



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy

Town Hall
Market Place
Camelford
PL32 9PD

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The minutes of the ordinary meeting held on Tuesday 10th September 2024.

1. **To note Councillors present: Cllrs Rotchell, Shaw, Coombes, Bond, Elford, Ginger, Scawn, Thomson, Grigg** **24/188**
2. **To receive Apologies for absence with reasons: Cllr Hewlett, Cllr Burgis, Cllr Jordan**
Proposed: Cllr Bond Seconded: Cllr Grigg Unan
3. **To receive Declarations of Interest & Approve Dispensations**
None **24/190**
4. **Public question time (15 minutes allowed for this)**
Two members of public present- No questions were asked. **24/191**
5. **To receive and approve the Minutes of:**
Ordinary meeting 19th July 2024
Proposed to accept: Cllr Thomson Seconded: Cllr Shaw Unan

6. To receive Clerk's report

EV chargers switch on still delayed due to hold ups with the Contractors and Third party land owner. Enfield park bridge- looked into going out to tender, but have been advised CTC need to have a plan in place to fund the project before doing so due to submissions only being valid for 30 days. Received correspondence from Cllr Jordan regarding an altercation between a delivery driver and residents over parking in the loading bay at co-op. Clerk Confirmed with Highways that the layby is for Loading purposes only and is supported by a traffic regulation order. The line painting is due to be updated in the next 4-6 weeks to make this clearer. Cllr Jordan asked CTC to consider enforcing the area- Clerk confirmed with Cornwall Council that their officers already enforce the area.

7. Planning

- a. **To note 16/07/2024 PA24/03503 APPROVED**
Location:- The Annexe (Rae's Cottage) Trefrew Road Camelford Cornwall PL32 9TP
Proposal Conversion of garage and cold store to residential accommodation without compliance of condition 2 of decision notice E1/85/0842/OOP dated 10th May 1985 **24/193**
- b. **To note 24/07/2024 PA24/02320 APPROVED**
Location:- Bodulgate Farm Trewalder Delabole Cornwall PL33 9EY
Proposal Erection of an agricultural cover shed, together with associated works. **24/194**
- c. **To note 24/07/2024 PA24/02321 APPROVED**
Location:- Bodulgate Farm Trewalder Delabole Cornwall PL33 9EY
Proposal Erection of an agricultural cover shed, together with associated works **24/195**
- d. **To note PA21/04469 APPROVED** Applicant: - **Location:-** Buildings Adj to Number 2 Trefrew Road Camelford Cornwall PL32 9TP
Proposal Change of use of barn to dwellinghouse, together with associated works. **24/196**

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- e. To **note PA24/03989 APPROVED** Applicant: - Location: - 65 Treclago View Camelford Cornwall PL32 9AE Proposal Proposal to extend current parking bays by adding a hard standing ground and a plastic storage shed. **24/197**
- f. To **note PA24/05045** Granted (CAADs, PIPs and LUs only) Applicant:- Mr Mark Benettar Location:- Land Adj To Pastures Cottage Tintagel Road Valley Truckle Camelford Cornwall PL32 9RR Proposal Certificate of lawfulness for proposed development to confirm the work carried out constitutes a material start in respect of planning permission PA22/03795 **24/198**
- g. To **note PA24/04662** Oakway Ltd Land South Of Skye Slaughterbridge Camelford Cornwall **APPROVED** Retrospective application for Formation of an agricultural yard / hardstanding with screen bunding. **24/199**
- h. To **Resolve on planning application PA24/04488** Land North of Villa View Slaughterbridge Camelford Cornwall PL32 9TT- Construction of an agricultural underground slurry storage tank and formation of a screening bund.
A conversation took place regarding concerns around potential leakage of slurry into the surrounding environment. Clerk confirmed the structure of the underground storage tank is concrete.
Proposed support Subject to Environmental Agency carrying out checks: Proposed Cllr Coombes – Seconded: Cllr Thomson- Unan.
- i. To **resolve** on planning application **PA24/06031 Reserved Matters application for the construction of 39 dwellings (including affordable housing). Details following application no. PA17/04617 dated 20/04/18 without compliance with condition 1, 3, 4 and 5 of decision notice PA21/03910 dated 27/02/2024.**
Proposed to support: Cllr Shaw- but to note Council have concerns over the removal of hedgerow and would like clarity. Seconded Cllr Bond- Unan
- j. To **resolve** on planning application **PA24/06357** Trealwin Station Road Camelford Cornwall PL32 9TX, Change of use from restricted dwelling to unrestricted dwelling.
Proposal to support application: Cllr Coombs Seconded: Cllr Grigg
Proposal to not support: Cllr Scawn Seconded: Thomson. 7 in favour/4 abs
- k. To **resolve** on planning application **PA24/06702** - Change of use of dwelling from annex accommodation to unrestricted dwellinghouse use Location Applicant Grid Ref Treforda Farm Trewalder Delabole Cornwall.
The location is outside of the Development plan
Proposed to not support: Cllr Shaw Seconded Cllr Thomson 9 in favour.

