



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
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Ordinary Council Meeting – 20th February 2024

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 5 other Councillors present: Cllrs; Coombes, Elford, Scawn, Shaw, Thomson. 24/026

2. To receive Apologies for absence with reasons

Cllrs Bond, Hewlett, Ginger and Grigg - personal

It was **resolved** to accept apologies

Proposed: Cllr coombes **Seconded: Cllr Thompson** **unan** **24/027**
Cllr Burgis - none received.

3. To receive Declarations of Interest & Approve Dispensations

Cllr Elford 7a planning PA24/00929 pecuniary to leave the room 24/028

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

35 members of the public attended.

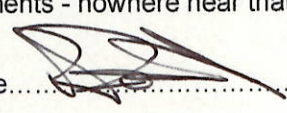
Cllr Jordan noted Palestinian supporters at CC today, 2-hour debate on the Tamar bridge tolls.

Council Tax gone up by 4.99%. Geothermal application – has spoken to the planning officer; it will be 2 months before all the papers back and consultees have responded – no decision made yet but it will go back out to consultation. Regarding bypass; CC finished everything required and revised document has gone off to the government – now waiting for the DoT to decide.

David Stark spoke regarding geothermal planning application. He noted that residents felt there had been little consultation and a decision on the matter needed to be delayed as further documents has been added. He noted the potential industrialisation of a greenfield site on a significant scale and its proximity to the River Camel (SSSI), the Special Area of Conservation (SAC) There is a duty to protect the environment and he would like the Council to insist on an independent environmental impact assessment. Another attendee noted the Human consequences – she has lost buyer for her house. It was noted that during the build phase houses could be adversely affected by 10-15%.

Walter Wannacott (planning agent) spoke regarding the applications for cover sheds for the silage clamps – similar to previous but a bit wider.

Walter Wannacott (planning agent) spoke regarding the application for mixed use at College Road. Unusual application – wouldn't normally put in an application for change of use. Childminding is an occasional use; consideration of how many children relates to the change of use – that impact of numbers. This application allows the situation to be clarified on the lawful and correct use of the property – allows for the conditions of operation to be agreed and enforced. 2 main elements; has positive balance social, environmental and economic impacts. Main negative impact is traffic. Has 50 letters of support – in relation to local parents using the service. 6 objections. Ofsted website – outstanding. Childminding services – few in Camelford. Significant level of support locally. CTC NDP 2b part 2. States that local employment opportunities will be supported. Enables people to work – incredibly important. Enables the area to meet the needs of the population. Negative impacts can be controlled by condition. Childminding doesn't require planning – this application introduces limits Debbie Van-Nuil spoke in support of the childminding business – been in business for 12 years, have needed the support. Another attendee has just opened a new business – could close without this support. Highermead was a care and nursing home – previously had more traffic through this road. Constant movements - nowhere near that level. Another attendees works in the job centre – there are

Chair's Signature.....

Dated 19/3/24

not enough childcare places in general. Sharon has already put mitigation policies by meeting clients at the car park.

24/029

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 16th January 2024 after one amendment.

Proposed: Cllr Shaw

Seconded: Cllr Coombes

5-0 (1 abs)

24/030

6. To receive Clerk's report

Matters arising from the Minutes. Still waiting for electricians' quotes. Drain at OCM – 1st company couldn't unblock – 2nd company cleared and did camera survey; pipe has bellied. Town accelerator fund application will be submitted tomorrow. CLUP application with Cornwall Council. Resubmitting the Lottery funding on 1st March otherwise coronation monies would be deducted from the £20k. APM 12th March – written reports from Committee chairs required. Burst water pipes at Town Hall, Allotment and Public toilets.

24/031

7. Planning

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

PA24/00232. 16 Greenhills, Miss Head. Internal remodel and amendments to fenestration. Cllr Shaw noted the actual living space reduced by one bed.

It was **resolved** to reply with No Objection

Proposed: Cllr Shaw

Seconded: Cllr Thomson

unan

24/032

2 applications taken together:

PA24/00875 Bodulgate Farm Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed, together with associated works.

24/033

PA24/00874 Bodulgate Farm Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed, together with associated works.

