

CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CILCA
Town Hall
Market Place
Camelford
Cornwall

PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Ordinary Council Meeting – 15th November 2022

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 5 other Councillors present: Cllrs Bond, Burgis, Elford, Scawn, Shaw, Thomson. 22/464

2. To receive Apologies for absence with reasons

Cllr Coombes – attending CALC training course, Cllr Grigg & Ackroyd-Johnson – Business, Cllr Scawn – personal

It was **resolved** to

Proposed: Cllr Bond **Seconded: Cllr Thomson** **unan** **22/465**
Cllr Hewlett – none received.

3. To receive Declarations of Interest & Approve Dispersations

Cllr Rotchell requested dispensation for 1 year for 11. Accounts – Mayors Allowance.

It was **resolved** to allow the dispensation

Proposed: Cllr Shaw **Seconded: Cllr Thomson** **unan** **22/466**

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

Ms Danka Napiorkowska spoke regarding putting planning applications into context. Husband has lived in the area for of 50 years. Personal circumstances changed; husband unwell, left debilitated by illness, she is main carer, both in 70s – need modest easily maintained house. Applying to modify s106 agreement to allow for residential use. Building on site will become one bed unit to provide easily accessible home. Sewage treated via klargester and wetland constructed downstream – meets current policy planning for phosphate mitigation. Development is as per original application from 10 years ago but with a slight amendment.

Cllr Jordan attended CC Economic Growth committee meeting – discussing Shared Prosperity Fund; 3 parishes have put in application in his ward. North Cornwall still being treated like lepers. Only investment zones north of Newquay are Torpoint and Liskeard. Bypass being ignored. Migrants put into local hotels – CC weren't told about this plan. New constituency boundary for North Cornwall – taking in St.Columb and Newquay.

Gillian Molesworth spoke regarding North Cornwall Hunt Boxing Day meet update. Thank the council. Camelford in a very important meet for them. At the invitation of Conservative Club – horses will gather there, filled out an event notification form as requested by CC. Do not need a road closure or liquor licence, but have applied to have a street collection licence for the cap. They are making sure they are generating the right paperwork. 22/467

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 18th October 2022 after one amendment

Proposed: Cllr Bond **Seconded: Cllr Thomson** **8-0 (1 abs)** **22/468**

6. To receive Clerk's report

Matters arising from the Minutes. Lining at Fore Street car park has not been completed. CCTV system nothing else has changed. Shared prosperity fund – expressions of interest have come back – inviting application to fund for both bids. Not heard from CC regarding CTC's request for help with the applications. 20mph banners to support the new – can be put up after the winter festival. Heather beds

–someone took it on themselves to cut back the plants and has killed off a few by not removing the clippings. 22/469

7. Planning

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

PA22/09260. Little Treforda, Trewalder. Ms Danka Napiorkowska. Application for discharge of a planning obligation dated 19/3/2009 relating to E1/2008/02329. Cllr Shaw attended a planning seminar; that unless a serious material change has occurred, the obligation shouldn't be lifted. Cllr Rotchell noted that the applicants have noted a significant change in personal circumstances – Clerk noted this is not a material change, ceramics/pottery studio meant to stay as part of the main dwelling. Unsustainable as a stand-alone dwelling.

It was **resolved** to Not Support

Proposed: Cllr Shaw Seconded: Cllr Bond 4-1 (1abs) dec carried 22/470

PA22/08071. Little Treforda, Road from Trewalder to Lane End Cottage. Ms Danka Napiorkowska, Creative Planning SW Ltd. Conversion and extension of barn/studio to a residential dwellinghouse. Cllr Shaw noted that the extension can be done but they can't live in it. Clerk noted that the applications are separate. Stand-alone application. Outside development boundary. Cllr Shaw no objection to the extension.

It was **resolved** to reply with No Objection

Proposed: Cllr Burgis Seconded: Cllr Bond 5-0 (1abs) dec carried 22/471

PA22/09123. 25 Beechwood Drive. Mr Sam Sparks. Proposed front and rear extensions to dwelling. Cllr Shaw concerned about the front extension as its way past the building line, back is fine. Setting a precedent. Rear extension is fine. Design at the front is out of keeping.

It was **resolved** to Object, modification to the front elevation.

Proposed: Cllr Shaw Seconded: Cllr Thomson unan 22/472

PA22/09156. OCM Skatepark. Clease Road. CTC. Variation of condition 5 application PA20/02334 dated 19th June 2020 (change of use of former cattle market to recreation area).

It was **resolved** to note the application.

Proposed: Cllr Rotchell Seconded: Cllr Bond unan 22/473

PA22/09343. Berry Park Barn, Helstone. Mr & Mrs D Nyul. Garage conversion into self-contained annex. Cllr Shaw noted not on A39, a conversion double garage. Condition - has to stay with the main residence, for family not for subletting

It was **resolved** to Support with the condition.

Proposed: Cllr Shaw Seconded: Cllr Bond unan 22/474

Clerk asked for clarification about noting the same condition at Treforda – yes.

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted attendance at appraisals, Mayor's meeting, CNP meeting – more Camelford Cllrs than anyone else. New costings for the bypass – gone up to £70m; was £40m a few years ago. Finance meeting, Estates and properties. Pumpkins on parade – 17 pumpkins! Quality Council event, then onto the town carnival – well done to everyone concerned. Pruned the willow arch in the park. Strategic meeting, and budget meeting - a tough conversation. Had conversation with Pop-in regarding joint usage of that space – opportunity with the SPF - was very positive. They are interested in moving the discussions forward and will talk with the TT. Hopefully get numbers together for December 2nd application. 7th birthday top town memory café. SPF working party meeting including CIC, Hall, Little Acorns, Old Bank. All partners to the bid and put application together. Remembrance Day event in town – growing in stature, Remembrance Sunday – tremendous turnout. Cllr Shaw noted Cenotaph wasn't decorated with flowers this year. Cllr Rotchell to mention to Church. 22/475

b. Camelford Network Panel - Cllr Hewlett – next agenda 22/476

9. Correspondence

a. Email from CC regarding precepts for 2023-24 – noting that the CTS will no longer be paid.

Noted. Lost £5k in income 22/477

b. Clerks and Councils Direct – magazine. 22/478

c. CC – request for consultation on Community Network panels. Bude too far away – doesn't seem a good fit. No joint ventures with Bude in CTC history. Would be a better fit with Wadebridge. 22/479

d. Letter from CC – Churchfield CP charge point update. What about people who don't have the connection; why can't they use debit cards. Clerk noted that the technology doesn't match. If the

- equipment is replaced and the lease extended then the technology will support card payments. To strategic meeting. 22/480
- e. Letter from resident regarding noise of fireworks – to consider alternatives in future? Could have silent fireworks etc. Thank you for letter and pass onto events committee. 22/481
- f. Letter from the Revd Angela Cooper regarding town carol service. Will be at Lanteglos. Cllr Bond suggesting seeing how this goes. Musical accompaniment is available at Lanteglos. 22/482
- g. Notification of Boundary Commission review of Constituency boundaries – consultation. **Noted.** Makes sense to bring in Newquay and St.Columb. 22/483

