



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
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Camelford  
Cornwall

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## Ordinary Council Meeting – 19<sup>th</sup> October 2021

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

### 1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 6 other Councillors present: Cllrs Bond, Burgis, Elford, Hewlett, Coombes, Shaw. 21/471

### 2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson & Grigg Business  
It was **resolved** to accept the apologies

**Proposed: Cllr Bond**                      **Seconded: Cllr Coombes**                      **unan**                      **21/472**  
Cllr Scawn – none received

### 3. To receive Declarations of Interest & Approve Dispensations

Clerk has approved Cllr Shaw's request for dispensation – 10g (Cleese Car Park) discussions only. 21/473

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

Cllr Jordan spoke regarding staff changes at CC – 10% reduction in numbers. Tregoodwell; Developers to install ramp for a resident? Mayor to contact developer. Armistice - no parade, it will be similar to last year's event at Lanteglos. Highways monies for community network – Camelford Area £22932 – he will be contacting the cabinet member involved in allocating £11k per member; not fair considering the number of roads here. Christmas boxes – will contribute. 21/474

### 5. To receive and approve the Minutes of:

It was resolved to approve the Extra Ordinary Meeting 15<sup>th</sup> October 2021

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **6-0 (1 abs)**                      **21/475**

Cllr Shaw noted that complaints have been brought to his attention that comments he made in last months' meeting upset some people. That was not his intention and he sincerely apologised. 21/476

### 6. To receive Clerk's report

Matters arising from the Minutes. North Cornwall District Youth Club has funds to cover hall hire. Cleese Road resurfacing moved to the end November. NDP referendum will probably happen in January. Cleese Road trees report is being. EV charger installed 2<sup>nd</sup> week of November. OCM phase 2. Internal Audit interim report for next agenda.

Cllr Rotchell noted the CIL monies will be received at 15%, and if NDP was in place would have received 25%. Clerk noted that CC have also noted that the referendum delay wasn't CTC fault and will pay out further 10% once NDP is approved. Cllr Bond noted potential disruption for the winter festival if the car park is being resurfaced at the end of November. 21/477

Chair's Signature.....

1

Dated.....

## 7. Planning

**PA21/05144. Land SSW of Mutley, Trevia. L Martin and M Innes.** Change of use from mixed use (Agricultural Store/ residential amenity) to mixed use (Agricultural Store/residential amenity/artist's studio/architects office) together with alterations to the building. Cllr Shaw noted it would save them driving to Wadebridge – to enable them to work from home. Pitched roof instead of a crinkly tin. Looks quite good.

It was **resolved** to Support

**Proposed: Cllr Shaw                      Seconded: Cllr Burgis                      unan                      21/478**

**PA21/09307. Land S Of Beech House, Higher Cross Lane. Mr Taylor R & D Developments.** Reserved Matters Application for appearance, landscaping, layout and scale following outline approval PA15/08928 for residential development of nine detached dwellings with access off Higher Cross Lane (Access dealt with under a previous RM application PA19/03460) with variation of condition 1 of decision PA19/07151 dated 23/10/2019. Access onto Higher Cross Lane still an issue. Not very much changed. No CIL on it. Clerk to check on whether CIL or s106. Cllr Burgis noted that CC has declared a climate emergency - no solar panels or anything like that in the design – should be self-sustaining and well insulated. Cllr Rotchell noted that the NPPF needs to change in order to enforce that...

It was **resolved** to reply with No objection.

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/479**

'Starlings Close' New Road/Address for Higher Cross Lane development PA19/07151 was discussed. Inappropriate; new development names help with finding the location. What do starlings have to do with the location? Higher Cross Close would be better. Cllr Lessels did a lot of work with these in the past; to help with historical and geographical context as well as Cornish names. Cllr Bond noted it was one of the main roost flight paths for starlings.

It was **resolved** to Object, suggest Higher Cross Close

**Proposed: Cllr Shaw                      Seconded: Cllr Rotchell                      unan                      21/480**

### For Information

PA21/08510. 27 Bowood Park. Mr Fox. 1<sup>st</sup> floor deck. **Approved.** 21/481

## 8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted 8<sup>th</sup> Strategic Meeting, 15<sup>th</sup> EO, 16<sup>th</sup> meet the mayor on Radio Cornwall – answer 5 questions – guess where Mayor is from. Spoken to young farmers/commoners for the Jubilee bonfire. Remembrance Day – CTC short service by the bandstand, Remembrance Sunday service at Lanteglos, but no parade. Restricted numbers in the Church to 100. Christmas eve service at Lantegios 8pm. Carol service at Camelford Hall – to book the Hall. Vicar will ask the choir master to play the organ on 19<sup>th</sup> Dec - confirm the time. Reply from Scott Mann – regarding the bypass. This Friday - last music event; 7pm at the bandstand. Next Monday 25<sup>th</sup> 7pm meeting with Town Trust. All to attend please 21/482

b. Cllr Bond – CAN report on 28<sup>th</sup> September; very well attended. Police gave update on crime and talked about operation snap – send your dash cam footage to the Police. Very useful in getting convictions. Nigel Blacker – 20s plenty campaign– all parishes getting behind the project. Bypass news; very quiet at the moment – pushing as hard as he can. Updates from the other Parishes were received. Some starting on their NDP. 21/483

## 9. Correspondence

a. Cornwall Council – notification of stakeholder events regarding planning within the River Camel SAC catchment. **Noted** 21/484

Clerk to check if planning apps with existing approval can start.

b. Cornwall Council – postponing the NDP referendum. **Noted** 21/485

c. Cornwall ALC Ltd – postponement of AGM. **Noted** 21/486

## 10. Agenda Items

a. It was **resolved** to **approve** response to correspondence from Bude and Bodmin Town Councils regarding planning policy.

