



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 – 20th December 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 4 other Councillors present: Cllrs Bond, Burgis, Coombes, Shaw. 22/505

2. To receive Apologies for absence with reasons

Cllrs Grigg, Elford, Hewlett, Scawn - personal

It was resolved to

Proposed: Cllr Shaw **Seconded: Cllr Bond** **unan** **22/506**

Cllr Thomson – none received

3. To receive Declarations of Interest & Approve Dispensations

Cllr Coombes Planning PA22/10440,10475 non-registerable to leave the room 22/507

Cllr Rotchell noted that he is now a Director of the Leisure Centre CIC and will need to update his register of interests.

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

Council tax will go up 4.99% of which 3% is for adult social care. £85.68 for a Band D. There's 13292 second homes in Cornwall – looking into changing double to bring in an extra £23m. 722 empty houses and CC working hard to get them back into circulation – can even sell them to Cornwall Council to use. The Consultation for Mayor is online. Fire service discussion due soon. Standards committee - discussing bullying and aggression against parish and town councillors. A lot of PC/TC more protection. Expression of interest for the TROs – suggesting double white lines to stop people overtaking through towns and villages. 22/508

5. To receive and approve the Minutes:

It was resolved to approve the Ordinary Meeting 15th November 2022

Proposed: Cllr Bond **Seconded: Cllr Burgis** **4-0 (1abs)** **22/509**

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 – application for the Camelford Hall rebuild has been sent off – board meets on the 20th January and CTC will hear by mid-February. Clerk need to start official tendering process for the initial work in order to be ready to start as soon as CTC gets a positive response. 20mph banners to go up – not sure how they will be installed. Salt bins – had issues as people were taking salt for their own driveways; none left for the roads! All has problems accessing our reserves in Lanteglos. Churchfield EV Chargers – meeting with SWARCO; will get an offer from them in the new year. CTC will have to surrender the lease with CC in order to enter into a new one with SWARCO – two legal fees. 22/510

7. Planning

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

PA22/10140. The Rectory, Trefew Road. The Truro Diocesan Board of Finance. Application for tree works in a Conservation Area (CA): to remove two adjacent Ash Trees. Cllr Shaw noted that the application had already been decided and that an extra ordinary meeting should have been called to

discuss this application. Clerk noted that CTC are not consultees on tree works, CTC only get notified; but CTC had previously instructed that these types of application still go on the agenda for information. Cllr Shaw reiterated that an extra meeting should be called in future. Cllr Shaw noted that the tree should be replaced with 3 in a similar location as per Council policy. 22/511

Cllr Combes left the room

Next two applications taken together.

PA22/10440. Villa View, Slaughterbridge. Mr W Kingdon. Erection of extension building to an existing agricultural building to provide cover over an existing open dung store. Cllr Shaw noted he'd like to know where is the water concentration going. What will happen with the volume of water from these sheds?

PA22/10475. Land North of Villa View, Slaughterbridge. Mr W Kingdon. Erection of an agricultural building to provide cover over existing cattle loafing area.

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Bond unan 22/512

Cllr Coombes returned

PA22/10681. Springside. Tregoodwell. Mr & Mrs John. Proposed remodelling, landscaping and associated works. Cllr Shaw noted in cul-de-sac of its own. Large proposal – but not overlooking anyone.

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

Proposed: Cllr Shaw Seconded: Cllr Burgis unan 22/513

PA22/10691. 6 Daws Meadow. Jeremy Sharp. Works to a tree subject to a Tree Preservation Order for Ash (T1) – fell due to Ash dieback. Being going on for years – replace 3 for 1

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Burgis unan 22/514

For Information

PA22/09260. Little Treforda, Trewalder. Ms Danka Napiorkowska. **Discharge of a planning obligation.** 22/515

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted sadness on receiving Cllr Ackroyd-Johnson's resignation. Sad to lose a younger member of the team. Cllr Rotchell reported attending various functions. Mayor's meeting talked about the Mayor for Cornwall - unanimous view that there should be referendum. Leisure Centre AGM – elected a director of the CIC. Lots of meetings about Shared Prosperity funds/levelling up applications – demand for information was significant. Strategy Committee, Christmas tree festival – 29/30 trees looked very good. Winter festival – the wettest on record. Lantern parade into town – not many people in town at 6pm – but there were quite a few people later on. Well done to the lights – low cloud base so fireworks slightly compromised. St.Petrocs carol service with Cllr Bond and wives - touching stories from ex-homeless people. Senior citizens lunch – thank you to the primary school choir. Dorothy Lee – 100th birthday – fascinating lady. Internal audit, big breakfast in the old bank. As alter ego attended Santa's story time in the library and the Methodist Church.

22/516

b. Camelford Network Panel - Cllr Hewlett – next agenda.

22/517

9. Correspondence

a. Email from CALC regarding community led housing schemes. **Noted** 22/518

b. CC – letter regarding Local Maintenance Partnership 2023. **Noted** 22/519

c. Letter from resident regarding parking at Clease CP. 50% of those expecting to attend Memory Café Christmas lunch couldn't park so had to go home. **Noted** 22/520

d. Letter from resident thanking CTC for road closure training. **Noted** 22/521

e. Letter from Cornwall Council regarding complaint on planning process PA22/01083. **Noted** 22/522

f. Letter from Cllr Ackroyd-Johnson noting her resignation from CTC. **Noted** 22/523

g. Cornwall Pension fund – actuarial valuation 2022. **Noted** 22/524

10. Agenda Items

a. The minutes of Estates and Properties Committee Meeting 9th December were **noted**. 22/525

i. It was **resolved** to sell the mowing machine. Wait to the start of the new season.

