



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy
Town Hall
Market Place
Camelford
Cornwall

PL32 9PD

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Meeting of the Full Council		21st July 2026			26/358
1. To note Councillors present		Cllr Bond, Cllr Shaw, Cllr Rotchell, Cllr Coombes, Cllr Gilbert, Cllr Thomson, Cllr Callcut, Cllr Smeeth, Cllr Robins, Cllr Scawn.			26/359
2. To receive Apologies for absence with reasons		Cllr Grigg- Personal			26/360
Proposed	Cllr Rotchell	Seconded	Cllr Thomson	Unan	
3. To receive Declarations of Interest & Approve Dispensations		Cllr Shaw Item 11b Cllr Smeeth Item 7d Cllr Scawn Item 10g			26/361
4. Public question time (15 minutes allowed for this)		Cllr Burnett provided an update on recent Cornwall Council matters. He reported that a motion of no confidence in South West Water had been passed. He also attended a dentistry summit at County Hall, where it was noted that 30% of children in Cornwall have dental decay compared to a South West average of 19%, and that more than half of children had not seen an NHS dentist in the previous year. An update was received from the Highways Manager on the Community Highway Infrastructure Project. A draft plan setting out proposed measures is expected shortly and will be subject to public consultation. Cllr Burnett also reported on proposed changes to planning policy arising from central government reforms. An update on the traffic management survey was provided, with feedback from the Highways Team currently awaited. Members were also advised that Cornwall Council will shortly be issuing a survey relating to people living in vans. <i>Cllr Smeeth declared an interest and left the room.</i> Mr Walter, acting as planning agent for the applicant, addressed the Council in relation to the application. He advised that the application had originally been			26/362

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Date: *25-8-26*

	submitted some time ago (2021) but had been delayed due to phosphate issues. Following updated phosphate mapping, he stated that the site is no longer within the affected area and the application is therefore progressing. The application seeks permission for a single teepee for camping use. Mr Walter noted that the Council had been consulted on the application previously and referred to concerns raised regarding access via College Road. He advised that existing access rights are already in place and that the proposal would not result in a significant increase in use. Members sought clarification regarding phosphate constraints within Camelford. Mr Walter explained that the issue is site-specific and depends on the location and drainage arrangements of individual developments. He advised that some areas of Camelford remain within the affected zone while others do not. <i>Cllr Smeeth re-entered the meeting.</i>	
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5. To receive and approve the Minutes of:		Tuesday 16 th June 2026			26/363
Proposed	Cllr Thomson	Seconded	Cllr Smeeth	7 in favour 3 abs	