**Proposed: Cllr Coombes                      Seconded: Cllr Burgis                      unan                      21/487**

b. Enfield Park Project.

i. The completion advice from Bridge – final figure £81,788.00 was **noted.** 21/488

- ii. Whether to hold reserve from the PWLB for paths (Balance available £12,157) minus £800 survey) was discussed. £6k for drainage, £6k for pond path to be held in EMR until all quotes received. 21/489
- iii. It was **resolved** to drawdown £94,745 loan from PWLB and reserve balance for drainage/paths  
**Proposed: Cllr Coombes**      **Seconded: Cllr Elford**      **6-0 (1 abs)**      **21/490**
- c. The resignation of Cllr Rob Chandler was **noted**. 21/491  
Clerk noted procedure for filling the vacancy.
- d. It was **resolved** to authorise 2 x DBS checks for volunteers for youth club £108.  
**Proposed: Cllr Bond**      **Seconded: Cllr Elford**      **unan**      **21/492**  
To come from events budget.
- e. It was **resolved** that plastic cups will be paid from general reserves.  
**Proposed: Cllr Shaw**      **Seconded: Cllr Coombes**      **unan**      **21/493**
- f. It was **resolved** that the Council delegates the power to grant dispensations to the Proper Officer (Clerk). The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).  
**Proposed: Cllr Burgis**      **Seconded: Cllr Coombes**      **unan**      **21/494**
- g. It was **resolved** to publish Clease CP residents survey. Friday the 12<sup>th</sup> deadline for responses.  
**Proposed: Cllr Burgis**      **Seconded: Cllr Coombes**      **unan**      **21/495**  
Clerk noted decision regarding colours of CP bays needs to be resolved at CTC meeting 16<sup>th</sup> November. Strategic consultation for more car parking.

## 11. Accounts

a.	Balances at 13 <sup>th</sup> October 2021 were <b>noted</b>		
	Current Account	£250,137.63	
	Tracker Account	£51,425.52	
	NS&I	£42,483.49	
	CCLA	£80,000.00	21/496
d.	It was <b>resolved</b> to authorise the payments of Accounts Outstanding		
Staff	October Wages & expenses	BACS	£7,377.67
HMRC	October Tax & NI	BACS	£1,978.67
Cornwall Pensions	October Pension contributions	BACS	£2,270.08
Plusnet	Broadband/Telephone	DD	£54.67
Quattro	Initial feasibility review	BACS	£3,300.00
Sea Dog IT	Webhosting	DD	£25.00
CloudyIT	IT licences and back up	DD	£223.14
Western Supply	Maintenance Supplies	BACS	£44.39
Camelot Garage	Fuel for maintenance	BACS	£26.57
Biffa	Litter pickers and hoops	BACS	£121.80
Jag Signs	Feast signage for grant conditions	BACS	£70.56
Positive Electricity	Town Hall Electricity	DD	£155.53
Positive Electricity	Town Hall Electricity	DD	£117.97
Pickle Design	Website – google search	DD	£60.00
Pennon	Water	DD	£6.50
Pennon	Water	DD	£49.50
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Office – Business Rates	DD	£319.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Barclays	Account charges	BACS	£16.84
Voiphone	Call group	DD	£9.60
SWW	Water	DD	£111.19
R Sleep	Maintenance Supplies	BACS	£69.66
SSE Enterprise	Street lighting maintenance Apr-Jun	BACS	£129.60
<b>Proposed: Cllr Elford</b>	<b>Seconded: Cllr Bond</b>	<b>TOTAL</b>	<b>£17,032.94</b>
		<b>unan</b>	<b>21/497</b>

Income was **noted**

Car parking permits/tickets	residents and businesses	cash	£380.00
Car parking permits	Library takings Q2	AC	£75.00
Cornwall Council	Reopening High Streets - Sanitiser	AC	£720.00
Posternywall	Refund	AC	£56.96
Western Power Distribution	Refund OCM	AC	£1,861.88
		<b>TOTAL</b>	<b>£3,093.84</b>
			21/498

**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

**Proposed: Cllr Bond**                      **Seconded: Cllr Shaw**                      **unan**                      **21/499**  
a. The Staffing Working Group Minutes were **noted**.                      21/500

**13. To note items for 4<sup>th</sup> November 2021 Agenda.**

**The Mayor closed the meeting at 7.50pm**

**Esther Greig**

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**From:** Tina McGrath <Tina.McGrath@cornwall.gov.uk>  
**Sent:** 19 October 2021 14:09  
**Subject:** FW: Cornwall Transport Plan - consultation live

Information Classification: CONTROLLED

Hi all, please can you circulate this amongst your networks:

We have refreshed Cornwall's Transport Plan and want to know what people think about it. We welcome responses from Town and Parish councils and would also appreciate you spreading the word about this consultation.

Since the Plan was first published in 2011 some big changes have happened to our society. Most notably, the Covid-19 pandemic and a recognition that we face a Climate Change crisis. These and other factors will affect how people travel and goods are moved. We have updated the Transport Plan taking into account these changes, so that transport is well planned for the next decade.

We want to know whether the plan is ambitious enough to deliver our vision of:

*Transport in Cornwall will strive to be excellent and carbon neutral. Our transport system will connect people, communities, businesses and services in a way that enhances quality of life, is reliable, efficient, safe, healthy and inclusive. People will choose to travel in ways that will have a low impact upon the environment and other people.*

To see the draft plan and give us your views please visit [Let's Talk Transport | Let's Talk Cornwall](#)

The survey will be open until 24 December 2021.

Thanks

Regards

Tina

**Please note my working days are Tuesday/Wednesday/Thursday**

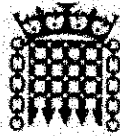
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SCOTT MANN MP

North Cornwall



HOUSE OF COMMONS

LONDON SW1A 0AA

Amanda Musgrave  
Deputy Clerk  
Camelford Town Council  
6 Market Place  
Camelford  
Cornwall  
PL32 9PB

**Our Ref:** ZA44830

25 October 2021

Dear Amanda,

Thank you for taking the time to update me with Camelford Town Council's views on the upcoming planning reforms, and its thoughts on housing policy.

As the Town Council has resolved to support some of the same requests made by Bude-Stratton Town Council, I hope you will understand why my response looks broadly similar to the one I sent them.

I know that housing is one of the biggest issues facing local people right now. It's an issue I understand from personal experience, and one I encounter regularly as your Member of Parliament.

I also know just how much more difficult the situation over the last 12 months has got worse. As I have made clear in recent statements, I don't think any one group of people or policies is to blame, and it is an extremely complex issue that needs to be approached creatively and from a number of angles.

Ultimately, it is a supply and demand issue. Cornwall and the UK as a whole has not built enough homes over the last forty years, meaning housebuilding has not kept up with population growth and lifestyle changes. Demand from local people trying to get on the housing ladder combines with demand for holiday lets and second homes to make situation even more difficult. When the demand for housing is higher than the supply of homes, prices go up.

That is why I think the best way to solve this crisis in the long-term is to tackle both the supply and the demand side of the issue. We can help increase supply by building more dwellings, and should explore means to reduce demand, including by making changes at a local level that reflect local challenges.