10. Agenda Items

- a. The minutes of Finance and Staffing Committee Meeting 21st October 2022 were **noted** 22/484
- i. The Internal Auditor report was **noted** 22/485
- ii. The Q2 expenditure to budget report was **noted** 22/486
- iii It was **resolved** to approve revised Terms of Reference for this Committee
- Proposed: Cllr Bond** **Seconded: Cllr Thomson** **unan** 22/487
- iv. It was **resolved** to approve updated Communication Guidelines/Social Media policy and Broadcast at Meetings Policy
- Proposed: Cllr Burgis** **Seconded: Cllr Shaw** **unan** 22/488
- v. The ride on mower on was discussed. Cllr Shaw went to view and try it with 2 groundmen. Super impressed with the equipment just over 12 months old. Brand new fitted head – the speed that the equipment went round was impressive and it is road legal, can do the allotment and cemetery. Same model as Cormac uses; save money on bracken clearance. Good investment for town. Support the purchase – sell one of the bits of kit. Cllr Burgis - it's a good idea. Cllr Shaw confirmed that it has a transferrable warranty; price is non-negotiable. That model new is £28.5k – nearly as dear as agricultural machinery. Seller - lost contract with National Trust. Cllr Bond questioned whether spending £20k at this time, when money is tight, is the right thing to do. Cllr Rotchell – sceptical it will save time or money. it's a good deal, it would do a good job. Available now and might not be available after Christmas. Reluctant to raid reserves. Making sure reserves are available. At the finance meeting enough EMR's for project – cheaper than finance. Those EMR's would need to be replaced. Identified two EMRs – Churchfield CP resurfacing £15k and Cemetery £5k. Cllr Bond noted he is more man than machine.
- It was **resolved** on purchase of ride on mower £20k.
- Proposed: Cllr Shaw** **Seconded: Cllr Burgis** **5-0 (1abs)** 22/489
- b. It was **resolved** to pay £3000 grant to Camelford leisure centre towards the inflatable.
- Proposed: Cllr Burgis** **Seconded: Cllr Elford** **unan** 22/490
- c. It was **resolved** to approve free parking in Churchfield on 26th November and 3rd December.
- Proposed: Cllr Shaw** **Seconded: Cllr Bond** **unan** 22/491
- d. The minutes of Strategic Committee Meeting 4th November were **noted** 22/492
- i. Cllr Rotchell noted that Camelford Hall has committed £500 towards the cost of staff time to complete the application for the Hall refurbishment bid.
- It was **resolved** to authorise overtime to the value of £1000 for both SPF bids.
- Proposed: Cllr Bond** **Seconded: Cllr Shaw** **unan** 22/493
- e. The frequency of meetings was **discussed**. Cllr Bond noted one meeting a month seems to be working; they are not running over. Cllr Shaw – rules have changed considerably for public consultation on planning, need to have more full council meetings and less committee meetings. Cllr Rotchell noted the current committee system works. Could schedule an extra ordinary meeting between meetings if required for planning.
- It was **resolved** to approve the Calendar of meetings 2023.
- Proposed: Cllr Bond** **Seconded: Cllr Burgis** **4-1(1abs) dec carried** 22/494
- f. Jackson's lift service report was **noted**. 22/495
- g. The minutes of Estates and Properties Committee Meeting 28th October 2022 were **noted**.
- i. The accident/repair to bollard outside of Town Hall was **noted** – cost covered by insurance. Cllr Shaw noted that CTC staff could have done the work rather than insurance company paying a contractor. 22/496
- h. An additional defibrillator at Highfield Ind. Est was **discussed**. Cllr Shaw approached by landowner about offering part of his site for his defibrillator – he thinks the Industrial Estate needs one as it is full, and the co-op will be in the vicinity – he is offering a telephone box for a defib. There are 4

existing – Bowood, SJS, Hall and con club. A lot of business activity at that end of the town. Capital Cost to the Council of £4k and annual running costs. Co-op have a community fund. Cllr Bond noted plenty of time to get from Pras-en-Ferla to the defib at the Hall. Contact fleet to see if there is a need for more defibs in the town. Clerk to get cost and get need assessed. For a future agenda. 22/497

i. The use of a bird scarer at future Armistice Days was **discussed**. CTC to mark the 1100 at the – a good way of noting. Cllr Bond as an ornithologist in principle ok – out of season for breeding. Put that to E&P - cost and recommendation.

Proposed: Cllr Rotchell Seconded: Cllr Bond unan 22/498

11. Accounts

a. Balances at 9th November 2022 were **noted**

Current Account	£137,550.50	
Tracker Account	£51,448.22	
NS&I	£42,487.74	
CCLA	£80,000.00	22/499

b. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	November Wages & expenses	BACS	£12,995.89
HMRC	November Tax & NI	BACS	£4,280.23
Cornwall Pensions	November Pension contributions	BACS	£4,111.37
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	Town Hall Water	DD	£22.50
Pennon	Public Toilets Water	DD	£42.50
Pennon	OCM water	DD	£10.23
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Bob Metters	Town Hall glazing + pond decking	BACS	£945.00
Paul Finn Solicitors	Transfer of Cleaze CP	BACS	£2885.90
Hudson Accounting	2022/23 Interim Audit	BACS	£325.00
All in One Building	Concrete Plinth for bench	BACS	£384.00
Broxap	Enfield Park bench	BACS	£506.40
H3G	Youth worker mobile	DD	£18.00
Nigel Hicks Bespoke Carpentry	6 hardwood timbers – benches	BACS	280.80
Viking	Ink cartridges and diaries	BACS	£88.81
NALC	Empowering communities - training	BACS	£77.27
Cormac Solutions Ltd	Bracken removal 2 nd cut	BACS	636.00
Rob Rotchell	Halloween Event – Mayor's allowance	BACS	£21.98
Biffa	Litter picker and sacks	BACS	£142.68
Bodmin Nursery	bedding and bulbs	BACS	£43.96
UK DMO	PWLB – Enfield Park	BACS	£4534.20
Celebration Pyrotechnics	Firework display - balance	BACS	£2000.00
Wicksteed	repair to swings	BACS	£955.20
EDF Energy	Christmas lights supply 1/12/21-5/1/22	BACS	£320.94
All in one Building Ltd	OCM Graffiti Wall	BACS	£456.00
FreshairFitness	Push up and Dip Station	BACS	£1203.95
FreshairFitness	Maintenance/Service	BACS	£516.00
Camelot Garage	Fuel for van	BACS	£88.15
Mailchimp	Enewsletter	DD	£11.49
Seadog IT	Website Hosting	DD	£29.95
North Cornwall Pest Solutions	Brown rats at allotments	BACS	£480.00
R Sleep Ltd	Maintenance supplies – padlocks/bolts	BACS	£92.68
Western Supply	Maintenance supplies – shiplap/gravel	BACS	£109.50
Cornwall Council	Parking Enforcement – October	BACS	£128.40
CALC	Being a good employer – training	BACS	£36.00
Spar	Office supplies	Debit	£16.10
Amazon	YW Supplies – craft tools	Debit	£18.19
Amazon	Office supplies – memory card for mevo	Debit	£29.99
Amazon	Office supplies – Guillotine	Debit	£18.59
Amazon	Library supplies – Paint	Debit	£8.59
British Gas	OCM Electricity	DD	£92.07

SSE	Cleas CP Electricity	DD	£38.57
Octopus Energy	Cleas CP Electricity	DD	£119.07
SSE	Public Conveniences Electricity(Q3)	DD	£275.87
SLCC	Membership Fee – DC	BACS	£186.00
Barclays	Bank Charges	DD	£13.28
Plusnet	office broadband	DD	£27.55
Voiphone	Office Telephone system	DD	£11.40
Tesco	Mobile – MGM	DD	£7.50
SE	(479037551)	DD	£54.53
Methodist Church	Room hire x 6 weeks	BACS	£120.00
Duchy Defibrillators Ltd	Defibrillator upgrade	BACS	£600.00
Wicksteed	Repair to swings	BACS	£955.20
		Total	£42,978.44
Proposed: Cllr Burgis	Seconded: Cllr Thomson	unan	22/500

Income was noted			
Post Office deposit	Churchfield CP tickets/permits	cash	£185.00
Residents/businesses	Churchfield CP permits	AC	£35.00
Post Office deposit	Churchfield CP tickets/permits	cash	£95.00
Post Office deposit	Churchfield CP tickets	cash	£145.00
CCLA	Divided	AC	£829.91
Aviva	Ins for bollard at town hall	AC	£1057.00
Tromba	Refund for whiteboard	AC	£64.00
Rotary club	Donation towards bench	Chq	£1069
		TOTAL	£3,479.91
			22/501

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, budgets

Proposed: Cllr Bond **Seconded: Cllr Burgis** **unan** **22/502**

a. It was **resolved** to **approve** NALC staff wage and holiday agreements. Increase £1 per hour for all staff.