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.

On 17th July Cllr Rotchell attended the events committee meeting and the leisure centre directors meeting- where the issue of membership was raised. On 18th July attended Cornwall Dementia partnership meeting, on 19th July attended the finance and staffing committee meeting – On 25th July attended cuppa companions in the library with Penny Steventon from volunteer Cornwall, which Cllr Coombes also attended. On 3rd September Cllr Rotchell attended the health and wellbeing event in Bude, and the same afternoon was invited to judge the Crackington carnival- Cllr Rotchell noted his astonishment at the amount of volunteers they had, and praised the success of event. On 6th August Cllr Rotchell attended the SED committee meeting. On 9th August Cllr Rotchell conducted the Clerks first appraisal with Cllr Scawn. On 14th August Cllr Rotchell attended a "meet the author event in the Library with author Paula Rooney, which he noted was a great evening- on 19th August Cllr Bond and Cllr Rotchell attended a meeting at the Football Club, more details to follow but he confirmed Camelford Town Council will not be hosting music in the park in 2025. Cllr Rotchell noted that the first Men's book club starts 25th September, and although it's Men's book club it's not exclusive to men. On 23rd August Cllr Rotchell attended the Estates and Properties committee meeting. On 24th August Cllr Rotchell attended the St Julitta's Church Flower festival, he congratulated the Church on a great event and thanked Kirsty Ferguson for outing together a display on behalf of the Town Council. Cllr Rotchell noted there was great turn out for the event, which seems to grow in size every year. On 25th August Cllr Rotchell attended Bude Lifeboat Day. On 27th August Cllr Rotchell attended a meeting with Simon Russell, and on 28th August attended the Leisure Centres Directors meeting. On 29th August Cllr Rotchell attended another Cuppa Companions

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session in the Library, and on 31st August the Coffee Morning at St Thomas Church in aid of the Old Bank. On 7th September Cllr Rotchell attended a meeting in Slaughterbridge regarding the Geothermal power plant application where he was informed of a new environmental impact assessment which will be circulated to the councillors prior to the next Full Council meeting. On 10th Clerk and Cllr Rotchell and the Clerk visited St Tudy Cemetery to discuss their proposal of Camelford Town Council taking on the administration for their new cemetery as their existing cemetery is almost full.

24/203

9. Correspondence

- a. To **Discuss** email received regarding Memory Café volunteers parking at Clease Road Car Park. Clerk responded to correspondence stating that it would be unfair to offer free parking to one group when there are multiple groups who utilise the Hall,
Proposed to accept Clerks Response- Cllr Shaw Seconded: Cllr Thomson UNAN
- b. To **note** correspondence from Cornwall Council regarding food waste caddys and bins roll out. **24/205**
- c. To **note** correspondence from resident regarding Enfield Park bridge closure. **24/206**
- d. To **note** correspondence from site finder providing update on previous planning applications for housing developments. **24/207**

10. Agenda Items

- a. To **resolve** on approach to retrospective planning applications
Retrospective planning applications will be considered on an individual as Council are unable to take a stance on all retrospective planning applications. **24/208**
- b. To **review** effectiveness of internal audit procedure
CTC consider the internal audit procedure to be effective.
Proposed to accept: Cllr Bond Seconded: Cllr Thomson Unan **24/209**
- c. To **resolve** no conflict of interest exists with internal auditor Hudson Accounting
CTC confirmed no conflict of interest exists with internal auditor.
Proposed: Cllr Bond Seconded: Cllr Coombs. Unan **24/210**
- d. To **note** annual library survey report.
- e. To **note** the minutes of Strategic & Economic development meetings held on 20th Feb 2024 & 24th June 2024. **24/211**
- f. To **note** the complete signed AGAR for 2023-24. **24/212**

