ice-cream cart at Market Place, complaint received. Bracken cutting. Play bark for Enfield park play area. IT training – Microsoft 365.

7. Planning

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

PA21/03910. Land to the East of Higher Cross Lane. Jacksons Barn Ltd. Reserved matters application for the constructions of 37 dwellings (including affordable housing). Details following application no. PA17/04617 dated 20/04/18. [weblink](#)

PA21/04060. 6 Mill Lane. Mr and Mrs Wild. Non material amendment to PA20/09622 for addition of window in bedroom to provide means of escape. [Weblink](#)

PA21/03999. The Mowhay, Mill Lane. Mr and Mrs Robertson. Non material amendment to PA13/03753 dated 19.06.2013 to change window material. [Weblink](#)

b. Pre-application request from Camelford Conservative Club for consultation on drawings for additional residential units at market place.

c. Informal consultation regarding diversion of part public footpath 507/10/1

For Information

PA21/04455. Warmington House 32 Market Place. Mr Steve Hutchins. Works to trees in Conservation Area namely to reduce height of Yew tree (T1) by approximately 4m.

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell

9. Correspondence

None.

10. Agenda Items

- a. To **note** minutes of Finance Working Group Meeting.
 - i. To **note** Q4 budget to expenditure report
 - ii. To **note** summary of Enfield Park project resolutions
 - ii. To **receive** update on PWLB application and **resolve** to pay for Riverbank repair from reserves.
- b. To **note** Internal auditor report. Recommendation regarding budgeting process, noted external audit certificate not published on website.
- c. To **note** Internal Audit Procedure Form.
- d. To **resolve** to **approve** the Annual Governance Statement 2020-21.
- e. To **resolve** to **approve** the Annual Accounting Statements 2020-21. To note the supporting document.
- f. To **note** Annual Transparency Code information 2021-22.
- g. To **resolve** to **approve** Pay Policy Statement 2021-2022
- h. To **resolve** that Clerk attends online SLCC Conference – Leadership in Action £75 + VAT
- i. To **note** Preliminary Ecological Appraisal – Enfield Park Riverbank project.
- j. To **note** briefing 'options on physical meetings'. To **resolve** to implement scheme of delegation for the period that includes June 3rd and June 15th Council meetings. Mayor and Clerk to review in time for July 1st meeting (step 4 on govt. roadmap due 21st June). To **resolve** to hold working groups virtually during the same period.
- k. To **resolve** on new contract for Town Hall energy supply (documentation available on the night)
- l. To **resolve** to instruct WPD for Cleese road EV charger installation.

11. Accounts

a.	To note Balances at 28 th April 2021		
	Current Account	£156,936.88	
	Tracker Account	£51,423.38	
	NS&I	£42,483.49	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
	Positive Electricity	Town Hall Electricity	DD £94.89
	Positive Electricity	Town Hall Electricity	DD £211.09
	Rialtas Business Solutions	Online accounts closedown	BACS £672.00
	SLCC	Committees/working groups webinar	BACS £18.00
	AA	Van breakdown cover	DD £274.50
	R Sleep Ltd	Maintenance supplies	BACS £73.39
	Hudson Accounting Ltd	2021-21 End year Audit	BACS £325.00
	Town Trust	Town Hall rent	DD £488.28
	SeaDog IT	Webhosting	DD £25.00
	Shopshields	Replacement Hand sanitiser unit	Debit £118.14
	CPA Horticulture	Delivery charge	Debit £12
	Smart Window cleaning	Town Hall windows	BACS £25
		TOTAL	£2,337.29
	To note Income		
	CPA Horticulture	Delivery charge refund	AC £12
	Allotments	Annual rent – various	AC £440.00
	Car parking permits	Various	AC £10
		TOTAL	£139,482.65

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 **note** Q4 staff budget to expenditure report

13. To note items for 18th May 2021 Agenda – Annual Meeting.

Election of Mayor and Deputy Mayor, working groups.

Resolutions to review and adopt Standing Orders (inc. revoking amendment 16th June 2020 ‘virtual meetings during the pandemic coronavirus’), Financial Regulations, Code of Conduct, confirm eligibility for General Power of Competence.

OCM – Cllr Shaw

Cemetery – marketing widely or temporary closure

Citizens Advice Cornwall – request for grant £750

Later Agenda

Town Trust request for repayment of loan.