



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy
Town Hall
Market Place
Camelford
Cornwall

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Meeting of the Full Council	24 th February 2026	26/039
1. To note Councillors present	S Bond (Mayor), M Coombes, J Gilbert, E Grigg, M Robins, R Rotchell, A Scawn, A Shaw, K Smeeth, J Thomson, T Callcut	26/040
2. To receive Apologies for absence with reasons	N/A	26/041
3. To receive Declarations of Interest & Approve Dispensations	Cllr Scawn- Agenda Item 10a.	26/042
4. Public question time (15 minutes allowed for this)	<i>Cllr Burnett reported that budget setting had taken place in Truro and the budget had now been passed. Consideration had been given to social housing rents, which have been increasing, and although this was not the preferred decision, it was deemed necessary in order to maintain existing provisions. A Camelford resident has raised concerns about parking on Trefrew Road and a meeting would be arranged between Cllr Burnett, the resident and a Town Councillor. A survey would be launched to determine public views following the bypass being declined.</i> <i>Cllr Burnett also noted that Planning permission for the Tesco development in Camelford had been approved, subject to conditions.</i> <i>Kirsty Ferguson spoke on behalf of the Camelford Clickers local knit and natter group in support of the potential relocation of the Library and council offices.</i> <i>James Symmonds, spoke on behalf of the Town Trust, and raised concerns about the potential relocation. He clarified that the Trust would be able to offer the Town Council the entire building provided the Pop-In retained a space. He raised concerns regarding the impact that any relocation of the Library and</i>	26/043

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council offices could have on the Town Hall and footfall in the town, and noted that the current lease specifies that the Town Council is responsible for maintenance lift.

Pip, representing the OCM group spoke in support of the relocation, expressing concern that young people do not currently make use of the current library space and stated that relocating closer to the school could increase engagement.

Vanessa Harrison, Camelford Town Council's Community Outreach worker added that there was no suitable desk space for her to work in the current Town Council office. She explained that she had to take all her work home with her due to limited storage, and that the proposed facilities would allow her to spend more time with staff. She noted that OCM had been using the Hub in the winter, something that would not have been possible without that space, and she spoke in support of the move.

Bronwen, the Library Manager, also spoke in support of the relocation. She raised concerns that successful community groups currently lacked adequate space, and explained that the library had introduced late-night opening to support working people. She stated that sessions requiring private space could not be offered under the current arrangements and that relocation would improve the library's ability to work with schools and expand its services. She also highlighted ongoing issues with accessibility and commented that the Council had been accused of creating these difficulties.

Cllr Bond asked whether anyone else wished to speak.

Steve Heard raised concerns about the potential relocation and noted that the Council had now been offered additional space and emphasised that responsibility for maintaining the lift rests with the Council. He expressed the view that some arguments presented had been unfair to the Town Trust.

Lynn Hodgson questioned the Library Manager on whether individuals unable to use the library space were being referred to the Old Bank. The Library Manager confirmed that she often refers people to the Old Bank if the Town Council cannot meet their requirements.

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	<i>Cllr Thomson read a letter on behalf of his wife, a Queen's Nurse working at the local surgery, expressing her interest in taking over the Town Hall</i> <i>Cllr Grigg questioned whether Cllr Thomson needed to declare a pecuniary interest.</i> <i>A conversation took place where it was agreed the interest was not pecuniary.</i> <i>Cllr Bond asked once more if anyone else wished to speak and, hearing no further contributions, closed public participation.</i>	
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5. To receive and approve the Minutes of:		Ordinary meeting 20 th January 2026 <i>Proposed to accept the minutes</i>			26/044
Proposed	Cllr Grigg	Seconded	Cllr Shaw	2 abs 9in favour	

6. To receive Clerk's report:	<i>Awaiting work to Tree in Enfield park following storm damage. Public toilet repairs almost complete, two more cisterns to replace. Damage to tap at allotments reported, now rectified. Cleese Rd ticket machine raised plinth completed- ticket machine needs reinstalling off the ground so the water damage can be safely assessed. Fence at OCM has come loose- contractor to attend and rectify. The relining of Churchfield Car Park is due to take place in the next couple of months- contractor waiting for a break in the weather before confirming dates- advance notices posted on website and in the car park, as all spaces must be cleared for a 48 hour period. The Town Trust (Town Council's landlord) arranged the annual services of the lift- A mechanic from Next Level lists attended the town hall and has instructed the lift to be taken out of order due safety concerns.</i>	26/045
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7. Planning		26/047
PA26/00265	Closed - advice given	26/048
15/01/2026 Location:- Communications Mast T Mobile UK 94494 Highfield Road Industrial Estate Camelford Cornwall PL32 9RA Proposal NOTIFICATION UNDER THE ELECTRONIC COMMUNICATIONS CODE (CONDITIONS AND RESTRICTIONS) REGULATIONS 2003 (AS AMENDED) TO UTILISE PERMITTED DEVELOPMENT RIGHTS Ward:- Camelford And Boscastle		