However, when building, we have to ensure that development benefits local people. I know residents are less likely to oppose developments that are in keeping with the local area and that are likely to benefit the community.

With all this in mind, part of the solution must be to reform planning to increase the supply of homes, but we also need to consider other ideas. We could allow local

authorities to put main residency conditions into planning permissions, try and create more incentives for landlords to rent homes to locals rather than to tourists, and much else besides. We must also change how we collect information on holiday lets and second homes. I believe the upcoming planning reforms are one of our best opportunities to enact some of these changes and I will be urging my colleagues in Westminster to back them.

We often talk about home ownership, but it is also vital that we support those in rented accommodation that is being turned into holiday lets or AirBnBs. One disturbing trend over the past year has been the number of people evicted from rented accommodation by landlords changing to holiday lets.

I have been making representations to Ministers to explore the possibility of making changes that incentivise renting to locals rather than renting property out as holiday lets.

Thinking long-term, we also need to continue growing and diversifying our local economy to try and ensure local wages match those elsewhere in the country. This will make it more difficult for people living and earning outside Cornwall to outspend local people here.

I have raised these issues and more in the Chamber of the House of Commons on several occasions in the past, and continue to do so in private with Ministers on a regular basis.

I have also invited the Housing Secretary for a meeting to discuss this with me, the other Cornish MPs, and Cornwall Council Leader Linda Taylor. This was in the diary in September, but was unfortunately postponed when the then-Housing Secretary, Robert Jenrick MP, was replaced in the September reshuffle a day or two before the meeting was due to take place. We are working on setting up a new meeting with the new Secretary of State, Michael Gove MP.

The Government has also introduced a number of schemes to try and help people onto the property ladder, the details of which can be found on <https://www.ownyourhome.gov.uk/> and on my previous social media posts on this topic.

Turning to the points you mention specifically in your letter:

The only way to make home ownership genuinely affordable in the long term is to make sure the number of homes on offer matches demand, and to increase economic prosperity in our area. However, we also need to take steps to help people in the immediate future. I would be very happy to pass on the Council's points on affordability and earnings to the newly-renamed Department of Levelling Up, Housing, and Communities.

I welcome the fact that Camelford Town Council has not opposed development in this letter, and completely and unequivocally agree that new homes should be prioritised for local occupancy wherever possible. I have already been making this case to the Government on a regular basis and will continue doing so.

Second homes are allowed a council tax discount, but local authorities have the discretion to choose whether or not to do so. Cornwall Council charges the full amount of council tax on second homes, which I wholeheartedly support. My understanding of the situation is that since its creation, Cornwall Council has not collected accurate information on which homes in the County are second homes and which are holiday lets. Earlier in this letter I alluded to encouraging and helping local authorities to collect better information on second homes and holiday lets – this is

one reason why.

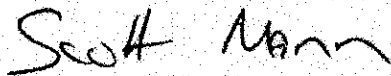
Following representations I made in person to the Chancellor, the Government has also closed the unfair loophole on second homes and holiday lets that enabled people to apply for business rates instead of council tax. Unfortunately, these changes had not been made before the Coronavirus crisis hit.

The new Cornwall Council administration has also made requests to the Government for more powers over second homes as part of their attempt to get a new devolution package. I will support them in this effort however I can.

Finally, I also absolutely share Camelford Town Council's view that housing stock must be delivered to high living standards.

I look forward to working with Camelford Town Council to address this vitally important issue going forward, and would be happy to meet with its representatives at any time to discuss the matter.

Yours sincerely,

A handwritten signature in black ink that reads "Scott Mann". The signature is written in a cursive, slightly slanted style.

**Scott Mann MP**  
**Member of Parliament for North Cornwall**  
**Government Whip for Justice, Levelling Up, Housing and Communities**





**PWLB INTEREST RATE NOTICE NUMBER 414/21**  
**FIXED RATES FOR TRANSACTIONS AGREED ON 26 OCT 2021 AM**

For a given loan type and term, non-standard rates (e.g. concessionary rates) are calculated by subtracting or adding the appropriate margin from the PWLB standard new loan rate. Non-standard rates apply to new loans not the premature repayment of loans.