6. To receive Clerk's report:	<i>Zip wire cable repairs have been completed however issue with tension has identified a need for a replacement crossbeam, seat has been temporarily removed whilst a repair is arranged. The drainage issues at OCM have been resolved. Ongoing issues have been reported at Churchfield Car Park with people defecating on site and leaving waste and used tissues behind. A new bin has been ordered for the Enfield Park play area.</i> <i>Repairs have been carried out to the ride-on mower following incorrect fuel being added, and colour-coded fuel cans have been purchased to prevent a repeat occurrence. Footbridge repairs are due to be completed by 17 July.</i> <i>Dog fouling remains an issue within Enfield Park. A complaint was received from an allotment holder regarding dog mess on their plot, and a reminder of tenancy agreement responsibilities has been issued to all allotment tenants.</i> <i>On 13 July, CTC staff visited Camelford Primary School to consult with the School Council on the proposed designs for the Enfield Park play area improvements. Public consultation planned in the Library on Wednesday 15th 4.30pm – 6.30pm.</i>	26/364
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	<i>Work Experience completed in the library for one SJS student.</i> <i>Cllr Robins suggested adding a bin to the back of the carpark where the defecating issues is.</i>	
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7. Planning					26/365
A. To resolve			PA26/04194		26/366
22 June 2026 Application for Permission in Principle for the construction of a dwelling (minimum 1 dwelling, maximum 1 dwelling) Location Applicant Grid Ref Land East Of Villa Farm Trevia Lane Camelford PL32 9UX Proposal to support application.					
Proposed	Cllr Shaw	Seconded	Cllr Rotchell	Unan	26/367
B. To resolve (SEE BELOW)			PA26/04190		26/368
19 June 2026 Hedgerow Removal Notice to remove to entirely remove a 25m section of hedge. Location Applicant Grid Ref Sir James Smiths Community School Dark Lane Camelford Cornwall Mr Peter Dorrier Tiptree Timbers					
C. To note			PA26/04190		26/369
07/07/2026 Applicant: Location: Proposal Parish: Ward: PA26/04190 Mr Peter Dorrier Sir James Smiths Community School Dark Lane Camelford Cornwall PL32 9UJ Hedgerow Removal Notice to remove to entirely remove a 25m section of hedge. CAMELFORD Camelford And Boscastle WITHDRAWN					
D. To Resolve			PA21/11920		26/370
Application Proposal PA21/11920 Your ref: My ref: Date: PA21/11920 24 June 2026 Change of use of land and the siting of 1no. tepee for camping use, together with a new toilet/shower/amenity building and the provision of ancillary works (including timber decking and below ground service connections). Location Applicant Grid Ref Land East Of Culloden Dairy College Road Camelford Cornwall <i>Cllr Smeeth left the room prior to discussion.</i> <i>Cllr Shaw noted concerns about the comments from the neighbours on the application, and additional traffic to college road.</i> <i>Cllr Rotchell raised that there is already a camping development at the end of college road, and question whether 1 teepee would make much of a difference.</i> <i>Cllr Bond suggested noting concerns on increase traffic and rather than supporting the application, not objecting to the application.</i> <i>Cllr Scawn felt that if someone wants to invest in the area it should be encouraged</i> <i>Cllr Rotchell proposed no objection</i>					
Proposed	Cllr Rotchell	Seconded	Cllr Bond	6 in favour 2 against	26/371
E. To Note			PA26/04288		26/372
Application PA26/04288 Proposal Your ref: My ref: Date: PA26/04288 23 June 2026 Application for tree works in a Conservation Area (CA): Felling of 4 Cypress trees Location Applicant 4 Chapel Street Camelford Cornwall PL32 9PJ <i>As this application is for works to trees in a Conservation Area, it will be decided under delegated authority.</i> <i>Cllr Shaw commented that they could do with some maintenance and recommended that for every tree that is removed 2 are planted.</i>					
F. To Resolve			PA26/04705		26/373
04705 7 July 2026 Application for Permission in Principle for the construction of up to 3 dwellings (minimum of 1, maximum of 3) Location Applicant Grid Ref Moor View Starapark Camelford Cornwall 213115 / 86077					

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Members felt it wasn't clear if the existing structure would be demolished- and questioned the number of dwellings proposed, and the lack of amenities in that location. Cllr Rotchell proposed supporting the construction of one dwelling plus one. Cllr Shaw wanted clarification on whether the existing building would be demolished. Cllr Bond proposed support the application for one dwelling plus one providing they are demolishing the existing structure, Cllr Shaw seconded Unan Cllr Bond also proposed that if the existing structure remains council would support the construction of one dwelling. Seconded Cllr Shaw, Unan					
Proposed	Cllr Bond	Seconded	Cllr Shaw	Unan	26/374

8. Portfolio Reports	26/375
Mayor- 26th Cllr Bond reported that during June he attended the monthly Camelford Market. Although a few stallholders had withdrawn, preparations for the July market were progressing well. He also attended the Staffing and Finance Committee meeting. Cllr Bond attended the first Music on the Bandstand event featuring Mr Blue Sky, which was very well attended. He also attended the second event featuring Shane Solomon and the third event featuring Jumping Out Cornwall. On 14 June, Cllr Bond attended a meeting with a resident in Enfield Park regarding trees bordering their property. He also attended an architect's visit to the Town Hall and the Enfield Park consultation held at the Library, which was well attended and generated positive feedback from residents. Cllr Bond further reported attending the Estates and Properties Committee meeting on 17 June.	26/376
OCM- Cllr Callcut gave an update on the OCM youth group, reporting that she has been volunteering and has seen first hand the positive impact it is having. Attendance averages between 25 and 30 children each week, with support from local organisations including the Old Bank and Tintagel Foodbank helping to provide healthy meals. The project encourages young people to get involved in their community through activities such as litter picks and outings. Cllr Callcut noted that the project provides a safe environment for children to socialise and continues to make a positive difference within the community.	26/377

9. Correspondence	A. To note Davidstow Creamery: New Permit Issued	26/378
	B. To note feedback- Library relocation.	26/379
	C. To note citizens advice statistics April 2025- March 2026 Camelford.	26/380
	D. To review and resolve on banking hub request from resident. Members discussed the possibility of establishing a banking hub in Camelford and were generally supportive of the idea. It was noted that previous approaches had been made to banks regarding banking provision in the town, but the banks had indicated that they were not interested at that time. Members agreed that further information was needed regarding the process for establishing a banking hub and the services it could provide. Consideration was also given to ensuring that any banking hub would complement rather than detract from services currently offered by the Post Office. Standing Orders were suspended to allow resident Mr Graham Adam to provide information regarding banking hubs. Standing Orders were then reinstated. Cllr Robins volunteered to contact MP Ben Maguire about the suggestion.	26/381