Proposed: Cllr Bond **Seconded: Cllr Thomson** **unan** **22/503**

b. The draft budget 2023-24 (and forecast 24-25, 25-26) was **reviewed**

c. The pond path quotes were **reviewed**. To postpone to next years' budget discussion

Proposed: Cllr Coombes **Seconded: Cllr Bond** **unan** **22/504**

13. To note items for 20th December 2022 Agenda.

The Mayor closed the meeting at 21.17 pm

Esther Greig

From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk>
Sent: 08 December 2022 15:16
To: CornwallALC Enquiries
Cc: Sarah Mason
Subject: Community Housing Conversations

Information Classification: CONTROLLED

TO ALL CALC MEMBERS

Dear All

Following on from our AGM earlier in the year, we have continued to respond to requests from local councils for further information on the development of **small community led housing schemes**, the role of Community Land Trusts, Neighbourhood Development plans and funding.

Working in conjunction with Coastline Housing we have started to develop the format of a new face to face event '**Community Housing Conversations**' which will be held in the early spring of 2023. The event will explore the possibilities, opportunities and challenges for community led schemes, and to look at the different kinds of schemes available. It will be held in the early evening with a number of speakers, but we are keen to focus on case studies and good practice by encouraging local councils who have already been involved in similar schemes to share their experiences with other delegates.

To make the event a success we are seeking YOUR INPUT to ensure this event covers the questions and schemes you want to see highlighted.

Please can you get in touch with CALC by email if:

- 1. If you have particular themes or questions you would like to see addressed at this event.**
- 2. If you have a local community led housing scheme that your council believes would make a good case study and one or two people who were involved and might consider acting as an advocate for the scheme, to explain the issues that were encountered, the challenges and outcomes.**

Please reply direct to me at Isabelle.risner@cornwall.gov.uk

We look forward to hearing from you.

Many thanks

Isabelle Risner

Assistant County Officer
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326968 Mobile : 07504 685407

Email : enquiries@cornwallalc.org.uk or Isabelle.risner@cornwall.gov.uk

Esther Greig

From: Rob Rotchell
Sent: 08 December 2022 12:21
To: Esther Greig
Subject: Complaint

Hi Esther ,

I had an email from Jane Moore, Top Town Memory Cafe, yesterday. The appropriate section was " Today at 1pm the car park was completely full and about half of the members who were expected didn't turn up to our Christmas Party. Sorry to keep on but I think they probably found nowhere near enough to park. Please can the Town Council find a way for us in the New Year as it is vital our people can park close to the Hall. Even the side roads were full".

I'm not sure if it constitutes a complaint as such but it needs a response. Maybe E&P can give some thought to it, we will have to if the Hall project is approved but we might have to do something even if it isn't. Perhaps we could get some idea about costs eg matting, access improvement, ticket machine etc.

Kind Regards

Rob

Sent from Outlook for iOS

Your ref:

My ref: LMP 2023

Date: 1st December 2022

Dear Esther Greig
Camelford

clerk@camelford-tc.gov.uk

Local Maintenance Partnership 2023 - 2024

Firstly, thank you to all of the Town & Parish Councils that continue to support the Local Maintenance Partnership (LMP) and South West Coast Path (SWCP) initiatives.

The work that you and your contractors undertake each year is invaluable in keeping the Public Rights of Way open for the public to enjoy. Access to nature through our countryside is an essential part of community health and wellbeing, and your efforts to help maintain that access is now an important part of Cornwall's Green Infrastructure Strategy.

The Council is continuing to recognise the benefits of having local influence and management of community assets, such as the Public Rights of Way. Thus, we appreciate all that has been done so far, and we are interested in how we could support you to improve and extend your involvement with the management of environmental assets in your parish or towns.

If you are not currently a partner and wish to play a role in keeping the paths within your parish cut, then please get in contact with us using the details at the end of the letter.

Changes to the Grant

We are pleased to announce that the rates for next year's LMP and SWCP will be increased by 7.5%.

Therefore, in light of this, we are happy to offer the following estimated grants to you for the next financial year:

LMP £986.30

SWCP £0

You do not need to accept this offer now, as all of the documents will be sent in January 2023.

Cornwall Council | Konsel Kernow

Environment Service, Unit 17, Threemilestone Industrial Estate, Truro, Cornwall, TR4 9LD

E: imp@cornwall.gov.uk | T: 0300 1234 100

www.cornwall.gov.uk



Changes to the Schedule

Although the grant figures will have changed to account for the increase, they may also have increased due to additional cuts or paths added due to works undertaken within the parish, or changes noted throughout the last year.

Any alterations made will be included on the schedule and the maps, which will be sent out in January 2023.

Payments and Invoices for 2022-23

If you haven't already done so, then please send your completed invoices to us. In order to be able to honour the payment, you will need to include the Purchase Order number and an invoice number. You should have received a PO number shortly after returning the Acceptance Form.

If you haven't received a PO number, then please email us at Imp@cornwall.gov.uk , as we will not be able to make any payment without one.

Your Contact Details & Changes

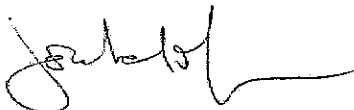
In order to assist us in reaching the correct person, could you please make sure that your contact details are up to date. Any changes can be emailed to ptcchanges@cornwall.gov.uk, Imp@cornwall.gov.uk and supplierdata@cornwall.gov.uk (the latter is crucial for Purchase Orders and payments, as they will only be sent to the address held).

We endeavour to make sure that the addresses we hold are up to date, but we do need to be informed of any changes to clerks / RFOs and email addresses.

Contacting Us

Please email using Imp@cornwall.gov.uk , rather than individual officers' addresses, as this inbox will be monitored in the event of any staff absence.

Yours sincerely



Donald Martin
Countryside Team Leader
Natural Environment Service
Cornwall Council

Esther Greig

From: mark ~~chapman~~ <~~mark@chapman.co.uk~~>
Sent: 13 November 2022 08:01
To: Esther Greig
Subject: Thank you

Hi,

I apologise for the time this email has taken to reach you. However, I wanted to express my thanks to the Town Council for previously paying for the cost of damage to my vehicle and additionally covering the costs of the training for the community road closure course.

Mark

Kind Regards

Mark Chapman

J S & M Chapman

Tel: ~~01753 811111~~

From: Alison Handley <Alison.Handley@cornwall.gov.uk> on behalf of EGD - Feedback <egdfeedback@cornwall.gov.uk>
Sent: 23 November 2022 10:43
To: Esther Greig
Cc: EGD - Feedback
Subject: FW: Camelford Town Council - Cornwall Council Response

Information Classification: CONFIDENTIAL

Dear Esther

Complaint to Cornwall Council regarding PA22/01083

Thank you for your email and I am sorry that Camelford Town Council are disappointed at the Local Planning Authority's decision to approve PA22/01083.

Please see the response below from Davina Pritchard, Group Leader, Development Management.