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 22/526

ii. The use of bird scarers at Armistice Day was **discussed**. Cllr Rotchell noted that the Head of Maintenance has advised against it for the wildlife in the park and CTC has had a bugler attend. Cllr Shaw noted that it informs the town at 1100 something has happened. Most of the birds have migrated, he wants to keep the tradition alive. Cllr Bond noted that one bang is not detrimental to bird life. Need a signal 1100. Cllr Burgis haven't used for last few years; doesn't seem necessary. It was **resolved** to reintroduce bird scarer at the event

Proposed: Cllr Shaw Seconded: Cllr Bond 3-1 (1 abs) dec carried 22/527

iii The removal of the overgrown hedges and replace with two specimen trees at the entrance to Enfield Park was **noted**. 22/528

b. The election process and timings for a replacement Councillor was **noted**. It was **resolved** to nominate Cllr Rotchell to chair the Events committee for the remainder of the administrative year.

Proposed: Cllr Bond Seconded: Cllr Coombes unan 22/529

c. Internal Audit Q2 was **noted** 22/530

d. The minutes of Strategic Committee Meeting 25th November were **noted** 22/531

i. It was **resolved** to split the Town Centre SPF bid into 2 applications.

Proposed: Cllr Coombes Seconded: Cllr Bond unan 22/532

e. The budget/precept report 2023-24 and 3-year budget forecast was **noted** 22/533

f. It was **resolved** to precept £316,759 in 2023-24. CTC has come in under inflation. It was a tough task. Band D increase £287.96,

Proposed: Cllr Bond Seconded: Cllr Shaw unan 22/534

g. It was **resolved** to contract with Scribe (accounts package) for 3 years

Proposed: Cllr Bond Seconded: Cllr Coombes unan 22/535

h. It was **resolved** that the standard size for a polytunnel on the allotments is 7m x 3m x 2m.

Proposed size is too big - Can't be commercial size

Proposed: Cllr Coombes Seconded: Cllr Shaw unan 22/536

i. It was **resolved** to repair lift as recommended. £950 + VAT.

Proposed: Cllr Burgis Seconded: Cllr Bond unan 22/537

11. Accounts

a. Balances at 15th December 2022 were **noted**

Current Account	£149,696.86	
Tracker Account	£51,476.90	
NS&I	£42,487.74	
CCLA	£80,000.00	22/538

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

Staff	December Wages & expenses	BACS	£9895.35
HMRC	December Tax & NI	BACS	£2,556.12
Cornwall Pensions	December Pension contributions	BACS	£3001.36
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cornwall Council	Cleaze – Business Rates	DD	£334.45
Pennon	Water	DD	£19.00
Pennon	Public Toilets Water	DD	£42.50
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
JRB Enterprise Ltd	Dog Gloves	BACS	£76.68
Viking	Ink cartridges and paper	BACS	£129.03
Rightmove	OCM – advertising for café opportunity	BACS	£379.36
Wallgate	Public toilets – soap	BACS	£90.89
Jason Ryan	Town Hall – window cleaning	BACS	£25.00
Pickle Design	Visit Camelford domain renewal	BACS	£62.35
Pickle Design	YW supplies - OCM – card design	BACS	£24.00
H3G	Youth worker mobile	DD	£18.00
Cllr Rotchell	Mayor's all. Lunch supplies	BACS	£25.00
Gallagher	Tractor insurance part year	BACS	£68.38
Jag Signs	YW supplies – uniform	BACS	£171.00
SWW	Allotments – water	DD	£131.14
Peggy Ellison	Senior citizens lunch supplies	BACS	£117.20
Aquatics South West	Enfield park pond clearance	BACS	£1027.92
Spar	Office supplies	Debit	£16.88

Barclays	Bank Charges	DD	£12.41
Kirsty Ferguson	Senior citizens lunch supplies	BACS	£10.00
Amazon	Library supplies – Yacht varnish	Debit	£12.99
Amazon	OCM electric water heater (café)	Debit	£133.49
Amazon	OCM kitchen sink (café) Debit	Debit	£238.55
Amazon	Offices supplies - Kettle	Debit	£29.98
Amazon	Public Toilets - Gloves	Debit	£27.96
Amazon	Library supplies – Christmas decorations	Debit	£31.94
Amazon	Maintenance supplies – copper nails	Debit	£5.88
North Cornwall Glazing	OCM refit locking mechanism door	BACS	£144.00
Corserv	Traffic Management training – 3 people	BACS	£162.00
Viking	Ink cartridges and envelopes	BACS	£127.66
Boots	Office supplies – Covid tests	Debit	£19.70
NALC	Training – community outreach	Debit	£38.93
R Sleep Ltd	Maintenance supplies – paint/bolts	BACS	£36.90
Western Supply	Maintenance supplies – saw/cement	BACS	£95.53
British Gas	OCM Electricity	DD	£118.26
Camelford Hardware Store	Maintenance supplies – varnish/keys	BACS	£145.67
CALC	Being a good employer – training	BACS	£120.00
CALC	Procurement – training	BACS	£36.00
CALC	planning refresher – training	BACS	£36.00
Yesss Electrical	Batteries and key tags	BACS	£119.74
Cornwall Council	Parking Enforcement – October	BACS	£200.40
Bunzl	Public Toilets – air fresheners	BACS	£7.73
Camelot Garage	Fuel for van	BACS	£126.79
Tesco	Mobile – MGM	DD	£7.50
Octopus Energy	Cleas CP EV chargers	DD	£120.46
Voiphone	Office Telephone system	DD	£11.40
Voiphone	Office Telephone system - calls	DD	£50.00
Mailchimp	Marketing – visitcamelford	DD	£11.00
Bruallen	Events – winter festival – flowers	Debit	£30.00
Plusnet	office broadband	DD	£28.16
D Ralph	Town Maintenance – tractor	BACS	£571.00
D Ralph	Town Maintenance – tractor	BACS	£19,429.00
		TOTAL	£41,779.45
Proposed: Cllr Shaw	Seconded: Cllr Bond	unan	22/539