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Cllr Rotchell proposed that Cllr Robins contact Ben Maguire MP and undertake further research into the requirements for establishing a banking hub in Camelford, including identifying services that could be provided through a banking hub that are not currently available through the Post Office.					
Proposed	Cllr Rotchell	Seconded	Cllr Thomson	Unan	26/382
E .To note correspondence received from resident.					26/383

10. Agenda Items	A- To resolve on CTC taking on administration for CHAT website in its current form. <i>Cllr Shaw proposed for CTC to take on responsibility for the CHAT website in its current form.</i>				26/384	
	Proposed	Cllr Shaw	Seconded	Cllr Rotchell	Unan	26/385
	B- To review and resolve on Equality and Diversity Policy – <i>Proposed to move to September meeting.</i>				26/386	
	C- To review and resolve on Health and Safety Policy & Procedures				26/387	
	D- To review and resolve on Accessibility Policy 2026				26/388	
	E- Recommendation from the Staffing and Finance committee, to resolve to adopt NALC updated policies- Bereavement, Paternity Leave and Pay, Sickness Absence, Whistleblowing and Complaints Policy. – This will involve reworking the Employee Handbook. <i>Proposal Defer to September meeting- clerk to check deadline for updating policy.</i>				26/389	
	Proposed	Cllr Bond	Seconded	Cllr Rotchell	9 in favour 1 abs	26/390
F- To note Town Hall Rent Increase and Backdated. New monthly rent from 1 st April 2026 £592.03 (£17.24 increase) Backdated to 1 st April.				26/391		
G- To discuss and resolve on holding a further public consultation regarding the relocation of the Library. <i>Cllr Scawn Left the room</i> <i>Cllr Bond voiced that he has spoken to councillors individually, and opened the floor for discussion.</i> <i>Cllr Rotchell stated he is open to full public consultation and wanted to have all of the information ready.</i> <i>Cllr Thomson added he is in support of the public consultation, and added that the lease is still not available, and that council need to see that before making any decisions.</i> <i>Cllr Bond clarified that council need all the information if they were to move, and all the information if they weren't to move, and highlighted that the consultation wont be</i>				26/392		

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<i>immediately. Cllr smeeth added they need to see plans as if what it would look like if council stayed in that building. Cllr Robins agreed those points need addressing and added that council need to decide what do they do after the public consultation, once they have the information, and questioned would there be another meeting to make the decision. Cllr Bond Proposed a full public consultation, once that has happened and results from the full public consultation the council will revote on whether to relocate the library and council offices. Cllr Rotchell added that a working group or committee would agree what the full public consultation looks like.</i> <i>Cllr Rotchell proposed to collect all of the information required in view of going to a full public consultation after which a decision will be made.</i> <i>Cllr Scawn re- entered the room after the vote.</i>					
Proposed	Cllr Bond	Seconded	Cllr Rotchell	Unan	26/393

11. A. Accounts	To Note Balances as of: 09/06/2026	26/394
Current Account	£128,619.72	26/395
Tracker Account	£238,713.83	26/396
CCLA Property Fund	£50,000.00	26/397
CCLA Deposit Account	£80,000.00	26/398

B. Payments		To resolve to authorise the payments of Accounts Outstanding for June/July:		26/399
				26/400
Staff	June/July wages	BACS	£10645.33	
HMRC	Jun/July NI/TAX	BACS	£3098.66	
Pension	Jun/July Pensions	BACS	£3269.73	
OCM Staff	Community Outreach Work & Skate Coach	BACS	£1,245.96	
Barclays	Bank Charges	DD	£8.50	
Cornwall Council	Enfield Park Store	DD	£51.00	
Cornwall Council	Churchfield Car Park	DD	£550.00	
Cornwall Council	Cleaze Road Car Park	DD	£283.00	
Cornwall Council	Town Hall/Library	DD	£243.00	
Camelford Town Trust	Town Hall/Library rent	DD	£592.03	
Camelford Town Trust	Town Hall rent back payment	BACS	£51.72	
British Gas	Electricity- Town Hall	DD	£122.01	
British Gas	Electricity- OCM	DD	£64.94	
EDF	Electricity- Public Conveniences	DD	£193.06	
EDF	Electricity- Cleaze Rd	DD	£76.66	
Seadog IT	Website Hosting	DD	£42.00	
Voipfone	Office Telephone – Top-up	DD	£0.00	
Voipfone	Office Telephone – Line renewal	DD	£13.20	
Everflow	Market Place	DD	£415.02	
Everflow	Market Place (account in credit)	DD	£-456.25	
BT	Internet	DD	£47.89	
EE	Maintenance Phone	DD	£24.66	
Peninsula	HR & Health and Safety	DD	£376.72	
Peninsula	Bright payroll services	DD	£25.20	
Mailchimp	CTC Website Emailing	DD	£11.89	
Allstar	Fuel for van	BACS	£104.67	
Jason Ryan	Window Cleaning	BACS	£25.00	