Your complaint is based on three main points:

- 1) That the sworn declarations submitted by the applicant and by a neighbour in opposition to the application were not given equal weight.**
- 2) Officers did not observe the 5 day response period set out in the Local Council Protocol.**
- 3) Camelford Town Council were not given the opportunity to attend and take part in a planning committee meeting in respect of the application, as the application was approved under delegated authority.**

In response to point 1), the evidence submitted by the applicant in support of the application comprised the following:

- Statutory Declaration from the applicant Jon Smeeth dated 3rd February 2022. It states that the summerhouse/annexe was and has been used solely for purposes ancillary and incidental to the applicant's main dwelling as a self-contained annexe with occupation by family members as overspill accommodation ancillary to the main dwelling. The land is stated as being within the curtilage of the host dwelling and includes shared landscaping, access and parking. The statement also confirms that the building works commenced in 2006, no invoices are available as the building was mainly built with timber panels and materials within the site. The statement also confirms that the building is served by clean water and drainage connections linked to the host dwelling. Following completion in 2006 the summerhouse was completed with day to day living facilities of open plan kitchen/living room/bedroom and shower room/wc. The statement confirms the use of the summerhouse as a self-contained annexe commenced in 2006 immediately after it was constructed. Friends and family stayed in the summerhouse/annexe for holidays and over summer months each year. The statement also confirms Jon Smeeth moved to Culloden

Cottage in 2018 with his family and continued the use of the building as overspill annexe accommodation. The building was refurbished in 2017 internally and following this revamp in 2018 the annexe was let for holiday makers as a holiday let. In 2021 the statement confirms the annexe was advertised on Airbnb. The use of the annexe has also continued as overspill/annexe accommodation to family and friends over the Christmas holidays. The statement confirms that following completion in 2006 until 2018 the summerhouse was used solely by relatives and friends who were reliant upon support and facilities of the main house. Since 2018 the summerhouse was used by both relatives, friends and fee paying guests.

- Statutory Declaration from Hilary Smeeth (the applicant's mother and one of the owners of Culloden Cottage) of 1 Manor Gardens Camelford dated 3rd February 2022 confirming that Hilary Smeeth and her ex-husband own Culloden Cottage and its associated curtilage. The statement confirms the summerhouse/annexe was erected in 2006, is served by clean water and drainage linked to the host dwellings and that following completion in 2006 the summerhouse/annexe was fitted with day to day living facilities of open plan kitchen/living/bedroom and shower wc. The statement also confirms that following the construction of the summerhouse in 2006 it was used as an annexe for family and friends. The statement confirms Hilary Smeeth's son Jon Smeeth moved into Culloden Cottage in 2018 and continued to use the summerhouse/annexe as overspill accommodation for family and friends. Mrs Smeeth confirms Jon Smeeth revamped the summerhouse in 2017 and commenced letting the annexe for holiday makers to use in 2018. Since completion in 2006 until 2018 the summerhouse was used solely by relatives and friends. Since 2018 the summerhouse was used by both relatives and friends and by fee paying guests.

The evidence submitted by the objectors Mr and Mrs Lee-Edmunds comprised the following:

- Statutory declarations submitted by both Mr and Mrs Lee-Edmunds and were dated 3rd March 2022. These declarations can be summarised as follows: In June/July 2021 work was carried out to the structure including the construction of a decked area and the painting of the summerhouse. In December 2021 a boiler room was added to the structure and services are via a barn to the north of the summerhouse. Google Earth imagery shows no summerhouse in this location. Last summer (i.e. summer 2021) the summerhouse was let out. Mrs Mary Harris (previous occupancy of Oriel House) had no knowledge of the summerhouse ever being used. Other unnamed residents have advised there was no summerhouse previously in this location.
- Further statutory declarations were submitted by both Mr and Mrs Lee-Edmunds and were dated 22nd August 2022. These declarations can be summarised as follows: An unnamed resident of college road and an unnamed resident of Camelford have informed them that the summerhouse is not in the location it previously was, being moved only recently to where it is now. The residents were aware of a summerhouse that was small in size and located elsewhere on the property and fitted only with a couple of chairs with no toilet, washing or cooking facilities or water or drainage connected. Mr and Mrs Lee Edmunds moved to the property in June/July 2021 and at this time observed works being carried out including ground/utility works to the rear, the construction of a decked area and

repainting. No plans of the summerhouse are shown in any other previous planning application submitted by the applicant. No Google map images so the structure in position. The structure has not been consistently used/occupied.

In response to the statutory declarations submitted by Mr and Mrs Lee Edmunds, unfortunately they do not provide any direct evidence to disprove the applicant's version of events. For example, they refer to third parties i.e. a resident of College Road and a resident of Camelford, but they are not specific in respect of who these people are and how they have acquired direct knowledge of the site history. Furthermore, contrary to what the declarations claim, some google imagery does show the summerhouse in position and photographs supplied by the applicant show the summerhouse and decking in situ.

In light of this, it was not considered significant weight could be given to the statutory declarations submitted by Mr and Mrs Lee Edmunds, when weighed against the other evidence in the possession of the LPA. A further key factor here is that the objectors only moved into Oriel House in June/July 2021 and therefore, do not have direct site knowledge for the majority of the 10 year period over which the lawfulness of the building was required to be considered.

It should be noted that the 'balance of probability' test required in these cases is set at a much lower bar than the test typically seen within the courts of 'beyond reasonable doubt'.

No actual evidence to disprove the applicant's version of events was provided. Therefore, on the balance of probabilities, the evidence available to the Local Planning Authority was considered sufficient to demonstrate the building and its use as a self-contained residential annexe was lawful.

Moving on to point 2) and point 3), I will deal with these together on the basis that the issues are interrelated.

Local Council Protocol arrangements are set out via the following link [Protocol for Local Councils \(cornwall.gov.uk\)](https://www.cornwall.gov.uk). As set out within the Protocol, Local Councils have 5 additional days to consider/resolve issues of conflict and provide a final response to the Case Officer. If the Local Council does not agree with the Case Officer's recommendation, they have two options:

1. Agree to disagree – where the application is normally decided via delegated powers
2. Request the application be decided by the planning committee.

In the circumstances where a Parish Council requests an application be decided by the planning committee, the Head of Service (or his nominated officer) will exercise their discretion on whether or not the application goes to the planning committee, after discussing the matter with the Divisional Member. The application cannot go to planning committee if at least one of the following is met:

- (i) it would be unreasonable to make any other decision to the one being recommended
- (ii) the proposal is considered to be a non-material amendment to either an existing permission or development

- (iii) it is time critical that the application is determined such as when considering prior notification application

Furthermore, it should be noted that the Local Member cannot request an *Other* application type (which includes Certificates of Lawful Development) be determined by the Planning Committee. These application types can only be called to the planning committee by the Head of Service or his nominated officer.

In this case, the Case Officer contacted Camelford Town Council as per the Local Council Protocol arrangements on the 30th September 2022 setting out her recommendation and enquiring whether the Town Council were prepared to agree to disagree.

On the 3rd October 2022, Camelford Town Council responded and confirmed that the Council will maintain its objection and will attend a committee hearing if required.

The Case Officer subsequently discussed Camelford Town Council's request with me as Group Leader for the area and nominated officer for the purposes of the Local Council Protocol. Having discussed the matter with Councillor Jordan (who was not able to call this application in to the Planning Committee on the basis it was an *Other* application type, and who confirmed he did not intend to intervene), I was obliged to come to the conclusion that it would be unreasonable to make any other decision to the one being recommended. Consequently the Case Officer proceeded to issue the decision notice for the application, with a recommendation of approval. My reason for making that decision centred on the fact that based on the evidence available, the applicants had made suitably convincing case, that on the balance of probabilities, the use of the summerhouse as a self-contained residential annexe was lawful and immune from enforcement action; and that notwithstanding the public objections to the development, there was no actual evidence to counter the applicants evidence and therefore, it was probable that the applicant's version of events were true. Consequently, the application could proceed to be determined under delegated authority and was not required to be determined by the East Sub Area Planning Committee (notwithstanding the request by Camelford Town Council).

