



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CILCA
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Camelford
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Ordinary Council Meeting – 20th June 2023

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 10 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Ginger, Grigg, Hewlett, Scawn, Shaw, Thomson 23/187

2. To receive Apologies for absence with reasons

None

23/188

3. To receive Declarations of Interest & Approve Dispensations

Cllr Rotchell Dispensation for Mayor's allowance (accounts payable) – one year. 23/189
Cllr Rotchell PA23/0723 non-registerable to leave the room 23/190

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

Cllr Jordan reported next CAP meetings on 11th September, December and March. Received letter from Department for Transport 13th June saying thank you and to assure him that they are trying to progress this. DoT waiting for CC to provide information about Wadebridge prior to 1993 and what will Camelford look like post bypass. All this information was already provided. Cllr Jordan to keep going – well done 23/191

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 16th May 2023 after one amendment.

Proposed: Cllr Shaw

Seconded: Cllr Grigg

9-0 (2abs)

23/192

6. To receive Clerk's report

Matters arising from the Minutes. 131 Visit Camelford cups remaining - approx. 225 used at music in the park. Zip wire repair. Working on partnership with the Family Hub, Action for Children for Youth and community outreach work. Town Hall front door – have had to move the lock plate in the frame as couldn't close it. TT noted that it will be replaced. Reviewed the emergency plan – no changes required. A telephone tree test will take place 'soon'. Complaints about Weeks Rise green maintenance received – have forwarded Persimmon's contact details. Allotment inspection undertaken – letter of explanation regarding the irrigation system received. Have forwarded Good Councillor's Guide to Employment (hard copy in office). 23/193

Clerk noted remainder of her report needs to be moved to agenda item 12.

7. Planning

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

PA23/03262. Bodulgate Farm, Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed extension together with associated works – Shed C.

PA23/03263. Bodulgate Farm, Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed extension together with associated works – Shed D.

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

Proposed: Cllr Shaw Seconded: Cllr Coombes

unan

23/194

**** Cllr Rotchell left the room and Cllr Coombes took the chair****

PA23/03723. Camelford Sports Centre, Station Road. Mr Holt, Camelford Leisure Centre Ltd.

Construction of a single storey front extension with associated new entrance ramp and parking

Chair's Signature.....

1

Dated 18/7/23

provision. Cllr Shaw noted the plans keeping the disabled bays – moved to other side of the site rather than adjacent to the ramp.

It was **resolved** to **Support**

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **23/195**

Cllr Rotchell returned and resumed chair

PA23/04468. 13 Trevia Lane. Mr & Mrs L Gulliver. Double Storey front Extension. Cllr Shaw not imposing, slightly enlarging building

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

Proposed: Cllr Shaw **Seconded: Cllr Grigg** **unan** **23/196**

PA23/04386. Pennybos Sunnyside Meadow Mr Martin Berry. Conversion of existing integral garage to additional living accommodation and associated works. Cllr Shaw noted the cladding on the front – rather see traditional block and stone under the windows. Sunnyside driving

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

Proposed: Cllr Shaw **Seconded: Cllr Elford** **unan** **23/197**

PA22/08071. 5-day protocol request – It was **resolved** to agree to disagree

Proposed: Cllr Shaw **Seconded: Cllr Thomson** **unan** **23/198**

For Information

PA21/09132. Land South of Jackson's Meadow, Hicks and Scawn. Stables. **Approved**

PA23/02353. 6 Warrens Field. Robson. Replacement conservatory roof. **Approved**

PA23/024449. Beech House. Taylor. Two-storey extension. **Approved.**

PA23/00207. Land North of Polstraul. Traffon. Reserved matters. **Approved.**

PA23/00406. 3 Trefew Road, Jarvis. Alteration, extensions and conversion. **Approved.** 23/199