Income was noted			
Post Office deposit	Churchfield CP tickets/permits	cash	£110.00
Hanger Management	Donation – winter festival	AC	£35.00
HMRC	VAT reclaim	AC	£74,327.55
HMRC	VAT reclaim	AC	£1,208.79
Resident	Parking permit	AC	£10
Barclays	Interest savings account	AC	£28.68
		TOTAL	£75,720.02
			22/540

12. To note items for 17th January 2022 Agenda.
Councillor vacancy.

The Mayor closed the meeting at 19.45 pm

Chair's Signature.....

Dated.....

Amanda Lash

From: Tony Murphy <tonymurphy@harrisons.uk.com>
Sent: 16 December 2022 11:03
To: Amanda Lash
Cc: Julian Moules
Subject: RE: Freestyle Skateparks

Dear Amanda






Thank you for your email and all noted.

I confirm that given the scale of the remedial works to be done, no further claim will be made by the Company.

I also confirm that there are no funds in the liquidation.

Kind regards

Tony Murphy | Director

 0207 317 9160  07771 834 522
 tonymurphy@harrisons.uk.com  www.harrisons.uk.com
 Westgate House | 9 Holborn | London | EC1N 2LL



From: Amanda Lash <admin@camelford-tc.gov.uk>
Sent: 16 December 2022 10:38
To: Tony Murphy <tonymurphy@harrisons.uk.com>
Subject: Freestyle Skateparks
Importance: High

Hi Tony

Further to our conversations regarding skatepark repairs that are required, please find attached quote. Sorry it has taken so long but it has been quite hard to get 3 quotes, and only managed one. . Our retainer was £3,652.55. As you can see, the quote we have is for a much larger amount due to the scale of repairs to the surface. Please can you confirm that the retainer nor any other costs will be sought from us. I understand that you said there is no money to pay for any work that needs to be undertaken, but confirmation would be appreciated so that we can budget.

Kind regards



Amanda Lash, CiLCA
Deputy Town Clerk, Camelford Town Council

Esther Greig

From: Rosie Fox <aafnorthcornwall@gmail.com>
Sent: 04 January 2023 12:16
To: countryside@cormactd.co.uk; Public Protection - FOI; Esther Greig; enquiries@cornwallhighways.co.uk; Emma.BUTLER-JONES@devonandcornwall.pnn.police.uk; Highways & Environment East; kate.kennally@cornwall.gov.uk; shaun.sawyer@devonandcornwall.pnn.police.uk; Tree Woodman; rupertevlynwestcountry@itv.com
Subject: North Cornwall Hunt Boxing Day Meet at Camelford

Good Afternoon

As I am sure you are aware by now despite the Council and Police engaging with the North Cornwall Hunt to ensure they followed the law of the land like the rest of decent society have to they went ahead with their Boxing Day meet with no TTRO, no Health and Safety measures, no event permission etc all of which would make any insurance they may have I'm quite sure invalid.

This whole 'above the law' event was clearly facilitated by the Conservative Club Camelford, Barriers were placed along from the car park behind the Tory Club and along the public pavements in front of the Tory Club and adjoining shop for the hunt riders and dogs

'Above the law' behaviour at the top of the Conservative party has clearly filtered down to grass roots level too. The Conservative club need to answer questions regarding their illegal event on Boxing day with numerous Health and safety breaches, traffic chaos, traffic holding and marshalling by quad riders and random hunt members, horses and dogs on public pavements, hounds roaming without supervision, public safety issues children endangered due to no barriers along the main A39, members of the public forced to walk in the road etc

We were surprised to see no police attendance as there had been advance notification of a possible protest but with no police presence protest was not possible for safety reasons (at least the antis are sensible enough to think of public safety)

Despite a lot of public safety issues and antis feeling totally unsafe had they wished to protest it was thought not a 999 emergency and reporting anything on 101 is usually at least a 30 - 40 minute wait so time was better spent evidence gathering rathering than waiting on hold.

Evidence was therefore yet again gathered and numerous offences have been recorded. We have full 4k video footage available, plus high quality still photos and large amounts of mobile phone footage.

Footage can be viewed on Facebook (Action Against Foxhunting) AAF Cornwall page and here are the links where you will be able to share or download footage

If you would like a copy of the footage I will be happy to send it on a small memory stick as it is difficult to email due to the large size of the files.

<https://fb.watch/hR7GY8aaqQ/>

https://m.facebook.com/story.php?story_fbid=pfbid02pLHqxm2W8CUaixRLD5Guq5SPj23MWz1mzPjeubNn33kkTETu7ydK6RsTRfHi4smhl&id=100068912303833

QUADS

Quad bikes were used to stop and hold traffic to allow the hunt to parade themselves and their pack of dogs all over both carriageways of the main A39 and the dogs were also allowed to run on pavements amongst pedestrians. There were 3 quad bikes present all of which arrived and left on the public highway (A39) one had no number plates, one had only a rear number plate and the blue one is registered online as being black. one when leaving with a small child on the back rode on the wrong side of the road towards oncoming traffic. No MOTs or Road Tax. Agricultural use does not include a jolly to the local Boxing Day meet.