Whilst not specifically set out in the Local Council Protocol, under normal circumstances, in the interests of helping to maintain good working relationships with Local Councils, it would be expected that the Case Officer would share this decision with the Local Council in order to explain our reasoning and unfortunately, on this occasion I understand that did not happen. Please accept my apologies for this. I will remind Officers of the need to inform Local Councils of our decisions in respect of Local Council Protocol matters, particularly where such decisions are not in accordance with Local Council comments/requests.

In terms of the concerns that the decision was issued before the expiry of 5 working days from the date the correspondence was sent to the Town Council, these concerns are noted. However, where a response is received prior to the expiry of the full 5 working days, as was the case here, there is no requirement within the Local Council Protocol to wait for the full 5 working days to expire. Furthermore, there was no reason to assume, based on the email from Camelford Town Council of the 3rd October, that they intended to add anything further to their comments. Therefore, the Council's action to issue the decision on the 5th October was not unreasonable and did not contravene the requirements of the Local Council Protocol.

As above, I am sorry that you are disappointed at this decision, but it was made in accordance with the Local Council Protocol requirements and I can assure you we will continue to carefully consider your comments on applications and where appropriate escalate the decision pathway in accordance with the protocol where this is warranted.

I hope that you feel satisfied with the way we have handled your complaint, however if you are not satisfied you can ask for a review by a senior officer. If this is the case you must contact us within 1 calendar month of receiving this response. Please explain why you are unhappy with the findings of the investigation and include any details or fresh information.

Thank you again for giving us the opportunity to respond.

Yours sincerely
Dhywgh hwi yn hwir

Alison Handley | Development Technical Officer
Cornwall Council | Customer Relations Office
Economic Growth and Development
egdfeedback@cornwall.gov.uk | 01872 322222 | www.cornwall.gov.uk | 'Onen hag oll'
General Planning Enquiries Tel: 0300 1234 151
My working hours are Mon – Fri (inclusive)

The Council's Feedback and Complaints Policy is available at: www.cornwall.gov.uk/feedback.

Our Planning web pages contain a wealth of information, to keep up to date with our current validation times visit [Make a planning application - Cornwall Council](#). You can also keep up to date with any validation changes on our page [Validation updates - Cornwall Council](#) and view guidance on making a better application on our [Make a better application - Cornwall Council](#) page.

Please note that if you are submitting your application via the Planning Portal payments must be made direct to them for the application to be released to us.

GYLLYN WARBARTH
TOGETHER WE CAN
Leading in sustainable living for
the wellbeing of future generations



 Find out more

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of

Esther Greig

From: Ayla Ackroyd-Johnson
Sent: 25 November 2022 12:11
To: Councillors; Amanda Lash; Esther Greig
Subject: Councillors/CTC Staff

To my fellow Councillors and CTC Staff,

After contemplating this for several months, I have decided it is the right time for me to step down as a Camelford Town Councillor (and subsequently part/Head of Event) and so this is my notice. My last act as a Councillor/Events will be tomorrow at the Winter Festival, if this is acceptable?

The last three and a half years have taught me a lot about how the Council works, Planning, Finance (thanks to Esther's love of spreadsheets) and much more. Despite some challenges, I have really enjoyed my time as a Councillor, especially being a part of the Events team.

I never imagined at 24 becoming a Town Councillor and I never thought I would still be one now, but I hope that having a younger generation's voice within CTC has had some positives & hopefully taught some of you new things and I hope that you will continue to encourage more younger people to join.

As some of you know, I have recently found a new career path which I am loving & also reached my final year of University so I have had to make decisions, like this one, to prioritise my time better and learn to 'slow down' a little (this might take some doing!).

I'd like to thank you all for your support and friendships throughout this time and hope to see you all at Events etc in the town.

Amanda/Andy, I will still be involved in my friends commemorative tree but as I assume I will lose my CTC email, please feel free to call me or email my personal email about it - AylaJohnson@hotmail.co.uk

Thank you all again,

Ayla

Cornwall Pension Fund 2022 Actuarial Valuation

121 Camelford Town Council - Notification of draft employer results

Introduction

This schedule contains a summary of the results of the 2022 actuarial valuation of the Cornwall Pension Fund ("the Fund"), specifically those relating to the Employer or Pool/Group named above. Its main purpose is to notify you (the Employer) of the contribution rates payable from 1 April 2023 to 31 March 2026 as well as your funding position on the valuation date. It also contains detailed technical information explaining the results and how they have changed since the previous valuation. This information may be of use to any professional advisors examining your valuation results. Please see the final section of this schedule for further information, and read these in conjunction with the Funding Strategy Statement (FSS) which you will receive from the Fund for consultation purposes.

Contribution rates

Employer contribution rates for year ending	Primary	Secondary	Total	
	% of pay	% of pay	£	% of pay
31 March 2023				18.7%
31 March 2024	19.6%	0.0%	2,500	19.6%
31 March 2025	19.6%	0.0%	2,500	19.6%
31 March 2026	19.6%	0.0%	2,500	19.6%

The above contribution rates are the minimum rate required by the Fund. In most circumstances you can pay additional contributions to improve your funding position but this should be referred to the actuary first. The Primary Rate includes an allowance of 0.6% of pay for administration expenses. Employer contribution rates are due in addition to employee contributions. The average employee contribution rate is 6.1% of pay.

The contribution rates payable from 1 April 2023 have been determined based on the following funding strategy and employer circumstances:

Funding strategy	Last valuation / Opening position	This valuation
Funding target (see FSS for details)	Ongoing	Ongoing
Funding time horizon (years)	20	20
Likelihood of achieving funding target by end of horizon	75%	70%
Investment strategy	A	A
Open / Closed to new entrants	Open	Open

The contribution strategy gives a 70% likelihood that both past and future service benefits will be at least fully funded on the Fund's Ongoing basis at the end of a 20 year time horizon. This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft FSS. Further details on the Employer's investment strategy is included in the Fund's Statement of Investment Principles/Investment Strategy Statement.

Funding position

Your funding position as at 31 March 2022 is shown below, along with a summary of the assumptions and data underlying it.

Employer funding position (£000)	Last valuation / Opening position	This valuation (Ongoing)
Past service liabilities - Employees	61	175
Past service liabilities - Deferred pensioners	0	4
Past service liabilities - Pensioners	0	0
Past service liabilities - Total	61	179
Asset share	66	173
Surplus/(deficit)	5	(6)
Funding level	108%	96%

Assumptions

The financial and longevity assumptions underlying the funding positions disclosed are detailed below. Details of the demographic assumptions are available in the FSS.

Financial assumptions p.a.	Last valuation / Opening position	This valuation
Investment return (Ongoing)	4.1%	4.4%
Salary increases	2.3%	2.7%
Benefit increases/revaluation	2.3%	2.7%

Longevity assumptions	Last valuation / Opening position	This valuation
Baseline longevity	2018 VitaCurves	2021 VitaCurves
Future improvements (Ongoing basis)	CMI 2018: A=0.5%(M)0.25%(F), LTR=1.25%,Sk=7	CMI 2021: A=0.25%, W=0, LTR=1.75%, Sk=7

Based on the above longevity assumptions, and taking into account characteristics of the individual membership of the Employer, the average life expectancies are summarised below.

Life expectancy from age 65 31 March 2022	Ongoing
Current pensioners - male	
Current pensioners - female	
Future pensioners - male	21.5
Future pensioners - female	25.4

Figures for future pensioners are a weighted average of active and deferred members.

Membership Data

All the results in this schedule are based on the membership data summarised below which was supplied to us by the Fund for the purpose of the valuation.