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Camelford & District Agr.	Camelford Show Stand & Passes	BACS	£150.00	
Boscattle CIC	Minibus Hire	Debit	£50.00	
CALC	Conference tickets	BACS	£90.00	
ICO	Data protection fee	DD	£47.00	
South West Water	Allotment water bill	DD	£241.51	
Keith Clemes line marking service	Churchfield Car park relining.	BACS	£3901.20	
Cornwall council	Emptying the litter bins	BACS	£3,228.96	
Aqua Rod	Clear the block drain at OCM (first visit)	BACS	£480.00	
Kernow Fire consultancy	Provision of fire risk assessment	BACS	£130.00	
Camelot garage	Milk	Debit	£2.40	
Find park pay	Software fee	BACS	£75.06	
S P Bawden	Bandstand Music	BACS	£260.00	
Kernow Training	Staff Training – Ride on mowers	BACS	£225.00	
JRB Enterprises	Dog waste bags	BACS	£77.22	
Londis Camelford	Office Supplies	Debit	£4.79	
Cornwall Council	SLA Patrols	BACS	£188.78	
Amazon	Craft Explorer Kit x 2 – Reading Challenge	Debit	£27.40	
Amazon	4ft Bamboo Canes x 20 – Lantern Workshop	Debit	£12.98	
Amazon	Luggage Tags x 50 – Lantern Workshop	Debit	£3.49	
Amazon	2g Sugar Sachets x 1000	Debit	£8.49	
Amazon	Drawing Paper & Markers – Reading Challenge	Debit	£15.97	
Pickle Design	Website Hosting	BACS	£108.00	
Aquarod	Clear the block drain at OCM (second visit)	BACS	£480.00	
PathandPatio-co-uk	Telescopic Hooked Patio Weeder x 2	Debit	£20.97	
R.Sleep Ltd.	Maintenance supplies	BACS	£241.34	
Andy Shaw	Councillor Mileage	BACS	£55.53	
Bodmin Nursery	Bedding plants and compost	BACS	£41.99	
YESSS electrical	Electrical supplies	BACS	£968.70	
Torch fire protection	Maintenance of fire extinguishers x9	BACS	£108.16	
Duchy defibrillators	Annual monitoring fee	BACS	£246.00	
Piran services	Enfield park zip line replacement	BACS	£1,122.90	
Amazon	Door handle for Town Hall	Debit	£16.28	
Western supply	Maintenance supplies	BACS	£49.90	
S Solomon	Bandstand music	BACS	£300.00	
Highfield Motors	CTC Van Maintenance	BACS	£177.03	
Cornish Cobbler	Allotments Padlock & Key Cutting	Debit	£38.45	
Totals:			£34,135.69	
Proposed	Cllr Thomson	Seconded	Cllr Robins	Unan
				26/401

C. To note income				26/402
Post Office	Various (donations, car parks, allotments, etc.)	CC	£1,380.00	26/403
Post Office	Allotments	Cheque	£60.00	
Post Office	National Grid Wayleave	Cheque	£29.95	
Post Office	Various (permits, car parking tickets & library)	CC	£360.00	
Post Office	Parking Permits	BACS	£100.00	
Totals:			£1,869.95	26/404

12. Public Bodies (Admission to Meetings) Act 1960.	26/405
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. [REDACTED] [REDACTED] [REDACTED] [REDACTED]	26/406

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Date: 25-8-6

B. [REDACTED]					
Proposed	Cllr Rotchell	Seconded	Cllr Thomson	Unan	26/407

Items for next meeting	Policy's for adopting, Cllr Scawn's Tree Planting suggestion.	
Meetings Closed:	8.47	

Find out if we are still in the phosphate concern zone.

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Date:

25-8-26