11. August Accounts

- a. To **note** Balances at 21st August 2024

Current Account	£92201.08	
Tracker Account	£100546.28	
CCLA Property Fund	£80,000	
CCLA Deposit account	£50,500.48	24/213

- b. To **resolve** to authorise the payments of Accounts Outstanding

August:

Staff	July/Aug Wages & expenses	BACS	£9592.40
HMRC	July/Aug Tax & NI	BACS	£2663.17
Cornwall Pensions	July/Aug Pension contributions	BACS	£3082.41
Barclays	Bank Charges	DD	£5.50
OCM	Skate Instructor & Community worker	BACS	£1696.93
Positive Energy	Churchfield Electricity – July	DD	£65.06
Positive Energy	Town Hall Electricity – July	DD	£146.13
Positive Energy	Town Hall Electricity- July	DD	£102.94
Pozitive Energy	Electricity	DD	£21.66
Everflow	Water	DD	£188.33
3 for business	CTC mobiles	DD	£12.54
Seadog IT	Website Hosting	DD	£34.95
Voiphone	Office Telephone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£550.04
Cornwall Council	Rates – Churchfield CP	DD	£513.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00

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Cornwall Council	Rates – Clease CP	DD	£269.00
Cornwall Council	Rates – Enfield Park Store	DD	£51.00
British Gas	OCM Electricity	DD	£198.12
Octopus	Electricity – Public conveniences	Debit	£84.37
Octopus	Electricity – Clease Road CP	Debit	£159.58
BT	Internet	DD	£41.94
EE	Maintenance Phone	DD	£26.40
Progreen	Round up weed killer	Debit	£81.24
Medisave UK	Spill kit	Debit	£43.19
Bunzl	Cleaning Supplies	BACS	£93.20
Bunzl	Cleaning supplies	Debit	£109.68
JRB Enterprise	Refill dog waste bags	BACS	£77.22
Highfield Motors	Service of the Council van	BACS	£137.12
Jumping out	Music on the bandstand	BACS	£100.00
Viking	Ink and paper	BACS	£101.11
Amazon	Printer refresh	Debit	£11.98
Information Commissioners office	GDPR fee	DD	£35.00
Hudson Accounting	Audit	BACS	£325.00
Amazon	Whiteboard and pen	Debit	£7.99
Amazon	Shooting Game	Debit	£27.99
Seadog IT	Website support	BACS	£16.25
Jag Signs	Centenary of Enfield Plaque	BACS	£50.34
Western Supply	Maintenance Supplies	BACS	£351.07
Camelford hardware	Maintenance Supplies	BACS	£50.47
Plusnet	Line Rental	BACS	£22.96
North Cornwall Glazing	Tool store lock and fitting	BACS	£204.00
Cornwall Council	SLA Patrols	BACS	£62.19
James Rann	Music on the Bandstand	BACS	£200.00
R.Sleep	Maintenance Supplies	BACS	£863.91
Cornwall ALC LTD	Clerks Practitioner Day	BACS	£180.00
Jag Signs	Cleaze Road car Park signs	BACS	£770.64
Badgemaster	Photo I.D Badge	BACS	£16.37
Spar	Office supplies	DEBIT	£10.26
Cormac	Cleaze Car Park Line Painting	BACS	£659.86
Freshair fitness	Self weighted rower	BACS	£841.80
Camelot Garage	Fuel	BACS	£198.86
Corserv Ltd	Traffic management	BACS	£180.00
Cornwall Council	SLA Patrols	BACS	£36.75
Rubbermaids	Expressions Aerosol	Debit	£73.22
Blue Skies	Music on the Bandstand	BACS	£230.00
Kewbanda	Music on the Bandstand	BACS	£160.00
Western Supply	Maintenance Supplies	BACS	£54.49
Camelford Hardware	Maintenance Supplies	BACS	£74.94
Pozitive Energy	Electricity	DD	£254.99
Tubestation	Beach Trip	BACS	£25.00
Mailchimp	CTC Website Emailing	DEBIT	£12.21
Camelford Hall	Hall hire- youth club	BACS	£96.00
Plumbase	Flapper Flush Valves	DEBIT	£29.14
Amazon	Halloween crafts and prizes for Library	DEBIT	£55.52
	TOTAL		£24552.48