Period (years)	Standard New Loan Rates						Premature Repayment Rates					
	EIP		Annuity		Maturity		EIP		Annuity		Maturity	
	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change
1 year	-	-	-	-	1.44	(-0.01)	-	-	-	-	0.32	(-0.01)
Over 1 not over 1½	-	-	-	-	1.51	(-0.01)	0.32	(-0.01)	0.32	(-0.01)	0.32	(-0.01)
Over 1½ not over 2	1.47	(-0.02)	1.48	(-0.01)	1.57	(-0.01)	0.32	(-0.01)	0.32	(-0.01)	0.39	(-0.01)
Over 2 not over 2½	1.51	(-0.01)	1.51	(-0.01)	1.62	(-0.01)	0.35	(-0.02)	0.36	(-0.01)	0.45	(-0.01)
Over 2½ not over 3	1.54	(-0.01)	1.54	(-0.01)	1.66	(-0.01)	0.39	(-0.01)	0.39	(-0.01)	0.50	(-0.01)
Over 3 not over 3½	1.57	(-0.01)	1.57	(-0.01)	1.70	(-0.01)	0.42	(-0.01)	0.42	(-0.01)	0.54	(-0.01)
Over 3½ not over 4	1.59	(-0.01)	1.59	(-0.02)	1.73	(-0.02)	0.46	(-0.01)	0.46	(-0.01)	0.58	(-0.01)
Over 4 not over 4½	1.62	(-0.01)	1.62	(-0.01)	1.77	(-0.01)	0.47	(-0.01)	0.47	(-0.02)	0.61	(-0.02)
Over 4½ not over 5	1.64	(-0.01)	1.64	(-0.01)	1.80	(-0.02)	0.50	(-0.01)	0.50	(-0.01)	0.66	(-0.01)
Over 5 not over 5½	1.66	(-0.01)	1.66	(-0.01)	1.84	(-0.01)	0.52	(-0.01)	0.52	(-0.01)	0.68	(-0.02)
Over 5½ not over 6	1.68	(-0.01)	1.68	(-0.01)	1.87	(-0.02)	0.54	(-0.01)	0.54	(-0.01)	0.72	(-0.01)
Over 6 not over 6½	1.70	(-0.01)	1.70	(-0.01)	1.91	(-0.01)	0.56	(-0.01)	0.56	(-0.01)	0.75	(-0.02)
Over 6½ not over 7	1.71	(-0.02)	1.72	(-0.01)	1.94	(-0.02)	0.58	(-0.01)	0.58	(-0.01)	0.79	(-0.01)
Over 7 not over 7½	1.73	(-0.02)	1.73	(-0.02)	1.98	(-0.01)	0.59	(-0.02)	0.60	(-0.01)	0.82	(-0.02)
Over 7½ not over 8	1.75	(-0.01)	1.75	(-0.02)	2.01	(-0.02)	0.61	(-0.02)	0.61	(-0.02)	0.86	(-0.01)
Over 8 not over 8½	1.77	(-0.01)	1.77	(-0.02)	2.04	(-0.02)	0.63	(-0.01)	0.63	(-0.02)	0.89	(-0.02)
Over 8½ not over 9	1.78	(-0.02)	1.79	(-0.01)	2.08	(-0.01)	0.65	(-0.01)	0.65	(-0.02)	0.92	(-0.02)
Over 9 not over 9½	1.80	(-0.02)	1.81	(-0.01)	2.11	(-0.02)	0.66	(-0.02)	0.67	(-0.01)	0.96	(-0.01)
Over 9½ not over 10	1.82	(-0.02)	1.82	(-0.02)	2.14	(-0.01)	0.68	(-0.02)	0.69	(-0.01)	0.99	(-0.02)
Over 10 not over 10½	1.84	(-0.01)	1.84	(-0.02)	2.17	(-0.01)	0.70	(-0.02)	0.70	(-0.02)	1.02	(-0.01)
Over 10½ not over 11	1.85	(-0.02)	1.86	(-0.02)	2.19	(-0.02)	0.72	(-0.01)	0.72	(-0.02)	1.05	(-0.01)
Over 11 not over 11½	1.87	(-0.02)	1.88	(-0.02)	2.22	(-0.01)	0.73	(-0.02)	0.74	(-0.02)	1.07	(-0.02)
Over 11½ not over 12	1.89	(-0.02)	1.90	(-0.01)	2.24	(-0.01)	0.75	(-0.02)	0.76	(-0.02)	1.10	(-0.01)
Over 12 not over 12½	1.91	(-0.01)	1.91	(-0.02)	2.26	(-0.01)	0.77	(-0.02)	0.78	(-0.01)	1.12	(-0.01)
Over 12½ not over 13	1.92	(-0.02)	1.93	(-0.02)	2.28	(-0.01)	0.79	(-0.01)	0.79	(-0.02)	1.14	(-0.01)
Over 13 not over 13½	1.94	(-0.02)	1.95	(-0.02)	2.30	(-0.01)	0.80	(-0.02)	0.81	(-0.02)	1.16	(-0.01)
Over 13½ not over 14	1.96	(-0.02)	1.97	(-0.02)	2.31	(-0.01)	0.82	(-0.02)	0.83	(-0.02)	1.18	(-0.01)
Over 14 not over 14½	1.98	(-0.01)	1.99	(-0.02)	2.33	(-0.01)	0.84	(-0.02)	0.85	(-0.02)	1.19	(-0.01)
Over 14½ not over 15	1.99	(-0.02)	2.01	(-0.01)	2.34	(-0.01)	0.86	(-0.01)	0.87	(-0.02)	1.21	(-0.01)
Over 15 not over 15½	2.01	(-0.02)	2.02	(-0.02)	2.35	(-0.01)	0.87	(-0.02)	0.89	(-0.01)	1.22	(-0.01)
Over 15½ not over 16	2.03	(-0.02)	2.04	(-0.02)	2.36	(-0.01)	0.89	(-0.02)	0.90	(-0.02)	1.23	(-0.01)
Over 16 not over 16½	2.04	(-0.02)	2.06	(-0.02)	2.37	(-0.01)	0.91	(-0.02)	0.92	(-0.02)	1.24	(-0.01)
Over 16½ not over 17	2.06	(-0.02)	2.08	(-0.01)	2.38		0.92	(-0.02)	0.94	(-0.02)	1.25	(-0.01)
Over 17 not over 17½	2.08	(-0.01)	2.09	(-0.02)	2.38	(-0.01)	0.94	(-0.02)	0.96	(-0.01)	1.26	
Over 17½ not over 18	2.09	(-0.02)	2.11	(-0.02)	2.39	(-0.01)	0.96	(-0.01)	0.97	(-0.02)	1.26	(-0.01)

[continued]