It was **resolved** to reply with No Objection (to either)

Proposed: Cllr Shaw

Seconded: Cllr Coombes

unan

24/034

****Cllr Elford left the room****

PA24/00929. Culloden Cottage, College Road. Mrs Sharon Bright. Retention of change of use from C3 dwellinghouse to a mixed use comprising C3 dwellinghouse and childminding use.

Different site – the amount of traffic – 52 regular users 40-50 in and out every day. Several elderly residents have had issues negotiating traffic on this single-track road. Cllr Scawn noted that there is nothing wrong with the road. He has childcare on 3 separate days – not necessarily all the same times as other parents. Cllr Rotchell noted that CLP Policy 27 talks about safe access – restrictions and CC have the power to insist on mitigation. No objection to the change of use of the building. Significant traffic issue. Needs to be a better turning around space. Traffic issues are down to county. It was **resolved** to support but note CLP policy 27.

Proposed: Cllr Rotchell

Seconded: Cllr Thomson

3-0 (2abs)

24/035

****Cllr Elford returned****

For Information

PA24/00936. Rabey. Higher Culloden. Prior notification for temp campsite. **Closed – advice given.**

PA23/10394. Rosen. 8 Chapel Street. tree in conservation area. **Decided not to make TPO**

24/036

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell noted attended CALC larger councils meeting – CC dementia partnership, now sitting on this board. Business engagement meeting – open session 23 business attended. 230 businesses with Camelford addresses registered at Companies House. A long discussion about how businesses could have an input into the town's future strategy. Not a chamber of commerce. Leisure Centre are coordinating meetings of Camelford charitable bodies and volunteering organisations – bringing a broader view to the way it should move forward. Recommendation to come through to next Council meeting that will include a formal proposal to create a new Cllr portfolio. An offer of a meeting venue in hand. Hopes that all councillors will be invited. The new body will create own constitution. Coordinated strategy for the town. - positive feedback.

Bypass update - 29th teams meeting with the project team. Business case went to Cabinet on the 7th – routine 10 days colling off. Submitted to the DoFT. Costs have gone up – projected total cost £146m; £80m construction cost. £25m inflation and £29k risk pot. Next phase – to approve the securing planning permission and draft compulsory purchase orders and potentially a public enquiry. It then goes back to the DoFT, Works could start 2028 and complete in 2030.

Chair's Signature.....

2

Dated 18/5/24

Town Clerk interviews. Welcome Laura Murphy – new Town Clerk. Internal Audit completed. Supermarket update. Tesco's – project costs exceeded the cost cap for a store of that size. Have changed the proposal to bring in budget. Tweaked the plans. Due to be reviewed at Tesco's board – if approved; plans will be submitted to Cornwall planning within a couple of months. Attended Veor surgery patient participation group – everyone needs to be represented. Agreed that 25 on committee unworkable. Practice manager and Cllr Rotchell to decide on the committee members from applications. Rock thrown through window the next day. Practice manager has since resigned – disappointing as things were moving in the right direction. Has written to the group manager – next steps? Every month 150 appointments are lost because people don't turn up - a clinical day lost per week. The amount of abuse that clerical staff receive is unacceptable – having an adverse impact on their wellbeing - sickness and staff turnover. Cllr Shaw noted he can't get through on the phone. St.Pirans Day – the Con Club hosting the evening events this year. Farewell to Esther – 7 years as Town Clerk. Record grateful thanks. Now much better at general operations, securing grants, and have completed revisions of policies and procedures, a have a complete asset register. Quality Council award would not have been possible without her. 24/037

9. Correspondence

- a. Email from CC – copy correspondence sent to residents in Camelford regarding the bypass. **Noted** 24/038
- b. Email from Action Against Foxhunting regarding Boxing Day meet 2023. **Noted**. Cllr Elford attended and she was disgusted at the organisation. Cllr Rotchell noted the event is not CTC responsibility. The Police and Cornwall Council should be informed of the issues. 24/039