8. Portfolio Reports	
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Mayors report- On 22nd January Cllr Bond attended a meeting of the trustees at Camelford hall. Cllr Bond also attended Strategic and Economic committee and Events committee meetings. Cllr Rotchell gave an update from representatives at Tesco's, they have almost agreed a contractor, currently working to negotiate water with SWW, which has the potential to cause a delay.	26/049
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9. Correspondence	A- Update regarding Neighbourhood Priorities statement	26/050
	B- Correspondence from Camelford WI regarding potential Library and office relocation.- <i>Cllr Bond read this letter aloud at the request of a member of the WI.</i>	26/051
	C- Correspondence from Camelford Hall Trustees regarding potential Library and office relocation.	26/052
	D- Correspondence from 'Camelford Clickers' regarding potential Library and office relocation.	26/053
	E- Correspondence regarding the lift and the relocation.	26/054
	F- Correspondence regarding the Town Hall Lift	26/055
	G- Correspondence Regarding the Potential Relocation (Same letter received from 3 residents)	26/056

10. Agenda Items	A- To discuss and resolve on potential Library and office relocation. <i>Cllr Scawn left the room. Cllr Bond asked members whether they were content to proceed with a show-of-hands vote or preferred a paper ballot; Councillors confirmed they were satisfied with a show of hands.</i> <i>Cllr Robins asked whether all requested information had been received, including footfall data and estimates. Cllr Rotchell confirmed that the Council had been provided with this information. Cllr Coombes questioned why one estimate included costs for a new roof and damp proofing of the Pop-In. The Clerk explained that three separate estimates had been prepared: one relating to the potential relocation, one for retaining the lease as it currently stands, and one covering the full repair and maintenance lease, which included the roof works. Cllr Shaw queried the comparative cost of leasing a building as opposed to purchasing one. Cllr Smeeth asked whether there were known issues with the roof and why this had been included. The Clerk confirmed that the Council sets aside funds annually to cover significant future works and that, if the Council were to take on the full repair and maintenance lease, planning for such costs would be necessary.</i> <i>Cllr Rotchell noted that the proposed arrangement would include six designated parking spaces and raised concerns with the Town Hall regarding fire regulations, lack of access to toilet facilities, and the condition of the lift, stating that the Council would be required to make</i>	26/057
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the lift safe but not replace it. He acknowledged the significance of the building and remarked that, as a charity, the Town Trust could apply for grants unavailable to the Council. He noted that town centres were struggling nationally and referenced several businesses that had closed over the past decade. He also highlighted issues with the limited space for meetings and reminded members that the Council had previously explored other potential locations and resolved to move to Camelford Hall.

Cllr Shaw added that many individuals had been involved in efforts to save the library and noted that Cllr Rotchell had advocated for moving it to the Town Hall.

Cllr Rotchell then proposed to move forward into lease negotiations with the West Country Schools Trust. This was seconded by Cllr Robins. The vote recorded seven in favour, three against and one abstention, and the motion was carried.

Proposed	Cllr Rotchell	Seconded	Cllr Robins	7 in Favour, 3 against, 1abs
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B- To **resolve** on recommendation from Strategic and Economic development committee to go ahead with public Wi-Fi installation at the bandstand.
Deferred due to more information required.

26/058

C- To **note** the minutes of Estates and Properties, Finance and Staffing and Strategic and Economic Development.

26/059

D- To **resolve** on Paragon ID parking tickets payment.
Proposed Cllr Rotchell
Minimum order has increased to 20 rolls which is 80,000 tickets (previously used to order 40,000 at a time.
Cllr Grigg questioned whether council could get advertising on the tickets to help pay for the tickets- clerk to investigate
Proposal to go ahead with order of 80,000 tickets.

26/060

Proposed	Cllr Rotchell	Seconded	Cllr Grigg	Unan
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E- To **Note** CIL Expression of Interest submitted.