Period (years)	Standard New Loan Rates							Premature Repayment Rates					
	EIP		Annuity		Maturity		EIP		Annuity		Maturity		
	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change	Rate	Change	
Over 18 not over 18½	2.11	(-0.02)	2.13	(-0.01)	2.39	(-0.01)	0.97	(-0.02)	0.99	(-0.02)	1.27	(-0.01)	
Over 18½ not over 19	2.12	(-0.02)	2.14	(-0.02)	2.40	(-0.01)	0.99	(-0.02)	1.01	(-0.01)	1.27	(-0.01)	
Over 19 not over 19½	2.14	(-0.01)	2.16	(-0.01)	2.40	(-0.01)	1.00	(-0.02)	1.02	(-0.02)	1.28	(-0.01)	
Over 19½ not over 20	2.15	(-0.02)	2.17	(-0.02)	2.40	(-0.01)	1.02	(-0.01)	1.04	(-0.01)	1.28	(-0.01)	
Over 20 not over 20½	2.17	(-0.01)	2.19	(-0.01)	2.40	(-0.01)	1.03	(-0.02)	1.05	(-0.02)	1.28	(-0.01)	
Over 20½ not over 21	2.18	(-0.01)	2.20	(-0.02)	2.41	(-0.01)	1.05	(-0.01)	1.07	(-0.01)	1.28	(-0.01)	
Over 21 not over 21½	2.19	(-0.02)	2.21	(-0.02)	2.41	(-0.01)	1.06	(-0.01)	1.08	(-0.02)	1.29	(-0.01)	
Over 21½ not over 22	2.20	(-0.02)	2.23	(-0.01)	2.41	(-0.01)	1.07	(-0.02)	1.09	(-0.02)	1.29	(-0.01)	
Over 22 not over 22½	2.22	(-0.01)	2.24	(-0.01)	2.41	(-0.01)	1.08	(-0.02)	1.11	(-0.01)	1.29	(-0.01)	
Over 22½ not over 23	2.23	(-0.01)	2.25	(-0.01)	2.41	(-0.01)	1.10	(-0.01)	1.12	(-0.01)	1.29	(-0.01)	
Over 23 not over 23½	2.24	(-0.01)	2.26	(-0.02)	2.41	(-0.01)	1.11	(-0.01)	1.13	(-0.01)	1.29	(-0.01)	
Over 23½ not over 24	2.25	(-0.01)	2.27	(-0.02)	2.41	(-0.01)	1.12	(-0.01)	1.14	(-0.02)	1.28	(-0.01)	
Over 24 not over 24½	2.26	(-0.01)	2.28	(-0.02)	2.40	(-0.01)	1.13	(-0.01)	1.15	(-0.02)	1.28	(-0.01)	
Over 24½ not over 25	2.27	(-0.01)	2.29	(-0.02)	2.40	(-0.01)	1.14	(-0.01)	1.16	(-0.02)	1.28	(-0.01)	
Over 25 not over 25½	2.28	(-0.01)	2.30	(-0.01)	2.40	(-0.01)	1.15	(-0.01)	1.17	(-0.02)	1.28	(-0.01)	
Over 25½ not over 26	2.29	(-0.01)	2.31	(-0.01)	2.40	(-0.01)	1.16	(-0.01)	1.18	(-0.01)	1.27	(-0.02)	
Over 26 not over 26½	2.30	(-0.01)	2.32	(-0.01)	2.39	(-0.02)	1.17	(-0.01)	1.19	(-0.01)	1.27	(-0.01)	
Over 26½ not over 27	2.30	(-0.02)	2.33	(-0.01)	2.39	(-0.01)	1.18	(-0.01)	1.20	(-0.01)	1.27	(-0.01)	
Over 27 not over 27½	2.31	(-0.01)	2.33	(-0.01)	2.39	(-0.01)	1.18	(-0.02)	1.21	(-0.01)	1.26	(-0.01)	
Over 27½ not over 28	2.32	(-0.01)	2.34	(-0.01)	2.38	(-0.01)	1.19	(-0.01)	1.21	(-0.01)	1.26	(-0.01)	
Over 28 not over 28½	2.33	(-0.01)	2.35	(-0.01)	2.38	(-0.01)	1.20	(-0.01)	1.22	(-0.01)	1.25	(-0.01)	
Over 28½ not over 29	2.33	(-0.01)	2.35	(-0.01)	2.37	(-0.01)	1.21	(-0.01)	1.23	(-0.01)	1.25	(-0.01)	
Over 29 not over 29½	2.34	(-0.01)	2.36	(-0.01)	2.37	(-0.01)	1.21	(-0.01)	1.23	(-0.01)	1.24	(-0.01)	
Over 29½ not over 30	2.34	(-0.01)	2.36	(-0.01)	2.36	(-0.01)	1.22	(-0.01)	1.24	(-0.01)	1.24	(-0.01)	
Over 30 not over 30½	2.35	(-0.01)	2.37	(-0.01)	2.36	(-0.01)	1.22	(-0.01)	1.24	(-0.01)	1.23	(-0.01)	
Over 30½ not over 31	2.35	(-0.01)	2.37	(-0.01)	2.35	(-0.01)	1.23	(-0.01)	1.25	(-0.01)	1.23	(-0.01)	
Over 31 not over 31½	2.36	(-0.01)	2.38	(-0.01)	2.35	(-0.01)	1.23	(-0.01)	1.25	(-0.01)	1.22	(-0.01)	
Over 31½ not over 32	2.36	(-0.01)	2.38	(-0.01)	2.34	(-0.01)	1.24	(-0.01)	1.26	(-0.01)	1.21	(-0.01)	
Over 32 not over 32½	2.37	(-0.01)	2.38	(-0.01)	2.33	(-0.01)	1.24	(-0.01)	1.26	(-0.01)	1.21	(-0.01)	
Over 32½ not over 33	2.37	(-0.01)	2.39	(-0.01)	2.33	(-0.01)	1.25	(-0.01)	1.26	(-0.01)	1.20	(-0.01)	
Over 33 not over 33½	2.38		2.39	(-0.01)	2.32	(-0.01)	1.25	(-0.01)	1.27	(-0.01)	1.19	(-0.01)	
Over 33½ not over 34	2.38	(-0.01)	2.39	(-0.01)	2.31	(-0.01)	1.26		1.27	(-0.01)	1.19	(-0.01)	
Over 34 not over 34½	2.38	(-0.01)	2.40		2.31	(-0.01)	1.26	(-0.01)	1.27	(-0.01)	1.18	(-0.01)	
Over 34½ not over 35	2.38	(-0.01)	2.40	(-0.01)	2.30	(-0.01)	1.26	(-0.01)	1.28		1.17	(-0.01)	
Over 35 not over 35½	2.39	(-0.01)	2.40	(-0.01)	2.29	(-0.01)	1.26	(-0.01)	1.28	(-0.01)	1.16	(-0.02)	
Over 35½ not over 36	2.39	(-0.01)	2.40	(-0.01)	2.28	(-0.02)	1.27	(-0.01)	1.28	(-0.01)	1.16	(-0.01)	
Over 36 not over 36½	2.39	(-0.01)	2.40	(-0.01)	2.28	(-0.01)	1.27	(-0.01)	1.28	(-0.01)	1.15	(-0.01)	
Over 36½ not over 37	2.39	(-0.01)	2.40	(-0.01)	2.27	(-0.01)	1.27	(-0.01)	1.28	(-0.01)	1.14	(-0.01)	
Over 37 not over 37½	2.40	(-0.01)	2.41		2.26	(-0.01)	1.27	(-0.01)	1.28	(-0.01)	1.14	(-0.01)	
Over 37½ not over 38	2.40	(-0.01)	2.41	(-0.01)	2.26	(-0.01)	1.28	(-0.01)	1.29		1.13	(-0.01)	
Over 38 not over 38½	2.40	(-0.01)	2.41	(-0.01)	2.25	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.12	(-0.01)	
Over 38½ not over 39	2.40	(-0.01)	2.41	(-0.01)	2.24	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.12	(-0.01)	
Over 39 not over 39½	2.40	(-0.01)	2.41	(-0.01)	2.24	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.11	(-0.01)	
Over 39½ not over 40	2.40	(-0.01)	2.41	(-0.01)	2.23	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.10	(-0.01)	
Over 40 not over 40½	2.40	(-0.01)	2.41	(-0.01)	2.22	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.10	(-0.01)	
Over 40½ not over 41	2.41		2.41	(-0.01)	2.22	(-0.01)	1.28	(-0.01)	1.29	(-0.01)	1.09	(-0.01)	