10. Agenda Items

- a. The Finance and Staffing Committee minutes 19th January 2023 were **noted**. 24/040
- i. The drain clearance quote was revisited at finance committee following receipt of further quotes and at the request of 4 councillors. 24/041
- ii. The Q3 budget to expenditure report was **noted**. 24/042
- iii. The Q3 internal control check undertaken by Cllrs Rotchell and Grigg on 7th February 2024 24/043
- b. Allotment tenancy agreement was discussed – existing tenant that no longer resides in Parish – now just over the boundary. Cllr Elford – family all live in Camelford. Cllr Rotchell noted that technically creating a precedent – refer back to E&P to revisit the policy. Agree in these exceptional circumstances
- It was **resolved** that the allotment tenancy 2024-25 for tenant should be renewed.
- Proposed: Cllr Rotchell** **Seconded: Cllr Shaw** **unan** 24/044
- c. It was **resolved** to approve Off Street SLA agreement with Cornwall Council for parking enforcement 2024-25.
- Proposed: Cllr Thomson** **Seconded: Cllr Coombs** **5-0 (1abs)** 24/045
- d. It was **resolved** to approve CloudyIT contract 2024-25 £2,797.92 + VAT.
- Proposed: Cllr Coombes** **Seconded: Cllr Thomson** **unan** 24/046
- e. The amended CLUP application was **noted**. 24/047
- f. The end of parking consultation period was **noted** and it was **resolved** to approve the 'made' notice.
- Proposed: Cllr Rotchell** **Seconded: Cllr Thomson** **5-0 (1abs)** 24/048
- g. The office broadband suppliers were **reviewed** and it was **resolved** to appoint EE from the quotations provided.
- Proposed: Cllr Thomson** **Seconded: Cllr Coombes** **unan** 24/049
- i. It was **resolved** to sign the Civility and Respect Pledge.
- Proposed: Cllr Elford** **Seconded: Cllr Thosmon** **unan** 24/050
- j. It was **resolved** to accept CC offer of grant for the local maintenance contract 2024-25 £1,034.31.
- Proposed: Cllr Shaw** **Seconded: Cllr Coombes** **unan** 24/051
- k. It was **resolved** to transfer £42,869.23 from Barclays current account and to include £7130.77 additional transfer from Barclays savings account, total £50,000.00, to CCLA deposit account on opening
- Proposed: Cllr Shaw** **Seconded: Cllr Scawn** **unan** 24/052

Chair's Signature.....

Dated 19/5/24

I. It was **resolved** to approve Scribe accounts contract 2024-25. £1,183.20 +VAT and to include the new allotments system £211 + set up £126

Proposed: Cllr Thomson

Seconded: Cllr Coombes

unan

24/053

11. Accounts

a. Balances at 13th February 2024 were **noted**

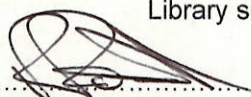
Current Account	£185,424.86
Tracker Account	£51,966.97
NS&I	£42,527.28
CCLA	£80,000.00

24/054

b. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	February Wages & expenses	BACS	£10,804.09
HMRC	February Tax & NI	BACS	£3,177.71
Cornwall Pensions	February Pension contributions	BACS	£3,521.74
Ness	Community Outreach January	BACS	£769.04
Jo Wickett	Interview 5 th January room hire etc.	BACS	£120.00
Jo Wickett	Interview 2 nd February room hire etc.	BACS	£105.00
Urban Playground	Performance parkour workshops	BACS	£2,500.00
EMeet	Meeting Camera	Debit	£154.00
Post Office	Recorded delivery stamp	debit	£3.05
Highfield motors	Van MOT	BACS	£54.85
Camelot Garage	Fuel for van	BACS	£35.04
Voiphone	Office phone system	DD	£11.40
Seadog IT	Website Hosting	DD	£29.95
3 for business	CTC mobiles	DD	£30.00
Eagle Plant	Hire dehumidifier	debit	£193.20
JRB Enterprise Ltd	Dog Bags Oct	BACS	£77.22
Daniel Bragg	Churchfield CP stone wall repair	BACS	£500.00
Daniel Bragg	Churchfield CP stone wall repair - Ins	BACS	£875.00
Mailchimp	Marketing – visitcamelford	DD	£12.37
LinkedIn	Job Advert	debit	£340.00
Spar	Office Supplies	debit	£11.49
R Sleep Ltd	Maintenance supplies – Stihl parts	BACS	£152.04
R Sleep Ltd	Maintenance – Stihl parts/tongs	BACS	£272.62
R Sleep Ltd	Maintenance – waders/ear defenders etc.	BACS	£529.10
Plusnet	Office broadband	DD	£31.74
Viking	Office Supplies – laminating pouches	BACS	£34.13
Camelford Hall	Hire of room – parkour	BACS	£270.00
Cornwall Council	Enforcement Churchfield CP (Jan)	BACS	£152.00
Cornwall ALC	3 x enforcement and appeals training	BACS	£108.00
Corserv	Dumpy bag of Salt grit	BACS	£198.76
Seadog IT	annual licence for word press	BACS	£155.00
Cornwall Council	Learning hub licence for D.Clerk	BACS	£42.00
Jason Ryan	Window Cleaning	BACS	£25.00
Barclays	Bank Charges	DD	£17.94
Pod Point	Electricity EV chargers - admin charge	BACS	£8.15
O'Leary Goss Architects	Camelford Hall – stage 2 services (5)	BACS	£4,794.00
M&M Plumbing & Heating	Allotment and toilet leaks – fix	BACS	£94.75
Horizon Plumbing & Heating	Town Hall leak – fix	BACS	£104.00
Western Supply	Wood dye and stain	debit	£30.71
Indeed	Job Advert	debit	£66.67
Plusnet	Office broadband	DD	£39.36
Cornwall ALC	Introduction to planning	BACS	£36.00
Cornwall ALC	Introduction to planning	BACS	£36.00
Cornwall Council	Job Advert	BACS	£96.00
Amazon	Maintenance supplies – light bulb	Debit	£4.99
Amazon	Maintenance supplies – light bulb	Debit	£12.28
Amazon	Marketing – snap frame covers	Debit	£12.50
Amazon	Town Hall supplies – lamp cork tiles	Debit	£33.45
Amazon	Library supplies – kids table and chairs	Debit	£87.17