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell noted visit to Abbey Field and Anvil Court delivering coronation mugs. Joint meeting with Cornwall Housing about improvements to housing at Highfield, Clease Meadow etc. Attended various committee meetings. Opened new shop. Fun week – Mayor's story time and Mayor's afternoon tea – thank you to everyone who helped. CTC delivered everything; the weather was great. Marshalled fun run. Opened shelter refurbishment at skatepark. CTC put forward a team for tug of war. Defib training in library. Urge everyone to come along to a session when they are available. Had an offer to site a defib at Tregoodwell – will follow up. Otherwise, town is very well served for defibs. Attended CALC larger councils meeting. Every other Council is experiencing problems with CC grants process. Covered a morning shift in Library. 23/200

b. Camelford Area Partnership Report – Cllr Shaw attended 1st CAP meeting – 20 parishes and towns, representatives' workshops – main issues planning, lack of local policing/visibility, speeding in villages, drug use/county lines. AGM held after and Cllr Barry Jordan was elected chair for this year – next year will be a Bude Cllr. Two working groups – transport and finance. Police Inspector is retiring, new one appointed soon, new CLO - Sarah Ball. A useful event. 23/201

9. Correspondence

None 23/202

10. Agenda Items

a. It was **resolved** that Cllrs Shaw, Bond, and Ginger would attend the Camelford Show – to be present on stall and available to discuss CTC projects with public.

Proposed: Cllr Rotchell **Seconded: Cllr Coombes** **unan** **23/203**

b. The Music in the Park Report was **noted**. Cllr Thomson noted his thanks to all who helped with his dog. Interesting parallel incidents in the town – nothing to do with CTC event. Cllr Rotchell reiterated well done. Looking to make a few changes for next year. Costs to set up the event are becoming expensive. 23/204

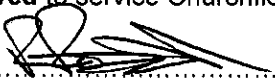
c. The Estates and Properties Committee minutes were **noted**. 23/205

i. It was **resolved** that Community Hub project internal alteration to stairwell/floor (subject to TT approval on 3rd July), installation of coffee machine, purchase of tables would go ahead with the £8k budget available.

Proposed: Cllr Bond **Seconded: Cllr Burgis** **10-0 (1abs)** **23/206**

ii. The receipt of Community Hub grant –£8k for staff hours/utilities/coffee machine was **noted**. 23/207

iii. It was **resolved** to service Churchfield CP Ticket Machine - £224 +VAT

Chair's Signature.....

Dated...18/7/23

Proposed: Cllr Hewlett Seconded: Cllr Shaw unan 23/208

iv. It was **resolved** to include Clease CP in current SLA with Cornwall Council enforcement

Proposed: Cllr Burgis Seconded: Cllr Thomson unan 23/209

d. It was **resolved** to decision to approve the construction of a summerhouse/shed on Allotment Plot 30 to Cllr Shaw on his next inspection.

Proposed: Cllr Rotchell Seconded: Cllr Shaw unan 23/210

11. Accounts

a. Balances at 13th June 2023 were **noted**

Current Account	£186,849.51
Tracker Account	£51,648.25
NS&I	£42,527.28
CCLA	£80,000.00

23/211

1b. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	June Wages & expenses	BACS	£10,135.70
HMRC	June Tax & NI	BACS	£2,807.28
Cornwall Pensions	June Pension contributions	BACS	£3,164.38
Rentokil	sanitary units and nappy bin	BACS	£87.30
Cornwall Council	Churchfield CP Enforcement May	BACS	£170.00
Everflow	Water	DD	£72.45
Company B	Coronation – Music	BACS	£910.00
Camelford Hall	Hall hire – Mayor's afternoon Tea	BACS	£32.00
Camelford Hall	Hall hire – Coronation	BACS	£20.00
PPL PRS Ltd	Music Licence	BACS	£313.20
Barclays	Bank Charges	DD	£10.64
SWW	Water at Allotments	DD	£101.85
Jason Ryan	Town Hall – window cleaning June	BACS	£25.00
Sign of Times	Trophies, Medals, engraving	Debit	£327.15
Seadog IT	Website Hosting	DD	£29.95
Indeed	job advertisement	Debit	£40.00
Ness	Youth Outreach May	BACS	£830.75
Harry Peanut Show	Band – Music in the park	BACS	£1200
Camelford Hardware	Maintenance supplies - planter	Debit	£6.99
TLC Holdings	OCM logos	BACS	£36.00
Octopus	Electricity – Public conveniences	Debit	£131.84
Camelot Garage	Fuel for van	BACS	£155.77
Beiran Martlew	Rewiring for OCM Café sink	BACS	£319.60
Beiran Martlew	Rewiring for Scout/CCTV box	BACS	£1177.80
Staples	Office supplies – paper	Debit	£141.94
Mailchimp	Marketing – visitcamelford	DD	£12.60
Pickle Design	Printing – Connecting community Camelford	BACS	£87.00
Pickle Design	Design – Connecting community Camelford	BACS	£357.00
Pickle Design	Mugs – design, print, delivery	BACS	£1,654.20
Octopus	Electricity – Public conveniences	Debit	£240.18
Thomas Fattorini Ltd	Mayor's chain and pendant refurbishment	BACS	£1128.05
Bunzl Cleaning & Hygiene	Public conveniences – toilet paper	BACS	£62.94
Amazon	Mains charger	Debit	£11.48
Amazon	Events – Bongo books	Debit	£22.16
Amazon	Washing up liquid/cups/paper	Debit	£20.03
Amazon	Office supplies – diary	Debit	£3.00
Amazon	YW supplies – frisbees/cloths/table tennis	Debit	£20.88
Amazon	OCM – stainless steel Griddle	Debit	£232.00
Amazon	OCM – stainless steel Fryer	Debit	£123.00
Amazon	OCM – Griddle accessories	Debit/Gift	£20.78+£2.08
Amazon	Lego – prizes x 3 (20.40/8.09/19.43)	Gift card	£47.92
Amazon	Fans for office	BACS	£20.90
Amazon	Instant ice packs	BACS	£24.68
Amazon	Office supplies – accident book	BACS	£7.88
Positive Energy	Town Hall Electricity – May	DD	£114.50
Positive Energy	Town Hall Electricity – May	DD	£242.66