[continued]



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall  
Market Place  
Camelford  
PL32 9PJ

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[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Minutes of the Finance Working group meeting – Friday 22<sup>nd</sup> October 2021

1. To note members present and apologies  
Cllrs Shaw, Coombes, Rotchell. Esther Greig – Clerk.  
Apologies Cllrs Grigg, Burgis
2. Clerk's report Q2 budget to expenditure was **received**  
As per Q1. 2 cost codes will be over budget; Audit - due to end of year RBS payment for last year, and IT support (already have earmarked reserve in place to cover shortfall).  
Training budget will be spent during Q3 chapter 8 is £550. Mileage budget hardly touched. Park maintenance items will occur q3/4. NDP EMR to be decided on at end Q3; once referendum has occurred – CC are paying for that. Town maintenance will be tight due to 2 x orders of play bark within this financial year – 1 from last year. Bracken cutting costs will cause cemetery maintenance to over spend. PWLB riverbank and Cemetery business rates will have £4500 & £2600 underspend respectively.  
To add in the budget and expenditure for OCM phase 2, TCRF, WBF, EV chargers. Move 'visitcamelford' website into marketing. Clerk to contact grant recipients to see if this years' grants are needed.
3. To note CIL payments £1,815.73 (to be paid this month) and £1120.49 (to be paid on completion of NDP) respectively. Will need a separate budget line.
4. First draft 2022-23 budget format was reviewed. Cllr Shaw would like to see staff costs allocated to each budget cost code to see true cost. Clerk noted that all salaries are together for GDPR; can break it down if necessary – a lot of work. Cllr Rotchell noted that the maintenance tasks list specified hours already.
5. Q2 internal control – Steve Bond. Auditor dropped back the paperwork yesterday
6. OCM phase 2 budget. E&P WG agenda
7. Date and items for next meeting  
22<sup>nd</sup> November budget meeting 7pm. Teams.

**Camelford Town Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2021 to 30/06/2021)**

Cost Centre	Income	Budget Receipts		Budget Payments		Balance
		Total for year	Act. Receipts	Total for year	EMIR	
101	Precept	262,831.00	262,831.00	0.00	0.00	
102	CTS Grant	10,830.00	10,830.19	0.00	0.00	
103	Grants and Donations		50,207.50	0.00	0.00	#DIV/0!
104	Income - Car Park	6,500.00	4,641.53	0.00	0.00	Cleas Road EV charger/TCRF grant. Add in budget expected to be less as not charging £100 for 2nd bill
105	Footpath Grant	719.00	0.00	0.00	0.00	0.00%
106	Allotment Rent	1,250.00	1,342.50	0.00	0.00	
107	Other Income	0.00	166.39	0.00	0.00	#DIV/0!
109	OCM Phase 2 Grants		0.00	0.00	0.00	0.00%
110	Interest - Bank	3,000.00	1,489.44	0.00	0.00	49.65% saputo/RC/SE. Add in budget. Note change in revenue where to put CIL?
<b>Cost Centre Accommodation</b>						
400	Office Rent	0.00	0.00	5,950.00	2,959.68	49.74%
401	Rates and Utilities £3193	0.00	0.00	6,850.00	4,323.78	63.12%
402	Building Operations	0.00	0.00	500.00	737.54	81.95%
403	Lift	0.00	0.00	3,000.00	1,326.00	44.20%
404	Building Modifications	0.00	0.00	0.00	1,073.00	#DIV/0!
<b>Cost Centre Administration</b>						
200	Salaries	0.00	0.00	15,300.00	5,000.00	45.95%
201	Staff Mileage	0.00	0.00	500.00	18.90	3.78%
202	Councillor Mileage	0.00	0.00	300.00	0.00	0.00%
203	Training	0.00	0.00	2,000.00	1,230.00	61.50%
204	Mayors Allowance	0.00	0.00	650.00	41.78	6.43%
205	Bank Charges	0.00	0.00	200.00	67.25	33.63%
206	Audit	0.00	0.00	1,650.00	1,485.00	
207	Insurance	0.00	0.00	2,600.00	2,472.62	
208	Office Supplies	0.00	0.00	2,000.00	1,505.62	75.28%
209	Telephone/Broadband	0.00	0.42	800.00	427.43	427.01
210	Legal Expenses	0.00	0.00	2,000.00	0.00	0.00%
211	IT and Support	0.00	0.00	3,250.00	3,412.08	
212	CTC Website	0.00	0.00	750.00	205.00	27.33%
213	COVID-19	0.00	0.00	0.00	0.00	#DIV/0!
214	Subscriptions	0.00	0.00	1,455.00	1,288.22	
215	Elections	0.00	0.00	0.00	0.00	
<b>Cost Centre Car Parks</b>		<b>Total for year</b>	<b>Act. Total for year</b>	<b>Act. Total for year</b>	<b>EMIR</b>	<b>Balance</b>

Will be £500 over RBS year end went into this year  
Paid already - but if OCM 2 completes will need to 1  
Scribe accounts payment £1020  
Mevo camera and IT changeover. Allocated EMR £  
DC SLCC membership to pay