c. To **note** Income

Car Park Permits	Churchfield	CC	£10.00
Car Park Permits	Churchfield	BACS	£10.00
Car Park Permits	Cleaze Road	BACS	£1000
CCLA	CCLA investment	BACS	£221.58
Danio's café	Partial Rent payment	CC	£260.00
CCLA	CCLA Investment	CC	£951.23
CCLA	CCLA Investment	CC	£414.38
Car park Permits	Cleaze Car park	BACS	£30.00
HMRC	VAT return	BACS	£1532.67
Crackington Carnival	Use of Marquee	BACS	£200
	TOTAL		£2992.67

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12. September Accounts

a. To note Balances at	04/09/2024
Current Account	£67245.95
Tracker Account	£100922.29
CCLA Property Fund	£80,000
CCLA Deposit account	£50,000

24/215b. To **resolve** to authorise the payments of Accounts Outstanding

August:

Staff	Aug/Sep Wages & expenses	BACS	£9794.68
HMRC	Aug/Sep Tax & NI	BACS	£2679.02
Cornwall Pensions	Aug/Sep Pension contributions	BACS	£3080.35
Barclays	Bank Charges	DD	£5.50
OCM	Skate Instructor & Community worker	BACS	£1240.00
Positive Energy	Churchfield Electricity – August	DD	£365.54
Positive Energy	Town Hall Electricity – August	DD	£
Positive Energy	Town Hall Electricity- August	DD	£
Pozitive Energy	Electricity	DD	£
Everflow	Water	DD	£127.38
3 for business	CTC mobiles	DD	£12.54
Seadog IT	Website Hosting	DD	£34.95
Jason Ryan	Town Hall – window cleaning	BACS	£
Voiphone	Office Telephone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£550.04
Cornwall Council	Rates – Churchfield CP	DD	£513.00
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
Octopus	Electricity – Public conveniences	Debit	£81.65
BT	Internet	DD	£9.41
Hall for Cornwall	Cornwall housing training	Debit	£20.00
Amazon	OCM supplies	Debit	£24.97
CEF	Tubular Heater	Debit	£54.60
The Lighthouse	Office Fridge	Debit	£249.00
Amazon	Prizes Halloween	Debit	£6.98
Amazon	Prizes Halloween	Debit	£19.98
Amazon	Prizes Halloween	Debit	£28.56
EE	Maintenance Phone	DD	£21.60
Plumbase	Push tap – outside toilets	Debit	£29.14
Camelford Hardware	Maintenance supplies	BACS	£8.98
Camelford Carnival	Advert in programme	BACS	£60.00
Outdoor Play	Zipwire repair	BACS	£435.60
Western Supply	Maintenance supplies	BACS	£90.54
LBDO	AGAR external Audit	BACS	£1260.00
PWLB	Repayment	BACS	£4862.42
K.Ferg	Floral Display flower festival	BACS	£50.00
Pickle Design	Annual Website hosting fee	BACS	£108.00
Duchy Defib	Annual Monitoring Fee	BACS	£228.00
Lavazza	Annual Maintenance Fee	BACS	£841.50
Camelford Hall	Hire- youth club	BACS	£64.00
	Total:		£27558.33

d. To note income

Plusnet	Refund of direct debits	BACS	£88.87
CCLA	Investment return	BACS	£209.09
OCM Café	Part Rent Payment	BACS	£75.00
CCLA	CCLA investment	CC	£6.97

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CCLA
Danio's Café
Parking Permit

CCLA investment
Partial rent payment
Cleese Road

CC	£209.09
CC	£75.00
BACS	£50.00

TOTAL	£707.05
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Proposed to accept: Cllr Coombes

Seconded: Cllr Shaw

Unan.

24/216

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:

13. To note items for 15th Oct 2024 Agenda.

Planning application for Slaughterbridge- New environments impact assessment to be circulated before next meeting.

Meeting closed 7.50PM

Signed:



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