Chair's Signature.....



Dated 19/5/24

Camelford Hardware	?	Debit	£9.50
Octopus	Electricity – Public Toilets	DD	£169.75
Octopus	Electricity – Clease CP	DD	£211.26
Octopus	Electricity – Public Toilets	DD	£225.02
Positive Energy	Town Hall Electricity – December	DD	£300.60
Everflow	Water – toilets, OCM, library	DD	£100.75
Everflow	Water – toilets, OCM, library	DD	£189.47
British Gas	Electricity – OCM	DD	£163.74
Camelford Town Trust	Town Hall Rent	DD	£528.12
Positive Energy	Town Hall Electricity – December	DD	£133.65
British Gas	Electricity – OCM	DD	£211.86
Cornwall Scrap Store	OCM – Youth worker supplies	DD	£45.00
		TOTAL	£33,058.23
Proposed: Cllr Coombes	Seconded: Cllr Elford	unan	24/055
Income was noted			
Pod Point	Electricity EV chargers	AC	£407.64
CCLA	Dividend	AC	£913.06
Eagle Plant	Refund	AC	£38.64
HMRC	VAT reclaim	AC	£3452.61
NS&I	Interest	AC	£12.92
NS&I	Interest - annual capitalisation	AC	£329.03
Aviva	Insurance claim – churchfield wall	AC	£750.00
Revival Books	Dead Stock	AC	£22.28
		TOTAL	£5,926.18
			24/056

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

It was **resolved** 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, contracts.

Proposed: Cllr Thomson **Seconded: Cllr Coombes** **unan** **24/057**

a. The Finance and Staffing Committee minutes 2nd February 2024 were **noted**. **24/058**

b. It was **resolved** to **approve** Town Clerk and Responsible Financial Officer contract.

Proposed: Cllr Scawn **Seconded: Cllr Coombes** **unan** **24/059**

c. It was **resolved** to **approve** Library and administration assistant contract.

Proposed: Cllr Scawn **Seconded: Cllr Thomson** **unan** **24/060**

d. It was **resolved** to **authorise** part month salary payment for outgoing Clerk on 1st March

Proposed: Cllr Rotchell **Seconded: Cllr Scawn** **unan** **24/061**

e Mayor's report – Cllr Rotchell. Final set of Camelford Hall plans are being decided on at the board meeting tomorrow. Cost estimates is £3.2-£3.6m for the build. **24/062**

f. It was **resolved** to **approve** draft SWARCO lease for Churchfield CP EV chargers. CTC resolved to delegate final sign off to Cllrs Coombes and Shaw.

Proposed: Cllr Shaw **Seconded: Cllr Thomson** **unan** **24/063**

13. To note items for 19th March 2024 Agenda.

The Mayor closed the meeting at 20.50pm

Chair's Signature.....