500	Churchfield Car Park Maint	0.00	0.00	9750.00	5,000.00	1688.74	17.32%		
501	Cleese Car Park Maintenar	0.00	0.00	9500.00	5480.28	57.69%			
502	PWLB Loan Repayment - C	0.00	0.00	9725.00	4862.42	50.00%			
503	Car Park Rates £4441.10	0.00	0.00	4650.00	2665.10	57.31%			
<b>Cost Centre Community</b>									
700	Events	0.00	35.00	7250.00	3,500.00	1670.00	22.55%	Xmas stalls. EMR for Centenary events	
701	Christmas Lights	0.00	0.00	4000.00	152.08	160.00	3.80%		
702	Defibrillator	0.00	0.00	350.00	0.00	0.00	45.71%		
703	Fireworks	0.00	0.00	2200.00	0.00	0.00	0.00%		
704	Leisure Centre Grant	0.00	0.00	3000.00	0.00	0.00	0.00%		
705	GPC Grants	0.00	0.00	5900.00	5150.00	87.29%		Bells, CAB, Camelford Show, Church hire	
706	Marketing	0.00	350.00	1000.00	404.68	54.68	5.47%	Maps and postermywall/income is 5 x £10 and £301	
707	Visit Camelford Website	0.00	0.00	0.00	220.00	#DIV/0!		Do CTC want separate budget? Have split cost ou	
<b>Cost Centre Parks and Recreation</b>									
600	Park/River Maintenance	0.00	368.75	7250.00	956.64	587.89	13.20%	survey	
601	Skate Park	0.00	0.00	6500.00	8,200.00	0.00	0.00%		
602	Play Area	0.00	12.00	2850.00	341.00	329.00	11.96%		
603	Rates and Utilities Store £3	0.00	0.00	800.00	308.28	0.00	38.54%		
605	PWLB Loan Repayment - F	0.00	0.00	9000.00	0.00	0.00	0.00%		
<b>Cost Centre Town Maintenance</b>									
800	Public Toilets (all electric, w	0.00	1370.50	3500.00	885.91	-484.59	25.31%		
801	CCTV	0.00	0.00	500.00	231.50	0.00	46.30%	2 new cameras	
802	General Town Maintenance	0.00	523.66	5750.00	3974.89	3,451.23	69.13%	2 orders of playbark	
803	Refuse	0.00	41.63	2500.00	542.48	500.85	21.70%		
804	Vehicle Costs	0.00	0.00	2500.00	865.60	0.00	34.62%	Insurance and breakdown paid	
<b>Cost Centre Town Services (Allotments)</b>									
300	Allotment expenditure	0.00	0.00	500.00	1,897.00	247.83	49.57%	water and water butts.	
301	Cemetery Business Rates	0.00	209.52	3000.00	582.20	372.68	12.42%	with the refund have spent £373.	
302	Cemetery Maintenance	0.00	0.00	700.00	11,225.00	0.00	0.00%	Bracken payment to be considered £1500	
<b>Cost Centre VAT Refunds</b>									
805	VAT	0.00	0.00	0.00	0.00	0.00			
<b>GRAND TOTALS</b>							<b>£290,130.00</b>	<b>£334,420.03</b>	<b>#REF!</b>

## What can Parish Councils spend the money on?

CIL monies can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing demands that development places on an area. This gives communities freedom and power to spend the money on a wide range of things, in consultation with the community.

The wider definition means that the neighbourhood funding pot can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations). For example, the pot could be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area.

Where community priorities for infrastructure are the same as those of the local authority, for example if they are agreed a new school or road is needed, the community can agree that the local authority will keep all or part of the 15% funding element to ensure maximum funding is enabled.

## What is infrastructure?

'Infrastructure' is a broadly defined in the Town and Country Planning Act 2008.

There are typically 3 broad categories of infrastructure: -

- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls
- Green infrastructure: e.g. parks, woodlands, play areas, public open space

## How do Parish Councils identify projects?

To make clear what they expect CIL money to be spent on, many Parish councils write a list of the infrastructure projects which the community sees as priorities for delivering and would like to see provided with CIL funds. Listing priorities gives clarity and reduces uncertainty as to what the neighbourhood element of CIL will be spent on.

Parish Councils should work closely with charging authorities and neighbouring Parish Councils to agree infrastructure priorities. If the Parish Council agrees with the charging authority's infrastructure priorities, they can agree that the charging authority should retain the neighbourhood funding to spend on that infrastructure. This prevents money passing between bodies when it is not necessary because priorities are aligned and helps to ensure that all

available funding for infrastructure can be used to the greatest effect and to deliver sustainable development.

## **How long do Parish Councils have to spend the monies?**

Parish Councils should spend their local CIL monies within 5 years of receipt. Where money is not used to support development of the area within five years of receipt, or is used for other purposes, the regulations give charging authorities the power to recover those funds. This is to ensure that money is spent, and spent effectively, to benefit the local community.

## **Do Parish Councils need to monitor anything?**

Yes. Just like the charging authority, Parish Councils will have to produce a publicly available annual report on the use of their share of the CIL receipts. This will include the total receipts for the reported year, the projects CIL has been applied to, and the amount of expenditure on each item. The report should be publicly available and published on the Parish or Borough Council website.

## **Do Parish Councils need to produce a report even if we haven't received anything?**

Reports are only required where a parish council has received CIL revenue.

Where no monies are received in the reporting year, but monies have been received in previous years, a report will still need to be produced detailing the receipts and expenditure.



Please ensure you have read and fully understand this letter.

To accept this offer please sign the end of this letter and return it to [amy.thurtle@cornwaldevelopmentcompany.co.uk](mailto:amy.thurtle@cornwaldevelopmentcompany.co.uk).

Signed

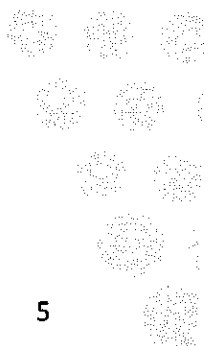
A handwritten signature in black ink, appearing to be "EK" or similar initials.

Emily Kent  
On behalf of Cornwall Council  
Date: 22 October 2021

Signed

On behalf of  
Date

Town Council / Parish Council





**Welcome Back Fund Proposed Expenditure****£17,500 awarded**

Seating bandstand (iron)	2380
Temporary lighting	5424
Marquee	1600
Flag poles/Tree brackets	700
Enhancement Winter Festival	
Snow globe	275
Street entertainment	1395
Extra fireworks	2000
Removable tiered seating for events	3650
	17424

**Plus additional £18.5k**

COVID recovery plan

App for Camelford linking to website

Central events programme



Camelford Town Council

## Welcome Back Fund – Offer Letter

Dear Town Stakeholder/Delivery Partner

Thank you for submitting a proposal to the Welcome Back Fund (WBF). WBF is wholly funded by European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the Covid-19 pandemic. As you know, the aim of WBF is to support investment activity in eligible local areas that directly contributes to an increase in footfall and dwell time, boosting the local high street whilst keeping people Covid safe.

We have had a very strong response for WBF from towns across Cornwall, with many interesting and innovative ideas proposed. This gives us confidence that a strong and meaningful programme of activity can be delivered on a partnership basis between Cornwall Council and local towns/parishes. It has unfortunately also however limited the amount of funding that can be allocated to individual towns across the programme.

In order to maximise the impact of the available funding and ensure the delivery of Cornwall Council's desired WBF core objectives, Cornwall Council is in the process of procuring suppliers to manage and implement the following commissions which will managed centrally:

1. A locally-relevant events programme celebrating Cornish culture in up to 10 towns together with a legacy toolkit, incorporating a directory of contacts and networks, to assist any town or village in Cornwall with the development of various cultural activities after project closure.
2. A Town App (for 6 selected towns who expressed an interest in their survey)
3. Covid Recovery Plans to address specific needs within 3 selected towns

We will be in contact with relevant towns following the outcome of these procurements to explore the best way of co-ordinating these centrally commissioned programmes of activity with the WBF projects being delivered at a local level.