As far as I am aware the 'above the law' quad riding hunt support do not have special privilege which allows them to park on the pavement, on a pedestrian crossing or the zig zag lines of a pedestrian crossing?

PEDESTRIANS

Pedestrians watching the event stood blocking the pavements on the main A39 and were also standing in the road frequently as well as children accompanying onlookers dangerously jumping on and off of kerbs due to no safety barriers. Members of the hunt were standing leaning on the illegally parked quad bikes on the pedestrian crossing, this was totally blocking the crossing area forcing people to walk into the road to pass. The pavements were blocked for 'normal' people going about their business.

MONEY COLLECTION/BEGGING

At least 3 members of the hunt were walking amongst people rattling buckets trying to collect/beg for money. I believe rattling buckets at people is not allowed?

The buckets had North Cornwall Hunt on them, is money collection allowed in that way by a business, would 'normal decent' people be led to believe it could be for a charity?

HORSES AND DOGS

The horses arrived in a few different groups (I believe there were approx 20 horses total) one of the horses, a small chestnut with flaxen mane and tail, was very badly behaved and was sent to wait in the Camelford Council car park, when it left the Tory club area it rode straight out in front of a car.

Two white/grey horses upon arrival at the meet missed the entrance and randomly stopped with a car directly behind them then forced to take evasive action as they were then face on to the oncoming traffic

With the arrival of the Hunt Master came the pack of dogs, (the hunt like to call them hounds but they are just dogs and the dangerous dogs act applies to them as do other dog laws) the dogs were clearly not under full control as they were on the pavements and also amongst traffic on the wrong side of the road both on arrival and leaving.

There was also unofficial marshalling of traffic as per norm from them.

The dogs were supposedly behind barriers at the Tory club but at least two came through the barriers and were freely running around unsupervised at the bandstand and park entrance and also using the war memorial to pee on and mixing amongst other dogs and children.

When leaving the meet the huntsman and two other riders as well as the pack of dogs were taken to parade up the A39 to the Darlington Area and then came back down the A39 to meet with the other horses and riders near the Tory club before leaving Camelford along the A39. The horses and dogs paraded over both carriageways using both sides of the road as well as the dogs running on the pavements, this was made possible by quads holding traffic and unofficial marshalling of traffic

By the Countryman Hotel on the A39 there was an incident with horses and dogs all over the road two horses out of control narrowly missing a serious accident.

These people are nothing more than an organized crime gang, they defy the law, turn up and take charge of an area breaking numerous laws whilst there, 'normal' residents and visitors cannot go about their everyday life whilst they take over the area, who thinks its ok to park your quad bikes on a pedestrian crossing forcing people and young children to walk in the road to pass, the arrogance of them is despicable.

'Above the law' What are the authorities afraid of?

Regarding the arrangements for the filling of any vacancy where co-option applies, I confirm that a Town Council may co-opt as a member any person who is legally qualified to hold such office, and who is willing to serve, provided he or she satisfies at least one of the following qualification categories:-

- (a) is registered as a local government elector for the parish;
- (b) has during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish;
- (c) his/her principal or only place of work during the preceding twelve months has been in the parish;
- (d) had during the whole of the preceding twelve months resided in the parish or within 4.8 km thereof.

For your information, I would also confirm there is no defined procedure to which Town Councils must adhere in arranging the co-option of a member, although most councils arrange to publicise any vacancy locally and invite persons wishing to be considered for co-option to make application to the Town Clerk by a prescribed date.

Please can you send the completed Members Interest forms to:

Helen Snell
Democratic Services
New County Hall
Treyew Road
Truro
TR1 3AY

Email - helen.snell@cornwall.gov.uk

I trust that I have given you all the information required and should be glad to receive your confirmation when the vacancy has been filled.

Regards

Sharon

Sharon Richards | AEA (Cert) | Principal Electoral Officer – Elections | Electoral Services
Cornwall Council | Assurance | Customer and Support Services Directorate
sharon.richards@cornwall.gov.uk | Tel: 01872 322222 (ask for Sharon Richards)
www.cornwall.gov.uk | 'Onen hag oll'
4S, County Hall, Treyew Road, Truro TR1 3AY

Call me on Teams!

www.cornwall.gov.uk/elections
REGISTER TO VOTE: www.gov.uk/register-to-vote



The
countryside
charity



001319

Camelford Town Council
Camelford Town Council
Camelford Town Hall and Library
Market Place
CAMELFORD
Cornwall
PL32 9PD

1319 / 57

22 December 2022

Membership No: 814106

Dear Members

Thank you for being part of a movement committed to protecting our beautiful countryside for everyone. I've popped your membership card in with this letter.

I hope you're proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- To prove that appropriate community-led renewables schemes can be popular, we helped three villages identify appropriate sites for clean energy
- By lobbying the government, we influenced the confirmation of a new funding scheme to pay farmers to plant more hedgerows and manage them sustainably
- A government white paper on regenerating neglected towns and cities mirrored our brownfield-first planning strategy in our Brownfield Land Toolkit

This real progress is thanks to people like you, so thank you for your continued loyalty throughout these financially challenging times.

Like everyone throughout the UK, we've been experiencing the pressure of rising costs but remain committed to delivering a membership programme that empowers you in helping protect your local countryside. Over the past few years, we've remained true to this goal by absorbing any rises in production costs so that members like you can continue to be heard. But we can no longer do this with the recent spikes in our production costs.

That's why we've reluctantly raised the price of your annual Parish/Town Council membership to £60.00. You do not have to do anything because the changes are automatically applied; details of your new membership payment

Please turn over...

Any questions?
Please call Supporter Care
on 020 7981 2870.