Member	Membership data	Last valuation/Opening position	This valuation
Employee members	Number	6	8
	Total actual pay (£000)	102	112
	Total accrued pension (£000)	4	12
	Average age weighted by liability	52	56
Deferred pensioners	Number	0	1
	Total accrued pension (£000)	0	0
	Average age weighted by liability	0	25
Pensioners	Number	0	0
	Total accrued pension (£000)	0	0
	Average age weighted by liability	0	0

Change in funding position compared to last valuation/opening position

The following table shows a detailed breakdown of the change in your assets and liabilities over the period since the last valuation (or the date you joined the Fund, if this is later). This information may be of use to any professional advisors with an interest in your valuation results.

(£000)	Source of change	Assets	Liabilities	Surplus/(deficit)
Last valuation / Opening position		66	61	5
Cashflows	Employer contributions paid in	65		65
	Employee contributions paid in	20		20
	Benefits paid out	0	0	0
	Net bulk and individual transfers in/(out) ¹	9		9
	Other cashflows (e.g. expenses)	(7)		(7)
Expected changes in liabilities	Interest cost on benefits already accrued		14	(14)
	Accrual of new benefits		104	(104)
Membership experience vs expectations	Salary increases greater/(less) than expected		0	(0)
	Benefit increases greater/(less) than expected		(2)	2
	Early retirement strain (and contributions)	0	0	0
	Ill health retirement strain ²		(2)	2
	Early leavers (more)/fewer than expected		0	0
	Pensioner deaths (more)/fewer than expected		0	0
	Commutation less/(greater) than expected		0	0
	Impact of bulk transfers		0	0
	Other membership experience		2	(2)
Changes in market conditions	Investment returns on the Employer's assets	20		20
	Change in future inflation expectations		16	(16)
Changes in actuarial assumptions	Change in demographic assumptions (excl. longevity)		(4)	4
	Change in longevity assumptions		1	(1)
	Change in salary increase assumption		0	0
	Change in discount rate		(11)	11
This valuation		173	179	(6)

1. The impact of individual member transfers (in/out) on the liabilities is included in the Other membership experience item.
2. Payments in respect of ill health retirements are recorded under Employer contributions or Other cashflows above.

Important information: addressee, purpose and professional notes

Hymans Robertson have prepared valuation results for all employers participating in the Cornwall Pension Fund and provided those to the Administering Authority. This Notification of draft employer results schedule has been created on behalf of the Administering Authority of the Fund to be shared with the Employer named above. Its purpose is to notify the Employer of the principal results from the 2022 actuarial valuation, and allow the Employer to check that the membership and participation details reflect their circumstances.

The draft Funding Strategy Statement (FSS) will contain further information on the assumptions and methodology used to calculate employer contribution rates and funding position set out in this report.

Please note that this schedule does not constitute advice to the Employer or any other third parties and Hymans Robertson LLP accept no liability to the Employer or any other third parties. If the Employer is a member of a funding pool or group within the Fund, the contribution rates, funding level and membership data shown in this report relate to the pool/group as opposed to the individual employer (unless stated otherwise).

The contribution rates shown in this schedule should be considered draft until finalised in the Rates and Adjustments Certificate, due to be published by 31 March 2023. The other results may also be revised by that point, for example due to changes in data or assumptions.

The figures shown in this document have been rounded and therefore the sum of figures within a table may not appear to add up exactly.

If you have any questions on the FSS or the results in this schedule please contact the Fund in the first instance.

Technical Actuarial Standard (TAS) 100 has been complied with to a proportionate degree in the preparation of this report.

Prepared by

Catherine McFadyen FFA

Julie West FFA

Generated 2022-11-22 16:44:45 GMT using data reference 71ece092*****



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Minutes of the Estates and Properties Committee Meeting – 9th December 2022

1. To note Councillors present

Cllr Shaw opened the meeting at 10am with 4 other Councillors present: Cllrs Burgis, Elford, Hewlett, Rotchell and Clerk, MGM. EP/22/086

2. To receive Apologies for absence with reasons

None EP/22/087

3. To receive Declarations of Interest & Approve Dispensations

None EP/22/088

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

None EP/22/089

5. To receive and approve the Minutes of:

It was **resolved** to approve the Meeting minutes of 28th October 2022

Proposed: Cllr Rotchell

Seconded: Cllr Hewlett

unan

EP/22/090

6. To receive Clerk's report

Car Park lining not done yet. Public benches – not completed. Wildflowers – Cllr Hewlett to forward some information about the planting for the Camelford and Delabole post. Bollard at Town Hall – monies are in but work not done yet. Meeting with Scouts in January. OCM café – lease has been signed – will probably start after Christmas now. Allotment gate chain not been replaced yet. Cemetery and OCM storage – MGM and Clerk were there this morning – tractor will fit in existing shed. Tractor is in a barn for safe storage until the shed is cleared. Will need to sell the existing mower. Mezzanine storage needs to be fitted, and 3 quotes required for the container to include siting's/foundations. Enough stuff to fill the container already. Cllr Shaw noted that Cllr Coombes might help clear the site. Pond clearance completed – good job as usual. EP/22/091

It was **resolved** to sell existing mowing machine

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

EP/22/092

7. To receive Grounds Manager's report – Clerk.

OCM gravel edging done and the benches will be installed before Christmas as have full complement of staff. Wet pour base removal – not happened yet. Tree inspections – still working through. CCTV note finished. Cladding at Scout Hut – Scouts have not provided their one length to MGM. Clerk recommend trying to get some of our own again. Low hanging cherry tree branch at the entrance still to be pruned – has got Christmas lights on it now. Buddleia in boundary wall by public toilets has been removed and copper nails are on order. Cable has been buried in the car park. EP/22/093

8. To receive portfolio holder reports

Play Areas/OCM. Play areas look fine, waiting on the café opening. Issues with access to utilities/CCTV that are in the Scout hut. Cllr Shaw will ask Scouts about getting CTC a key – several officers and Councillors have enhanced DBS checks if they are worried about safeguarding. EP/22/094

Enfield Park. Cllr Shaw noted that some brambles need cutting back in order to plant the memorial trees.

Grass has kept growing this year. Time capsule plaque to be installed flush with surface. EP/22/095

Car Parks – Cllr Burgis wondered if motorcycle bays had been painted in. Yes, the only section of lining that hasn't been done is outside of Town Hall. 2 scooters are using a space up at Cleese. Cllr Shaw will ask them to park in the right bays. Cllr Rotchell noted that he had received a complaint from Jane Moore about attendees to the memory café not being able to park. Noted no space to park when functions are on. Cllr Shaw noted that any enforcement will push cars onto the surrounding roads and there is no capacity. Clerk noted that a resident survey was undertaken and a meter and permits was a supported option. Cllr Rotchell noted that doing nothing is no longer an option – look into parking on the green. Cllr Hewlett not a fan of parking on green spaces. There is parking by the school off Dark Lane. Cllr Rotchell noted it could be similar to Boscastle set-up with matting. Clerk to email/have an initial conversation with the Town Trust. EP/22/096

Cemetery & Orchard. Cllr Shaw noted needs to finish off fencing trees. Need to schedule tree pruning for late January – next agenda. EP/22/097

Allotments & Footpaths – Most doing well, one or two have been written to – in hand. Staff have completed pest control training. EP/22/098

Town Hall – Cllr Rotchell has had a discussion about sharing the space with the pop-in and the TT now – both positive. He noted that the pop-in usage would just be a contribution to utilities. Has noted to TT that the front door is warping and needs maintenance/replacing – TT discussing options for replacement as building is listed – there's no timescale but he did note that security is compromised. EP/22/099