Chair's Signature.....

Dated.....19/7/23

Everflow	Water	DD	£102.13
Event Tech	Events - PA system/Mics/Engineers	BACS	£1110.00
Adexa	OCM – commercial refrigerator counter	Debit	£1150.80
3 for business	CTC mobiles	DD	£30.00
British Gas	Electricity – OCM	DD	£166.68
KCS Print	Churchfield CP permits for 23-24	BACS	£282.00
Measura Ltd	Camelford Hall Topographical survey	BACS	£2,880.00
R Sleep Ltd	Maintenance supplies –glasses/chisels	BACS	£73.56
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
Plusnet	Office broadband	DD	£27.55
Angus Mead	Skatecoach	BACS	£247.00
Spar	Office Supplies	Debit	£7.28
	TOTAL		£33,593.63

Proposed: Cllr Thomson

Seconded: Cllr Grigg

unan

23/212

Income was **noted**

Allotment tenants	Allotment rental	AC	£24.00
Resident	Churchfield CP permit renewal	AC	£10
Hanger Management	Events - Donation	AC	£30.00
Cornish Crepes	Events - Donation	AC	£30.00
Resident	Vandalism – compensation	AC	£40.00
Post Office deposit	Churchfield CP tickets/permits	cash	£150.00
Post Office deposit	Events/cups/ tickets/printing	cash	£751.36
Post Office deposit	Allotment rental	cash	£72.00
Post Office deposit	Camelford Hall – project	chq	£500.00
Post Office deposit	Churchfield CP tickets/permits	cash	£200.00
Barclays	Interest	AC	£107.46
	TOTAL		£1,914.81

23/213

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 Hewlett

Seconded: Cllr Thomson

unan

23/214

Cllr Shaw noted Budehaven school has no tolerance of drugs on premises – excluded immediately. A Council pays a Planning consultant £200-250 to respond to contentious applications on behalf of the Council Worth considering.

23/215

Cllr Rotchell noted breach of confidentiality – Clerk will raise a code of conduct complaint with CC Monitoring Officer.

23/216

Clerks report – continuation. Skate coach has sustained an injury and has resigned for this season. Library assistant has resigned and summer cover has been sourced.

a. It was **resolved** to approve 3-week holiday for staff member April 2024.

Proposed: Cllr Hewlett

Seconded: Cllr Coombes

unan

23/217

b. It was **resolved** to start negotiations with the PoGo offer for EV chargers in Churchfield CP.

Proposed: Cllr Grigg

Seconded: Cllr Elford

9-0 (2 abs)

23/218

c. It was **resolved** on new floor over stairs contractor, Mr B Metters from quotes provided

Proposed: Cllr Coombes

Seconded: Cllr Thomson

10-1 dec carried

23/219

13. To note items for 18th July Agenda.

The Mayor closed the meeting at 20.23pm

Chair's Signature.....



Dated.....

18/7/23