Campaign to Protect Rural England
is a company limited by guarantee
Registered in England number 04302973
Registered charity number 1089685

Registered Office
15-21 Provost Street
London N1 7NH

Tel: 020 7981 2870
Email: supporter@cpre.org.uk
Web: cpre.org.uk



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

Co-option of a Councillor Procedure - Adopted 15th May 2018

Declaration of Vacancy should occur immediately following the Council meeting when the resignation is accepted.

If no poll is claimed, the Council will fill the vacancy by co-option within 6 months of the declaration

Advertise for applications from candidates for at least one week as widely as possible.

Ask candidates for a letter stating their suitability and the reasons why they want to become a councillor; this will be circulated with part 2 meeting papers

Ask candidate to attend the next meeting, to present themselves to Council during public question time, stating reasons for applying – no more than 3 minutes.

At the end of the meeting, suspend standing orders and ask candidates if they are still interested in being a Councillor (having sat through the meeting)

Council to vote on candidates according to statutory procedure – successful candidate will receive absolute majority.

Candidates are then requested to return, and the successful candidate is notified of the decision.

Esther Greig

From: Amanda Lash
Sent: 03 January 2023 11:58
To: Councillors
Cc: Esther Greig
Subject: FW: Casual Vacancy - Ayla Ackroyd Johnson

From: Sharon Richards <Sharon.Richards@cornwall.gov.uk>
Sent: 03 January 2023 11:54
To: Amanda Lash <admin@camelford-tc.gov.uk>
Subject: FW: Casual Vacancy - Ayla Ackroyd Johnson

Information Classification: CONTROLLED

In Esther's absence.

Regards

Sharon

Sharon Richards | AEA (Cert) | Principal Electoral Officer – Elections | Electoral Services
Cornwall Council | Assurance | Customer and Support Services Directorate
sharon.richards@cornwall.gov.uk | Tel: 01872 322222 (ask for Sharon Richards)
www.cornwall.gov.uk | 'Onen hag oll'
4th Floor, South Wing, County Hall, Treyew Road, Truro TR1 3AY

Call me on Teams!

www.cornwall.gov.uk/elections
REGISTER TO VOTE: www.gov.uk/register-to-vote

From: Sharon Richards
Sent: 03 January 2023 11:47
To: clerk@camelford-tc.gov.uk
Cc: Geoffrey Waxman <geoff.waxman@cornwall.gov.uk>
Subject: Casual Vacancy - Ayla Ackroyd Johnson

Information Classification: CONTROLLED

Good morning Esther

With reference to the public notice published by you on 8 December, 2022 in respect of your casual vacancy on your Town Council, I can now confirm that we received no requests asking that an election be held.

Accordingly it will therefore be necessary for your Council to fill the vacancy as soon as practicable, by co-option, as provided for by Rule 8 of the Local Elections (Parishes and Communities) Rules 1986.

Esther Greig

From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 04 January 2023 12:18
To: CornwallALC Enquiries; Sarah Mason
Subject: Invitation to CALC AGM: Tuesday 21st February 2023 at 7pm, Bodmin

Information Classification: CONTROLLED

Dear All,

CALC is pleased to invite councillors from our member councils across Cornwall to a face-to-face CALC Annual General Meeting.

On Tuesday 21 February 2023, at 7pm in the Shire Hall Suite, Bodmin, PL31 2DQ.

SPEAKERS

We are delighted to welcome Mark Holmes, Head of Environmental Partnerships and Climate Change, Cornwall Council and Rhys Hobbs, Environmental Resilience and Adaptation Manager, Cornwall Council as our keynote speakers.

Mark will talk about Climate Change and how it is projected to affect Cornwall. Rhys will introduce the proposed adaptation approach for Cornwall and the next steps in the development of community adaptation plans and supporting resources.

Followed by a Q and A session.

NETWORKING

Our AGM will be a great opportunity for councillors to network, meet the CALC staff team and the CALC Executive.

AGENDA

It is a legal requirement for company business to be conducted including receiving the annual report and accounts. The final agenda and all papers will be issued three weeks before the AGM. Company business will be conducted at 7pm and the keynote presentations will follow.

VENUE

The Shire Hall Suite is at the back of The Shire Hall (Bodmin Town Council Offices) in central Bodmin and adjacent to the Priory Car Park, PL31 2DQ, where visitor pay and display parking is available.

The location of the venue can be seen here: <https://goo.gl/maps/cQcEjXTbWpemWifn7>

VOTING REPRESENTATIVES AT AGM

Our AGM is open to all member councils and councillors (officers are also welcome) and we hope that your council will support this event.

RSVP: In order to ensure that the meeting is quorate please can you let us know if your council will be sending a representative and if so, the name of the voting member who will be attending. We are very happy for more than one member to attend.

We look forward to welcoming you in person.

If you have any questions please do get in touch.

How your membership will help the countryside thrive this year



Thanks to your support, we will be able to campaign on important issues like these over the next 12 months:

Our #40by50 campaign will ensure we restore nature's hedgerows

Our humble hedgerows are the unsung heroes of the countryside. They've been adding beauty and character to our landscapes for centuries, while providing the food and shelter that sustains our wildlife. They protect the soil, clean the air and absorb carbon emissions. Now we're calling on the government to commit to extending hedgerows by 40%, by 2050. This will mean adding over 4,000 miles of new and restored hedgerows per year – starting now.

Join your local CPRE group to help further

Our volunteers are the lifeblood of our work. If you'd like to learn new skills, meet likeminded people and help to enhance and protect your local countryside you love. Please contact our Supporter Care Helpline on 020 7981 2870 to find out how to join your local CPRE group in your area.