9. Agenda items

a. The defibrillator at Highfield Industrial Estate was **discussed**. There are two defibrillators on Highfield – accessible during work hours. Sufficient for that area. There isn't one at Tregoodwell. It would have to go on someone's house. There isn't an old telephone box. Clerk noted legal agreements would have to be sorted out for any site. Apart from that the town is well covered.

b. Storage requirements at the Cemetery and OCM were **discussed** in agenda item 6.

c. Bird scarers on Armistice Day were **discussed**. Cllr Shaw noted that it had always been done up until last few years. MGM noted that it does scare the birds in the park – they don't come back for a few hours. Cllr Rotchell noted that there is no bang at the Church. Cllr Hewlett noted that having the bugler is sufficient. To be put to the vote at FC

d. Memorial tree planting was **discussed** – the site needs to be cleared and prepared. Getting a Cyprus for the Scouts, Others have sourced their own tree and gifted another willow. Willows could go in the muddy area by the repaired bank – nothing is growing there. To plant the Oak at the end of January in the Cemetery.

e. A proposal for the hedge at entrance to park was **discussed**. 2 specimen trees to replace the life expired shrubbery. They would look awful cut back. The area is part of the flood defence- would have to be small garden trees. Cllr Hewlett to schedule the removal of the shrubs with the volunteer gardeners; the cuttings to go to the cemetery. Clerk noted there is budget available for 2 decent sized trees. Cllr Hewlett will have a think about varieties.

10. Date & Items for next meeting.

20th January 10am

Cemetery tree pruning

2 specimen trees for park

Air pollution monitoring is still happening. Clerk to ask for statistics/readings for discussion.

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

CAMELFORD TOWN COUNCIL

NOTICE IS HEREBY GIVEN

pursuant to Section 87(2) of the Local Government Act 1972 that due to the resignation of Ayla Ackroyd Johnson, a vacancy has arisen in the Office of Councillor for the above Town Council.

If by 30 December, 2022 (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and Bank Holidays, after the date of this notice) a request for an election to fill said vacancy is made in writing (by hand or post) to the Returning Officer at the address below by TEN electors for the said Parish, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 3 March, 2023.

Dated 8 December, 2022

Kate Kennally
Returning Officer
4S,
County Hall
Treyew Road
Truro
TR1 3AY



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Internal audit procedure form














To be completed quarterly by two Councillors





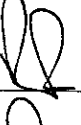
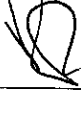





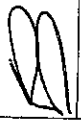
We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2021 edition of "Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed.....

Date: 7/12/22

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?			
Proper bookkeeping	Is the cashbook maintained and up to date?			
	Is the cashbook arithmetically correct?			
	Is the cashbook regularly balanced?			
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?			
	Has a Responsible Financial Officer been appointed?			
	Have items or services above a de minimis amount been competitively purchased?			

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?			
	Has VAT on payments been identified, recorded and reclaimed?			Awaiting VAT reclaim. Not yet recorded.
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?			
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?			
	Has there been any change of supplier bank records? Random check to be carried out regularly.			
	Is insurance cover appropriate and adequate?			
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?			Budget prepared for Council in December 2022
	Is actual expenditure against the budget quarterly reported to Council?			
	Are there any significant unexplained variances from budget?			
	Have virements been approved by Full Council?			
Income Controls	Is income properly recorded and promptly banked? Check Car park spreadsheet and library cashbook v paying-in slips			
Debt collection	Does allotment spreadsheet balance?			
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?			

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are security controls over cash adequate and effective?			
Payroll Controls	Do salaries paid agree with those approved by Council?			
	Are other payments to the Clerk reasonable and approved by Council?			
	Has PAYE/NIC/pension been properly operated by the Council as an employer?			
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?			
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?			
Assets Controls	Does the Council keep an Assets Register of all material assets owned?			
	Is the Register up to date?			
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?			
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?			
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?			
	Are any unexplained differences explained?			



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Minutes of the Strategic and Economic Development Committee Meeting – 25th November 2022

1. To note Councillors present

Cllr Rotchell opened the meeting at 10am with 4 other Councillors present: Cllrs Burgis, Coombes, Hewlett, Shaw. Clerk: Esther Greig. SED22/048

2. To receive Apologies for absence with reasons

None

SED22/049

3. To receive Declarations of Interest & Approve Dispensations

None

SED22/050

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

None

SED22/051

5. The Minutes of 4th November 2022 were received

It was **resolved** to approve the minutes of 4th November 2022

Proposed: Cllr Coombes

Seconded: Cllr Hewlett

unan

SED22/052

Cllr Rotchell noted that he had a positive conversation with the pop-in about potentially sharing the building, and has a meeting with the Town Trust next week.

6. To receive Clerk's report

Shared prosperity fund - Clerk attended webinar and meeting with CC. Meeting with CC officer in the afternoon was frustrating. Chicken and Egg situation – trying to clarify with them that Camelford hasn't got the money to pay architect and quantity surveyors. Project is ready but don't know how much it will cost! Applications will not be accepted unless they are fully completed. Clerk noted that she doesn't think that many applicants will be in a position to apply by next week! Not what we were told at the meeting with CC in October. And there is no application support. Have already given feedback to CLO.

Camelford Hall bid Clerk noted that she met architect on Monday. It will cost about the same to knock down and start again as refurbishing – approx. £2.5m. Clerk is going to submit the application with first stage of professional fees following the feedback – hoping that board might take a view to fund the whole project at that point. Clerk noted best to continue with the planning and potentially could apply for capital funding for the March deadline; if not August. It will include staff costs.

Camel Trail bid – through MP's SPF funding. Cllr Jordan is organising a meeting with Scott Mann this week. Cllr Fairman is speaking with the landowners involved and is organising a meeting with Sustrans, Natural England, Rivers Trust etc. mid-January. Clerk isn't sure of the time scales involved with this funding stream.

Town Centre bid – Best to consider later deadline in March and to potentially split the application in two; details of town hall refurbishment/pop-in yet to finalised. Also, WPD note that there isn't enough capacity to power more EV chargers in Churchfield. Hopefully we'll get more information from WPD in the spring. SED22/053

7. Agenda Items

a. EV chargers in Churchfield CP were **discussed**. CC is changing contractors and SWARCO would like to engage with CTC regarding future charging agreement – 15 years in exchange for either an annual rental fee or profit share – whichever is higher. Project has to be cost neutral – it is about providing a service. Clerk to start discussions on that basis. SED22/054

b. Registering community assets was **discussed**. Clerk noted that this does not stop the asset from being sold or at under market value – it gives the community 'first dibs' and a window to organise funds to purchase. Various town assets were considered regarding future use and benefit to the community. It was

decided to look into Garage adjacent to Camelford Hall, Allotments, Old Bank, Co-op, Medical Centre land.
SED22/055

c. Library hours/museum/tourist information in relation to the pop-in was discussed. Potential uses of the space were discussed and knock-on effect to staff budget to provide them. Capital spend to be included in SPF bid for minor building alterations and on internal improvements to fittings and fixtures. SED22/056

d. CCTV monitoring in Bude as introduced by Police was **discussed**. AS noted Police have stated to CTC previously that the scale of local crime is very low; mindful of the potential cost. Monitoring of OCM cameras only. Clerk to investigate further. SED22/057

e. Riverwalk signage was **discussed**. No update received from artist. RR to chase. Clerk to investigate ownership of the wall and archway to seek permission for mural, and to contact other artists for ideas/quotes. SED22/58

8. Items, time and date for next meeting.

3rd February, 10am Town Hall

DRAFT



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA(Hons), CILCA.

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Budget/Precept Report 2022-23

Summary

Council has looked at the income and expenditure budget for next financial year 2023-24 over 2 meetings. It has also looked forward to medium term budget requirements. Recommendations to full Council on 20th December 2022, including next years' precept.