26/061

F- To **confirm** no conflict of interest with Internal Auditor Steve Hudson Accounting
Council confirmed there is no conflict of interest

26/062

Proposed	Cllr Bond	Seconded	Cllr Grigg	Unan
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G- To **confirm** no conflict of interest with External Auditor BDO.
Council confirmed there is no conflict of interest

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	Proposed	Cllr Rotchell	Seconded	Cllr Thomson	Unan	
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11. A. Accounts	To Note Balances as of: 11/02/2026	26/064
Current Account	£100,989.82	26/065
Tracker Account	£207,976.56	26/066
CCLA Property Fund	£50000.00	26/067
CCLA Deposit Account	£80000.00	26/068

B. Payments	To resolve to authorise the payments of Accounts Outstanding for February:	26/069
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Staff	Jan/Feb wages	BACS	£9,860.36	26/070
HMRC	Jan/Feb NI/TAX	BACS	£3,257.31	
Pension	Jan/Feb Pensions	BACS	£3,147.46	
OCM	Community Outreach Worker & Skate Coach	BACS	£1,071.32	
Barclays	Bank Charges	DD	£21.85	
Cornwall Council	Enfield Park Store	DD	£0.00	
Cornwall Council	Churchfield Car Park	DD	£0.00	
Cornwall Council	Cleese Road Car Park	DD	£0.00	
Cornwall Council	Town Hall/Library	DD	£0.00	
Camelford Town Trust	Town Hall/Library rent	DD	£574.79	
British Gas	Town Hall Electricity	DD	£212.29	
British Gas	Town Hall Electricity	DD	£654.13	
British Gas	OCM Electricity	DD	£74.80	
EDF	Electricity- Public Conveniences	DD	£251.42	
EDF	Electricity- Cleese Rd	DD	113.56	
Seadog IT	Website Hosting	DD	£42.00	
Voipfone	Office Telephone (missed off January agenda)	DD	£11.40	
Voipfone	Office Telephone	DD	£50.00	
Everflow	Market Place (missed off January agenda)	DD	£55.18	
BT	Internet	DD	£44.63	
EE	Maintenance Phone	DD	£22.98	
Peninsula	HR & Health and Safety	DD	£401.92	
Mailchimp	CTC Website Emailing (February)	DD	£11.73	
Allstar	Fuel for van	BACS	£67.44	
Jason Ryan	Window Cleaning	BACS	£25.00	
Camelford Hardware	Maintenance supplies	BACS	£115.68	
K Luxton	OCM Supplies	BACS	£2.20	
Tesco	Office supplies	Debit	£2.20	
Amazon	Keyring clips	Debit	£11.98	
Eagle Plant hire	Hydraulic breaker hire	Debit	£62.10	
Eagle Plant hire	300mm petrol cut off saw hire	Debit	£79.70	
Amazon	Baking soda 2.5kg	Debit	£12.28	
Amazon	2 x ice cube trays	Debit	£9.89	
Amazon	Cornflour 500g	Debit	£3.00	
Amazon	Citric acid 1kg	Debit	£9.45	
Amazon	Oil, glitter and colouring	Debit	£25.96	
Amazon	Extra strong magnets	Debit	£8.47	
Amazon	Wood splitting drill bit	Debit	£11.10	
Amazon	Toilet Roll x 24	Debit	£11.00	
Scribe	Scribe accounts renewal (2026)	BACS	£1,517.76	
Cornwall Council	SLA patrols	BACS	£144.75	
Seadog IT	Website security	DD	£186.00	
Adrian Close	Management skills	Debit	£79.00	
Western supply	Maintenance supplies	BACS	£56.52	
Steve Heard	Turkey for Christmas lunch	BACS	£155.52	
R Sleep Ltd.	Maintenance supplies	BACS	£233.77	
Highfield	Van MOT	BACS	£90.85	
Checks Direct	Skate Coach DBS	Debit	£39.50	

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Cloudy IT	Annual charges	BACS	£3,340.80	
BCHS	Cleaning Supplies	BACS	£9.32	
Voipfone	Renewal of UK Geographic Number	DD	£13.20	
Everflow	Utilities (water) 13/03 – 12/04	DD	£95.76	
Totals:	£26,299.33			26/071
Proposed	Cllr Rotchell	Seconded	Cllr Smeeth	Unan
				26/072

C. To note income				26/073
CCLA	Interest	CC	£167.51	
Barclays	Carpark permits	CC	£200.00	
CCLA	Interest	CC	£162.94	
Western supply	Refund	CC	£72.25	
HMRC	HMRC VAT refund	CC	£1402.25	
CCLA	Investment	CC	£811.07	
Camelford Leisure Centre	Community grant	CC	£3,000.00	
Revival Books	Sale of old book stock	CC	£24.33	
Totals:	£5,840.35			

12. Public Bodies (Admission to Meetings) Act 1960.	26/074
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: A. To resolve a course of action on Staffing matter [REDACTED] B. Honoured Citizens- [REDACTED]	
Proposed	Cllr Thomson
Seconded	Cllr Smeeth
Unan	26/075

Items for next meeting	Update on dog mess- community bus Trees project future- Update on public wifi	
Meetings Closed:	21.22	

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