Transforming rural transport for every community

We welcomed the government's commitment to giving 'the needs of rural users equal consideration' but called for this to be backed with the funding needed for regular rural bus services, by re-directing money being wasted on destructive new roads. Our 'Every Village, Every Hour' model is a resource which measures the cost of a reliable bus network across England – creating a stronger case for both providers and users. With your continued support, we can advance the much-needed debate on how rural public transport can be transformed and how to pay for it.

Make a lasting impact, starting today

Did you know that you can leave a gift to CPRE with just 1% of your estate?

A gift in your will could help to ensure the future of our work to promote, enhance and protect the countryside that we all know and love. Contact us on **020 7981 2838** or at legacyinfo@cpre.org.uk to discuss the possibilities and receive your gifts in will booklet.

A countryside for us all. Forever.



I'm proud to help our glorious countryside thrive for another year



001319

Your Membership

JCEMILD57T/814106

On 11/02/2023, your annual Parish/Town Council membership will need renewing so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

Your Parish/Town Council membership is paid by BACS Direct Transfer. Your new annual payment will be £60.00 starting from 11/02/2023.

To renew your membership at the new rate of £60.00 or change it back to the previous rate of £36.00, please complete the form below or contact our **Supporter Care Helpline on 020 7981 2870**.

Don't forget, that as a valued member you'll continue to enjoy these exclusive benefits:

- Your magazine, Countryside Voices, three times a year
- Membership of your local CPRE group CPRE Cornwall
- Discounted entry to houses, gardens and other attractions (see your Members Guide for details)
- 10% discount at Cotswold Outdoor, Snow + Rock and Runners Need

Thank you.

Step 1

JCEMILD57T/814106

Yes, I want to renew my Parish/Town Council membership

at the NEW membership rate of £60.00

at the previous membership rate of £36.00

by making a one-off payment by enclosing a cheque made payable to CPRE for £ _____
OR by credit/debit card by calling our **Supporter Care Helpline on 020 7981 2870**

Paying by BACS Direct Transfer?

Account number : 65724623 | Sort Code: 51-50-03 | Reference: 814106

Step 2

JCEMILD57T/814106

Our records show you're not a UK tax payer.

Tick the box if this has changed.

giftaid it

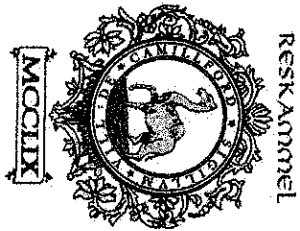
Camelford Town Council, Camelford Town Council, Camelford Town Hall and Library, Market Place,
CAMELFORD, Cornwall, PL32 9PD

I want to Gift Aid my membership and any donations I make in the future or have made in the past 4 years to Campaign to Protect Rural England.

Name _____ Signature _____ Date _____

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay the difference. Please notify CPRE if you wish to cancel this declaration, change your name or address, or no longer pay sufficient tax on your income and/or capital gains.

Please turn over...



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

Risk Assessment and Management 2023

Adopted 17th January 2023

Each Council should have in place a system to help it to manage risk. This system will be simple for the smallest parishes and more complex for larger parish and town councils. A council's internal auditor may use this risk management system to help to identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most clerks will already be assessing and managing risks in some way or other but there may be room to improve and document existing practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The clerk should therefore ensure that members should:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid reduce or control the risk or its consequence.

Area	Risk	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of risk	Review/Action required
Assets	Protection of physical assets including Enfield Park, Churchfield Car Park, Cemetery, Allotment	M	H	Insured. Value increased as necessary. Asset register Review risk assessments annually. Periodic inspections. Action any defects asap after notification	Maintain existing procedures.
	Security and maintenance of buildings, equipment etc Hazards to service users, public and staff	M	M	Locked doors at entrance of buildings- keys are held by the Town Clerk, Deputy and Maintenance manager with spare copies held in the key safe and one copy of Town Hall keys held by the Mayor. Fire Procedures, appliances/equipment checking. Produce risk assessments Ensure contractors have correct cover/certificates CCTV as necessary	Maintain existing procedures. Review risk assessments annually. Action any defects asap after notification
	Wear and tear of play equipment and Skatepark. Hazards to service users	M	M	Play equipment currently maintained on an ad hoc basis following daily and monthly checks. An annual RoSPA inspection.	Action any defects asap after notification. Request maintenance schedule from Freestyle
Finance					
Banking (errors or irregularities)	Risk of loss of income - precept	L	L	Adherence to adopted financial regulations - reviewed annually Bulk of investment is held in CCLA and NS&I account. Two accounts with Barclays Bank plc: Current and High Interest accounts. Internal controls, internal and external audit	Maintain existing procedures
		L	M	Ensure adequate reserves. Review insurance annually	Maintain existing procedures

	Loss of cash through theft or dishonesty	L	L	Adherence to adopted financial regulations – reviewed annually. Review insurance	Maintain existing procedures.
	Financial controls and records	L	L	Adherence to adopted financial regulations – review annually Internal controls, internal and external audit	Maintain existing procedures.
	Compliance with VAT Regulations, PAYE & NI	L	H	Comply with HMRC regulations. Quarterly returns to be made. Internal controls	Maintain existing procedures.
	Budget preparation and cash-flow (Inadequate)	L	M	Sound budgeting to underlie annual Precept. Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to the Council quarterly.	Maintain existing procedures.
Liability					
	Risk to third party, property or individuals	M	M	Public Liability Insurance in place to £10m. Risk assessments for all open spaces and individual events – checks undertaken as required Review insurance cover and risk assessments annually	Action any defects asap after notification
	Compliance with Law (Employment, FOI etc.)	M	M	Membership of various national and regional bodies including Employees Organisation, i.e. NALC & SLCC. Employer Liability Insurance in place. Internal Audit	Maintain existing procedures.
	Safety of Staff and visitors	M	H	Landlord has ultimate responsibility by virtue that Camelford Town Council is a tenant in the building. Lone working arrangements in place. Radon Monitoring. Risk assessments	Maintain existing procedures.