Methodology

The Clerk noted historic income and expenditure from previous 3 years, current year and potential for next year. Council has met to specifically review these figures and consider projects/needs for the next few financial years. Working groups and committees were asked to put forward their budget requirements for the areas that they are responsible for. These include; Staffing, Enfield Park, Office, Town Maintenance, Allotments, Library, Play areas/Skatepark, Events, Car parks. Council noted past 5 years' precepts, current (11.1%) & predicted inflation rate in 2023 and economic outlook – Cornwall Council has informed CTC that the current tax base will increase to 1100 households. It noted the removal by CC of the Council Tax Support grant from Cornwall Council and one extra events in 2022 – The King's Coronation. Council worked on priorities and endeavoured to keep to a below current inflation only increase on Band D council tax. CTC noted that current year increase was predicted for 4% so inflation has not been covered in current year budget; next year must address this year and next year's cost increases to council. 2022-23 precept is £286,255

Summary of discussions for income lines

£15,219

- £8,000 car park income – £1.5k increase return to pre-pandemic fee structure.
- £1,000 Grants/donations. For events workshops
- Council Tax Support Grant £0 - have lost £5,132 from previous year.
- £3,250 interest from reserves – base rate has increased
- £1,250 from Allotments, £719 for Local Maintenance Partnership

Summary of discussions for expenditure lines

£326,978

Administration -

£25,995

20% increase

- £9,400 - Mileage, Training, Mayor's allowance, bank charges, office supplies and telephone, subscriptions etc.
- £14,945 - £5k increase due cost of insurance and requirement for updated website for legal compliance. Also includes legal expenses, audit, web/technical/accountancy services
- £1,000 elections — £4k per election – saving for 2025.

Accommodation -

£18,280

13% increase

- £9,850 Town Hall rental and rates – below inflationary increase
- £1,700 lift – maintenance contract - £15,000 in reserve.
- £6,730 – 50% increase in utilities operations and utilities.

Staff - £185,000 12% increase over 2022-23 & 2023-24

- 2022-23 assumed 2% incremental rise – actual was 5.5%; have assumed 6% increase in 2023-24; this represents a cumulative increase. Salaries are negotiated centrally to a nationwide scale for all local government sector workers.

Car Parks - £31,525 7% increase

- £9,050 Churchfield maintenance inc. £500 bollards, £3,000 enforcement, £750 ticket machine servicing and supplies, £5000 annual saving required for the £40,000 cost of resurfacing of Churchfield car park in 7 years.
- £15,725. Churchfield Loan repayment/rates.
- £6,000 for Clease car park – rates, EV chargers and maintenance.

Parks and recreation - £23,718 9% decrease

- £15,968 Enfield Park – Broadwood Path and bench repairs/trees/store rates/pond maintenance. Similar to previous. £9,068 PWLB 11-year loan for river bank and path essential repairs.
- £4,800 Play areas – replacement rower/gym equipment, essential repairs and RoSPA inspections
- £3,450. OCM land rent, maintenance and utilities.

Community - £22,410 43% decrease

- £13,310 Events budget; extra one-off event for *Coronation*. £2,500 Fireworks
- £400 for Defibrillator servicing x 2, located at Conservative Club & Camelford Hall
- £10,200 grants. Lanteglos Church – grass cutting £1,000, Camelford hall – public toilets £1,200, Leisure centre £1,500. £1,500 misc. applications. £1,500 Christmas lights grant.
- £2,000 Marketing and Tourist information – visit Camelford website

Town Maintenance - £20,800 38% increase

- £500 CCTV
- £6,200 vehicle costs – van and mower
- £6,550 Public Toilet utilities and supplies – significant increase – doubled.
- £5,050 Town maintenance. general maintenance equipment and supplies, and plants.
- £2,500 commercial waste from Enfield Park/car parks/OCM.

Town services £4,250 21% decrease

- Allotments - £750 + Saving £3,000 for land clearance &/or future purchase
- Cemetery £500 skip hire.

To note predicted reserves of approximately £110,000 readily accessible at 31.3.23 and reserves of £80k in CCLA investment on notice period. This is over 50% of the required precept 2023 – 24, meeting statutory requirements.

Recommendations/Resolutions for Council:

To precept for the difference between income and expenditure **£316,759**

This represents a Band D £287.96 (+£23.40pa or 8.85% 'no more than inflation' increase) on tax base of 1100 households (2% increase in number of households able to pay council tax), or an 8.91% increase in precept for 2022-23.

Forecast

Predicted precept 2024-25 £345,124 (maintenance to Churchfield car park and pond path)
 Predicted precept 2025-56 £349,074

Esther Greig

From: Jessica Shackley <info@scribeaccounts.com>
Sent: 22 September 2022 12:45
To: Esther Greig
Subject: Fix your Scribe subscription fee for 2023 and beyond

Hi,

I hope this message finds you well. I have been taking a look back at what Scribe have achieved for our customers over the past 2 years:

- 40 new features added (including budgeting and lots of reports)
- 2 new products were released for facility bookings and allotments
- 850 AGAR submissions (£100M income managed)
- 200 live training events
- 6,000 support requests, 80% responded within 2 hrs
- 9.5 customer satisfaction score (out of 10)

Looking forward, we are reviewing the inclusion of new features highlighted in our recent customer survey, such as bank transaction uploading, further report improvements, emailing and potentially a new product for agendas and minutes.

To continue investing in making Scribe products and customer service better for you, we need to increase our prices.

New prices come into effect from October 1st. But since you've been so loyal, the increase will not come into effect until your next renewal date. Additionally, for peace of mind, we are offering fixed-rate contracts. For you, the offer is

- 1 year (standard pricing): +15% which is an extra £12.75 per month (Billed Annually)
- 2 years: +10% per year for 2 years which is an extra £8.50 per month (Billed Annually)
- 3 years: + 8% per year for 3 years which is an extra £6.80 per month (Billed Annually)

We wanted to let you know now rather than at your renewal date as we know that you will shortly be discussing your budget for 2023.

Please do let us know if you would like to take up the 2 or 3-year fixed contract.

Thank you for being an integral part of the Scribe mission to save time to enable our Councils to have a greater impact on their community, if you have any questions at all, let me know. All replies go directly to me.

Kind Regards,
Jo Peters

P.S. If this materially impacts your council, please let me know and we can work something out.

Amanda Lash

From: Carly Northover <[REDACTED]>
Sent: 14 December 2022 12:01
To: Amanda Lash
Subject: Polytunnel sizes

Hello.

I have spoken to Bronwen and
18ft x 30 ft is the other measurement.

Unfortunately these are the only 2 measurements we have available as we arent buying brand new but relying on what is available 2nd hand from farmers.
On a single plot its generally a 24x 16 ft tunnel that most people opt for and perhaps put it past them it is a double plot so would they allow us to double that size up please?
We will wait and see what happens and then we will have to take it from there.
If they say no how long do we have until the next meeting to resubmit another size please?

Thankyou

Carly

Esther Greig

From: Information Desk <info@nextlevellifts.co.uk>
Sent: 06 December 2022 08:00
To: Esther Greig
Subject: Quotation for works required to the hydraulic Bucher Block

Good morning Esther,

After looking into the jobs required here are the following prices:

Full Valve Block Strip Down And Seal Replacement (what I recommended)
£950.00+VAT

To Supply and install new LRV Controller and programme parameters.
£2400.00 +VAT

The valve block strip down could potentially solve the issues you are having on the lift on site.

If I can help with anything else please let me know Esther.

Kind Regards

Scott

Next Level Lifts Ltd
Office: 15 Charles St, St Austell, Cornwall PL26 8PS
Tel: **01726 852000**
Web: www.nextlevellifts.co.uk

