



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **20th December 2022 at Town Hall, 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**
- 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 15th November 2022 (attached).
- 6. To receive Clerk's report**
Matters arising from the Minutes. Lining at Fore Street car park. Salt bins. CCTV system update. Churchfield EV Chargers – meeting with SWARCO.
- 7. Planning**
 - a. Any late applications will be discussed under this section.
PA22/09123. 25 Beechwood Drive. Mr Sam Sparks. Proposed front and rear extensions to dwelling. [weblink](#)
PA22/10140. The Rectory, Trefew Road. The Truro Diocesan Board of Finance. Application for tree works in a Conservation Area (CA): to remove two adjacent Ash Trees. [weblink](#)
PA22/10440. Villa View, Slaughterbridge. Mr W Kingdon. Erection of extension building to an existing agricultural building to provide cover over an existing open dung store. [weblink](#)
PA22/10475. Land North of Villa View, Slaughterbridge. Mr W Kingdon. Erection of an agricultural building to provide cover over existing cattle loafing area. [weblink](#)
PA22/10681. Springside. Tregoodwell. Mr & Mrs John. Proposed remodelling, landscaping and associated works. [weblink](#)
PA22/10691. 6 Daws Meadow. Jeremy Sharp. Works to a tree subject to a Tree Preservation Order for Ash (T1) – fell due to Ash dieback. [weblink](#)

For Information

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell
- b. Camelford Network Panel - Cllr Hewlett

9. Correspondence

- a. Email from CALC regarding community led housing schemes
- b. CC – letter regarding Local Maintenance Partnership 2023
- c. Letter from resident regarding parking at Clease CP
- d. Letter from resident thanking CTC for road closure training
- e. Letter from Cornwall Council regarding complaint on planning process PA22/01083
- f. Letter from Cllr Ackroyd-Johnson noting her resignation from CTC
- g. Cornwall Pension fund – actuarial valuation 2022

10. Agenda Items

- a. To **note** minutes of Estates and Properties Committee Meeting 9th December
 - i. To **resolve** to sell the mowing machine
 - ii. To **discuss** and **resolve** upon the use of bird scarers at Armistice Day
 - iii To **note** the removal of the overgrown hedges and replace with two specimen trees at the entrance to Enfield Park.
- b. To **note** election process and timings for a replacement Councillor. To resolve to nominate a Councillor to chair the Events committee for the remainder of the administrative year.
- c. To **note** Internal Audit Q2
- d. To **note** minutes of Strategic Committee Meeting 25th November
 - i. To **resolve** to split the Town Centre SPF bid into 2 applications.
- e. To **note** the budget/precept report 2023-24 and 3-year budget forecast
- f. To **resolve** to precept £316,759 in 2023-24.
- g. To **resolve** to contract with Scribe (accounts package) for 3 years
- h. To **resolve** on standard size for a polytunnel on the allotments.
- i. To **resolve** to repair lift as recommended. £950 + VAT.

11. Accounts

a.	To note Balances at 15 th December 2022		
	Current Account	£149,696.86	
	Tracker Account	£51,476.90	
	NS&I	£42,487.74	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
	Staff	December Wages & expenses	BACS £9895.35
	HMRC	December Tax & NI	BACS £2,556.12
	Cornwall Pensions	December Pension contributions	BACS £3001.36
	Cornwall Council	Churchfield – Business Rates	DD £444.00
	Cornwall Council	Town Hall – Business Rates	DD £319.00
	Cornwall Council	Cleaze – Business Rates	DD £334.45
	Pennon	Water	DD £19.00
	Pennon	Public Toilets Water	DD £42.50
	Camelford Town Trust	Town Hall/Library Rent	DD £507.81
	JRB Enterprise Ltd	Dog Gloves	BACS £76.68
	Viking	Ink cartridges and paper	BACS £129.03
	Rightmove	OCM – advertising for café opportunity	BACS £379.36
	Wallgate	Public toilets – soap	BACS £90.89
	Jason Ryan	Town Hall – window cleaning	BACS £25.00
	Pickle Design	Visit Camelford domain renewal	BACS £62.35
	Pickle Design	YW supplies - OCM – card design	BACS £24.00
	H3G	Youth worker mobile	DD £18.00
	Cllr Rotchell	Mayor's all. Lunch supplies	BACS £25.00
	Gallagher	Tractor insurance part year	BACS £68.38
	Jag Signs	YW supplies – uniform	BACS £171.00
	SWW	Allotments – water	DD £131.14
	Peggy Ellison	Senior citizens lunch supplies	BACS £117.20
	Aquatics South West	Enfield park pond clearance	BACS £1027.92

Spar	Office supplies	Debit	£16.88
Barclays	Bank Charges	DD	£12.41
Kirsty Ferguson	Senior citizens lunch supplies	BACS	£10.00
Amazon	Library supplies – Yacht varnish	Debit	£12.99
Amazon	OCM electric water heater (café)	Debit	£133.49
Amazon	OCM kitchen sink (café)	Debit	£238.55
Amazon	Offices supplies - Kettle	Debit	£29.98
Amazon	Public Toilets - Gloves	Debit	£27.96
Amazon	Library supplies – Christmas decorations	Debit	£31.94
Amazon	Maintenance supplies – copper nails	Debit	£5.88
North Cornwall Glazing	OCM refit locking mechanism door	BACS	£144.00
Corserv	Traffic Management training – 3 people	BACS	£162.00
Viking	Ink cartridges and envelopes	BACS	£127.66
Boots	Office supplies – Covid tests	Debit	£19.70
Amazon	Office supplies – electric kettle	Debit	£29.98
NALC	Training – community outreach	Debit	£38.93
R Sleep Ltd	Maintenance supplies – paint/bolts	BACS	£36.90
Western Supply	Maintenance supplies – saw/cement	BACS	£95.53
British Gas	OCM Electricity	DD	£118.26
Camelford Hardware Store	Maintenance supplies – varnish/keys	BACS	£145.67
CALC	Being a good employer – training	BACS	£120.00
CALC	Procurement – training	BACS	£36.00
CALC	planning refresher – training	BACS	£36.00
Yesss Electrical	Batteries and key tags	BACS	£119.74
Cornwall Council	Parking Enforcement – October	BACS	£200.40
Bunzl	Public Toilets – air fresheners	BACS	£7.73
Camelot Garage	Fuel for van	BACS	£126.79
Tesco	Mobile – MGM	DD	£7.50
Octopus Energy	Cleas CP EV chargers	DD	£120.46
Voiphone	Office Telephone system	DD	£11.40
Voiphone	Office Telephone system - calls	DD	£50.00
Mailchimp	Marketing – visitcamelford	DD	£11.00
Bruallen	Events – winter festival – flowers	Debit	£30.00
Plusnet	office broadband	DD	£28.16
D Ralph	Town Maintenance – tractor	BACS	£571.00
D Ralph	Town Maintenance – tractor	BACS	£19,429.00
		TOTAL	£41,809.43
To note Income			
Post Office deposit	Churchfield CP tickets/permits	cash	£110.00
Hanger Management	Donation – winter festival	AC	£35.00
HMRC	VAT reclaim	AC	£74,327.55
HMRC	VAT reclaim	AC	£1,208.79
Resident	Parking permit	AC	£10
Barclays	Interest savings account	AC	£28.68
		TOTAL	£75,720.02

12. To note items for 17th January 2023 Agenda

Councillor Vacancy