Cornwall Council intends to use the Welcome Back Fund to increase footfall and attract people back into town centres. As detailed in our survey with you back in June, eligible activities which support 'safe' cultural events programmes rather than just stand-alone 'beautifying' of public areas have been prioritised.

Having carefully considered your WBF Survey response and taken into account the subsequent discussions held to further define your proposals, please accept this letter as confirmation that Camelford has been selected for participation in one of the centrally procured activities (Events Programme) that Cornwall Council are undertaking.

In addition, we are pleased to confirm an offer for you to spend up to a maximum of **£18,000** on the eligible activities listed below taken from the information provided in your Survey response, the subsequent discussions held and taking into account Cornwall WBF Programme eligibility criteria.



HM Government



Activities	WBF Strand
Creation of a safe events space in the centre of the high street for regular entertainment	5
Associated supporting marquees/gazebos to amplify the above events space, plus associated seating & equipment to manage visitors covid safety	5

*Sanitiser and signage will not be supported as part of the Cornwall WBF programme.*

Prioritisation and demand means we have been unable to allocate your full ask within your survey however, calculated on a pro rata basis across the towns involved, participation in the Events Programme will amount to the value of £17,500 of additional Welcome Back activity being delivered in your town. Whilst this money will not be coming directly into Camelford Town Council's control, it will be used to deliver on your original ask through this centralised commissioned approach. We will be in touch with you soon to discuss these centralised pieces of work and to answer any questions you may have about the Welcome Back Fund.

**In response to this offer letter, we need you to provide us with further details of how you intend to spend the WBF grant award on the above activities including their programming and costs as soon as possible please within the next 4 weeks (by 19<sup>th</sup> November 2021 at the latest).**

WBF funding is designed to support growth and resilience within local towns/areas and the activity supported therefore must be new and additional to existing/proposed plans and activities.

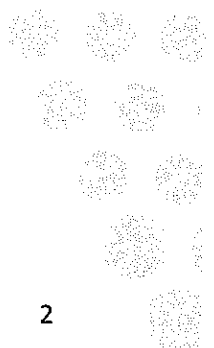
If there are material variations to the scope of activities set out in the above table, you must notify Cornwall Development Company (contact details below), the Programme Managers, immediately to ensure that any necessary approval to the changes can be sought and confirmed before commitments are made.

If you proceed outside the approved Activities above the expenditure may be deemed to be ineligible.

### **Welcome Back Fund requirements**

As you are aware, the WBF is funded by the European Regional Development Fund (ERDF). This means that all towns wishing to benefit directly from the WBF must be formally signed up as Cornwall Council's delivery partners and must comply fully with the WBF grant funding conditions and the applicable requirements of the ERDF Growth Programme 2014 – 2020. Delivery partners must therefore familiarise themselves with the Welcome Back Fund guidance and FAQs, in particular the sections on:

- The areas of scope
- The activities that are out of scope, which include:





Out of scope or not eligible for this funding stream	
Activity that provides no additionality	<ul style="list-style-type: none"> <li>This funding is not able to replace already existing measures or activity already being delivered by local authorities.</li> <li>Only new staff or materials to assist in activities are eligible</li> </ul>
Capital expenditure	<ul style="list-style-type: none"> <li>This is a revenue only funding project intended to help local authorities address the longer-term impact of Covid-19 on local economies. This can include activities that last as long as restrictive measures are in place as well as activities that help future proof high streets. Permanent changes are therefore not permitted</li> </ul>
Grants to businesses	<ul style="list-style-type: none"> <li>No direct financial support such as the purchase of goods or equipment, PPE purchases or adaptations to premises</li> </ul>

- Project records - see the ERDF document retention guidance and the attached Notes on ERDF compliance
- Publicity requirements – see the ESIF Branding and Publicity Requirements and the attached Notes on ERDF compliance
- Procurement requirements – see the ESIF National Procurement Requirements and the attached Notes on ERDF compliance

There is no room for complacency in relation to the WBF/ERDF processes and guidance. They are designed to ensure that funding beneficiaries follow appropriate and transparent processes in areas such as procurement, publicity and expenditure defrayal. All WBF funded activities for which grant is sought need to be backed up with appropriate evidence to ensure the claims submitted can be considered and paid. Claims may be audited by DLUHC, HM Government and/or the European Commission both during the project and for several years afterwards, and funding may be clawed back if irregularities are found on audit. If you have any questions or clarifications on WBF and/or ERDF funding processes or requirements, please contact Cornwall Development Company ([amy.thurtle@cornwalldevelopmentcompany.co.uk](mailto:amy.thurtle@cornwalldevelopmentcompany.co.uk)).

The WBF programme is being managed by Cornwall Development Company (CDC) on behalf of Cornwall Council, and CDC asks that you please note the following important points:

### 1. Outputs/Deliverables

It is important that you record and evidence the interventions funded by WBF and be able to provide this in support of your claims and possible future audit of the programme. Please see paragraphs 3 below on Monitoring and evaluation and 4 below on Claims for more information about this.

# Busbys Solicitors

[www.busbyslaw.co.uk](http://www.busbyslaw.co.uk)

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DX: 118529 BUDE

BY EMAIL: [admin@camelford-tc.gov.uk](mailto:admin@camelford-tc.gov.uk)

Tel: (01288) 35 9000  
Fax: (01288) 35 6000

Your ref:

Our ref: DH/PBS/010620-  
0039

Date: 19 October 2021

Dear Amanda

## Lease for Land at Fenteroon Farm

I refer to our exchange of emails on the 7<sup>th</sup> October and write to inform you that I have received instructions from Jo Old that she is willing to grant a 12-month term from the expiration of the current lease on the 25<sup>th</sup> March 2022 but otherwise on the same terms as before.

I note from my records that on the last occasion the council instructed Sproulls to represent them. What is your intention this time?

I propose the same fee as on the last occasion of £350.00 + VAT which will be payable by the council.

Obviously, there is plenty of time before the new term that if you would like to indicate your acceptance then the necessary paperwork can be prepared as soon as you like.

Yours faithfully

**Busbys Solicitors**  
Email: [DHelman@busbyslaw.co.uk](mailto:DHelman@busbyslaw.co.uk)



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