



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
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## Ordinary Council Meeting – 15<sup>th</sup> 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 18<sup>th</sup> 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

–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 19<sup>th</sup> 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 2<sup>nd</sup> application. 7<sup>th</sup> 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

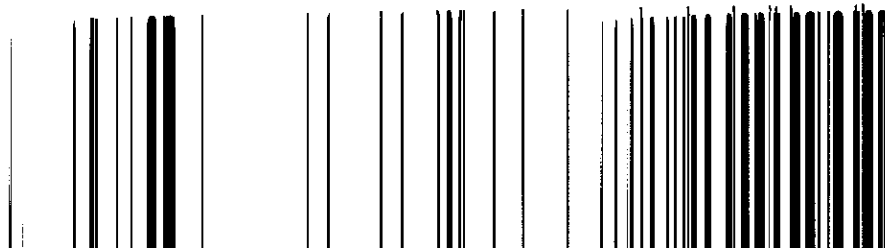
## 9. Correspondence

a. Email from CC regarding precepts for 2023-24 – noting that the CTS will no longer be paid. 22/477

**Noted.** Lost £5k in income 22/478

b. Clerks and Councils Direct – magazine.

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



- 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 21<sup>st</sup> 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                      Secoded: 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                      Secoded: 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                      Secoded: 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                      Secoded: Cllr Elford                      unan                      22/490**
- c. It was **resolved** to **approve** free parking in Churchfield on 26<sup>th</sup> November and 3<sup>rd</sup> December.
- Proposed: Cllr Shaw                      Secoded: Cllr Bond                      unan                      22/491**
- d. The minutes of Strategic Committee Meeting 4<sup>th</sup> 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                      Secoded: 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                      Secoded: 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 28<sup>th</sup> 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

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 9<sup>th</sup> 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 <sup>nd</sup> 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

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
	<b>Total</b>		<b>£42,978.44</b>
<b>Proposed: Cllr Burgis</b>	<b>Seconded: Cllr Thomson</b>	<b>unan</b>	<b>22/500</b>

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
	<b>TOTAL</b>		<b>£3,479.91</b>
			<b>22/501</b>

## 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 20<sup>th</sup> December 2022 Agenda.

The Mayor closed the meeting at 21.17 pm