	Ensuring activities are within legal powers	M	H	Town Clerk clarifies legal position on any new proposal. Training for Clerk & Councillors as required	Legal advice to be sought where necessary.
Administration					
	Incomplete register of Interests (Councillor)	M	L	Regular reminder to members. Code of conduct training compulsory for members	Maintain existing procedures.
	Business Continuity / Loss of Council records	L	H	Back up files on cloud 3 times per day, passwords being held off-site, procedure manuals for Council administration. Documents available via the Council website.	Review procedure and policies annually or each administration
	Long-term adverse impacts from poor decision-making or poor implementation. Reputational damage and loss of confidence	L	M	Adherence to adopted Standing Orders – reviewed annually Holding correct meetings / consultation. Code of conduct Pursue Councillor and staff training when available.	Maintain existing procedures.
	Loss of Qualified Clerk	L	H	Impact on General Power of Competence – unable to run certain services.	Deputy Clerk has CILCA Senior Librarian has ILCA

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Staff appraisals, including pay, contracts	Annually	Staffing Committee		September 2022
Internal Audit	Bi-Annually	Internal Auditor		October 2022
External Audit	Annually	Clerk		July 2022
Minutes properly produced and published	Monthly	Clerk		Monthly
Standing Orders Reviewed	Annually	Council		May 2022
Back-ups taken of all computer records	3 times daily (Cloudy IT)	Clerk		March 2022
Review back-up process	Annually	Clerk	Need a hard copy on site	January 2023
Check passwords and key access	Annually	Mayor		May 2022

The information given above is to be reviewed annually in November and agreed upon at an Ordinary Council Meeting of the Camelford Town Council directly thereafter as being a correct record.

ANNUAL REVIEW

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Insurance	Annually	Clerk		May 2022
Assets inspection	Annually	Clerk		March 2022
Update asset register	Annually	Clerk		November 2022
Banking arrangements	Annually	Clerk		May 2022
Insurance providers	Annually	Clerk		May 2022
Budget agreed	Annually	Council		December 2022
Precept agreed	Annually	Council		December 2022
Budget monitored	3 monthly	Council		October 2022
Bank reconciliation	Monthly	Council		December 2022
Review of Financial Regulations	Annually	Council		May 2022
Review of financial risk register	Annually	Council		January 2023
Members register of interests	Annually	Clerk		May 2022
Transparency Code, Freedom of Information, Data Protection, GDPR	Annually	Clerk		June 2022



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall
Market Place
Camelford PL32 9PD

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

Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) FRIENDS OF LANTEGLOS CHURCH	
Name and purpose of project RESTORATION OF MEDIEVAL WINDOWS WITH STAINED GLASS	
Total amount requested from the Town Council £1,000	
Contact name and position JOHN PEARCE	Telephone: 07740421393 Email: johnbarberpearce@btinternet.com
Address for correspondence 10 WARRENS FIELD Post code PL32 9YS	
Bank account name, sort code and account number BARCLAYS, 20-87-94 83667286	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity. TO REPAIR AND RESTORE THE ONLY GRADE 1 HISTORIC BUILDING IN THE CAMELFORD AREA. TO MAKE THE VAST STORE OF LOCAL HISTORY INFORMATION AVAILABLE TO EVERYONE AND TO KEEP THE BUILDING OPEN FOR EVERYONE.	

What is the status of your organisation or group? (please tick all those that apply)

- registered charity** number ...1177951.....
- company limited by guarantee number
- social enterprise
- community group
- other

Is your organisation part of, or affiliated to any national organisation?

Yes or no - **NO**

If yes, please give brief details.

Financial details

Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).

Item	A or E	Cost
COST FOR ONE WINDOW ONLY		
The most deteriorated window		
STAINED GLASS	E	10,960
MASONRY	E	18,270
FERRAMENTA	E	1,800
SET-UP	E	1,585
SEE THE REPORT FROM HOLY WELL GLASS - ATTACHED HOLY WELL GLASS (BASED IN WELLS) ARE THE CLOSEST AND MOST HIGHLY THOUGHT OF RESTORER OF MEDIEVAL STAINED GLASS		
What is the total cost of your project?		£100,000
Amount requested from Camelford Town Council		£1,000

Have successful applications for grants been submitted to other organisations?

Yes / No, We are awaiting response from several grant funders
FOLC has raised £20,000 already

(if yes, please supply the name of the funder and the amount)

Name of funder	Amount granted
Lottery Heritage Fund	APPLICATION IN PROCESS
Glaziers Trust	APPLICATION IN PROCESS
Pilgrim Trust	APPLICATION IN PROCESS
Cornwall Historic Churches Trust	APPLICATION IN PROCESS

Total granted

Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)

Activity	Amount raised
RESTORATION OF THE WHOLE OF ST JULITTA'S BUILDING	£700,000
RESTORATION OF THE LANTEGLOS BELLS	£60,000

Project details

Name of project RESTORATION AND REPAIR OF THE MEDIEVAL WINDOWS AND STAINED GLASS

Who will manage the project? FRIENDS OF LANTEGLOS CHURCH
JOHN PEARCE - PROJECT MANAGER

Please provide a statement of how the project will benefit residents of Camelford.

