



TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), S Bond (Deputy Mayor), A Ackroyd-Johnson, A Burgis, M Coombes, S Elford, E Grigg, C Hewlett, A Scawn, A Shaw.

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **16th November 2021 at St. Thomas Church, Victoria Road, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1. To note Councillors present

2. To receive Apologies for absence with reasons

Cllr Elford – Personal

3. To receive Declarations of Interest & Approve Dispensations

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

5. To receive and approve the Minutes of:

Ordinary Meeting 4th November 2021 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Clease Road resurfacing. EV charger. OCM phase 2 – transfer of utilities confirmed from EDF – don't have renewable tariff. Reusable cups have arrived. Welcome back fund/winter festival.

7. Planning

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

PA21/07424. Land North West of Bowood Park, Lanteglos. Bowood Park Hotel and Golf Club. Outline application for development of residential units with all matters reserved, except access. [weblink](#)

PA21/09132. Land South of Jacksons Meadow, College Road. David & Heather Hicks & Scawn. Erection of stables together with associated works. [weblink](#)

For Information

PA21/02180. Land South of Field House Lanteglos. Mr R Ely. 2 dwellings. **Refused**

PA21/02176. Land SW of 4 Valley Truckle. Mr G Hughes. Reserved matters. **Approved**

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell

9. Correspondence

- a. Letter from resident – regarding parking in Churchfield
- b. Cornwall Council – regarding precepts and Council tax support grant.
- c. Letter from resident – regarding parking at Fore street. Request to install bollards to protect porch.
- d. UK DMO – confirmation of PWLB loan and repayment schedule
- e. Letter from Forrabury and Minster PC regarding Jubilee events.

10. Agenda Items

- a. To **resolve** on request from Christmas Lights committee for grant of £3500.
- b. To **note** Strategic Working Group minutes.
 - i. To **resolve** on Christmas opening times for Town Hall and Library – to shut between Christmas and New Year.
 - ii. To **resolve** on FC and WG meeting Calendar for 2022
 - iii To **resolve** on Café tender document
- c. To **note** Interim audit report from Hudson Accounting.
- d. To **note** Minutes of events Working Group
 - i. To **resolve** on amended Winter festival budget
- e. To **note** VAT advice report on OCM Café from Parkinson Partnership.
- f. To **discuss** Councillor Vacancy.
- g. To **resolve** to instruct Structural Engineer to inspect Broadwood bridge. £395 + VAT
- h. To **note** internal control check.
- i. To **resolve** whether to pay for RSN membership Dec-March. £36.67
- j. To **resolve** on mobile phone network for Youth Worker
- k. To **resolve** on request from Leisure Centre for grant £3,000.
- l. To **resolve** to adopt Risk Assessment and Management 2022.
- m. To resolve whether Clease car park will need to have different colour painted bays to differentiate areas for management

11. Accounts

- a. To **note** Balances at 10th November 2021

Current Account	£248,276.12
Tracker Account	£51,425.94
NS&I	£42,483.49
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	November Wages & expenses	BACS	£7,103.72
HMRC	November Tax & NI	BACS	£1,898.63
Cornwall Pensions	November Pension contributions	BACS	£2,205.13
Cormac Solutions	3 rd Bracken Cut	BACS	£576.00
Cormac Solutions	1 st Bracken Cut	BACS	£672.00
Hudson Accounting	Interim Report	BACS	£325.00
Jag Signs	Christmas banner edits	BACS	£48.00
Quattro Design Architects	Draft stage feasibility and masterplan	BACS	£3600
CloudyIT	IT licences and back up	DD	£218.58
Bodmin Nursery	Bedding plants	BACS	£72.00
Happy Cups	Reusable Festival print cups	BACS	£1152.00
B Martlew	Cleave CP distribution for EV chargers	BACS	£2891.46
Sea Dog IT	Webhosting	DD	£25.00
Smart window cleaning	Town Hall	BACS	£25.00
Engie House media	Advert in Cornwall living magazine	BACS	£544.68
Bunzl Cleaning and Hygiene	public toilet supplies	BACS	£59.09
London General Insurance	YW mobile phone insurance	Debit	£34.59
Amazon	YW mobile phone case	Debit	£13.99
Amazon	YW mobile phone	Debit	£124.99
Viking	Office supplies	BACS	£98.58
Spar	Office supplies sept & oct (x2)	Debit	£43.26
Rise Associates	Commencement fee - Consultation	BACS	£5,926.20
Pickle Design	Website – google search	DD	£60.00
Pennon	Water	DD	£6.50
Pennon	Water	DD	£49.50
Plusnet	Broadband/Telephone	DD	£54.67
Cornwall Council	Churchfield – Business Rates	DD	£444.00

Cornwall Council	Office – Business Rates	DD	£319.00
Camelford Town Trust	Town Hall Rent	SO	£488.28
More Harmony	Singing at Christmas lunch	BACS	£100.00
B Martlew	stell enclosure & solar charge controller	BACS	£210.00
		TOTAL	£29,389.85
To note Income			
Car parking permits/tickets	residents and businesses	cash	£290.00
Residents	parking permits	AC	£75.00
CCLA	Dividend	AC	£684.74
Cornwall Council	CIL parish payment	AC	£1815.73
		TOTAL	£2,865.47

12. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Contracts

- a. To **note** Draft Feasibility Study.

13. To note items for 2nd December 2021 Agenda.

Budget 2022-23