St Julitta's church is the only grade I listed building in the Camelford area and has a rich history dating back to Norman times. We keep finding out more interesting facts. The latest is that a late 15th century rector - THOMAS MORTON was related to the Archbishop of Canterbury at the time, JOHN MORTON who then became the Chancellor to Henry VII and one of the wealthiest men in England. He almost certainly funded the extension of the St Julitta's at that time and paid for the very high quality stained glass - described as nationally important.

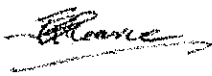
This glass is not only very fine, but is one of Camelford's most significant and beautiful historic items - a reminder of when the Camelford area was a really important centre for England and the Earls and Dukes of Cornwall. Knowing this is just one benefit for local people who can easily forget or not even know about what a wonderful and beautiful historic place that they live in.

As part of the restoration process we plan to run workshops and talks on medieval stained glass, including an opportunity to use medieval techniques to make stained glass!

Attached is a leaflet on the Stained Glass

Also attached are booklets on the history of the church and the bells

You may use a separate sheet of paper to submit any other information which you feel will support this application.



Signed

Date 5th January 2023

MG 024328 F1V1317A 709F303IK00141 39400 C 81775

 Sort Code 20-87-94
Account No 83667286

SWIFTBIC BUKBCB22

IBAN GB52 BUKB 2087 9483 6672 86

Issued on 09 November 2022


**THE OFFICIALS
3 THE OAKS
QUINTRELL DOWNS
NEWQUAY
TR8 4QC**


Your Community Account

At a glance

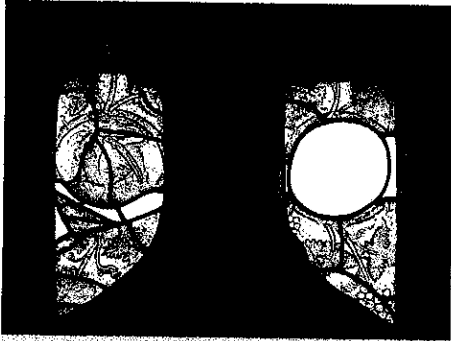
Date	Description	Money out £	Money in £	Balance £
8 Oct	Start Balance			37,891.42
13 Oct	Cheque Issued Ref: 100131	900.00		36,991.42
31 Oct	Cheque Issued Ref: 100132	2,400.00		34,591.42
8 Nov	Balance carried forward			34,591.42
	Total Payments/Receipts	3,300.00	0.00	

08 Oct - 08 Nov 2022

Start balance	£37,891.42
Money out	£3,300.00
➤ Commission charges	£0.00
Money in	£0.00
➤ Gross interest earned	£0.00
End balance	£34,591.42

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



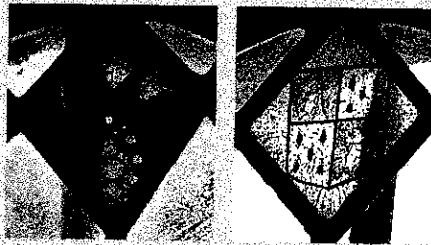
The window by the font has some remnants of stained glass which look like vine leaves. But look more closely and you will see the emblem of St Luke on the left side - a winged bull with a halo. Its a bit worn, but definitely there!

Below is a fragment from one of the windows



For more about St Julitta's Church check out:
www.lanteglosbycamelfordchurch.com

There is more 15th glass at the top of the window in the north wall of the chancel near the pulpit. In the clear window glass you can see the curved imprint of a leather cloth used in the early method of making window glass - spreading it out on a flat surface from a central ball of molten glass



The head of St Christopher. A bunch of grapes and the armorial of The Rector Thomas Morton - 1489 - 1511 who was related to John Morton who became Archbishop of Canterbury in 1486 and Lord Chancellor for Henry VII in 1487. He may well have funded St Julitta's big C15 expansion They share an almost identical armorial.

ST. JULITTA'S 15TH CENTURY STAINED GLASS



A rare survival of medieval stained glass that is unusual in its sophistication and detail. Extensive use was made of silver nitrate to create yellow colours - a highly skilled and expensive process

THE SAINTS OF ST JULITTA'S CHURCH - LANTEGLOS BY CAMELFORD

St James the Great - One of the disciples, son of Salome, brother of St John. Martyred by the sword - on order of King Herod

St Andrew - A disciple, brother of St Peter - both fishermen. He was one of 4 disciples with Jesus on the Mount of Olives. He was crucified on a X shaped cross

St Peter - Brother of St Andrew. Denied Jesus 3 times, but was the leading disciple and the first Pope in Rome. Crucified upside down. Holder of the keys to Heaven

St Jude - One of the disciples. The patron saint of hopeless and lost causes. Eventually martyred in Rome

St Bartholomew - One of the disciples, who became a missionary to India and Armenia. Martyred with a knife



King Solomon with St Mary Salome - Mother of St James and St John. Present at the crucifixion



Joachim - grandfather of Jesus with Joanna
The daughter of St Mary Salome



St Andrew

St Peter

St Jude

St James the Great



St Bartholomew

Esther Greig

From: Carly Northover [redacted]
Sent: 02 January 2023 20:07
To: Esther Greig
Subject: Polytunnel

Hello

We are struggling to find a decent polytunnel to the sizes given. Considering it will be providing water for our plot and inside tunnel the run off wont be sustainable.
The only ones we can find are the cheap green pop up ones but these break easy and they are not very eco friendly either.

Considering we have a double plot could we erect a 24 x 16 please? Or could we come to a meeting to explain our sustainable system? We also looked at the 2 polycarbonate tunnels on one of the plots and the the size of ours will be less than those 2 combined.

Much Thanks

Carly.