



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **21st February 2023 at Town Hall, Camelford at 7.00pm.**

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

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

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

1. To note Councillors present

2. To receive Apologies for absence with reasons

3. To receive Declarations of Interest & Approve Dispensations

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

To **receive** co-option presentations from candidates for vacant council seat

5. To receive and approve the Minutes of:

Ordinary Meeting 17th January 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. CC/Good growth team regarding the SPF Hall bid – decision on the 20th February. CCTV system update. Churchfield EV Chargers – nothing from SWARCO yet. Vandalism at public toilets. Change of date for E&P meeting 10am 10th March.

7. Planning

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

PA23/00883. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne. Erection of an agricultural cover shed, together with associated works. [Weblink](#)

PA23/00899. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne. Erection of an agricultural cover shed, together with associated works. [Weblink](#)

For Information

PA22/09123. Sam Sparks. 25 Beechwood Drive. Extensions. Approved

PA22/10681. Mr & Mrs John. Springside, Tregoodwell. Remodelling. Approved

PA22/10691. Jeremy Sharp. 6 Daws Meadow. Works to tree. Approved

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell

9. Correspondence

- a. Email from 5D Solutions regarding naming of site adjacent to skatepark.
- b. Email from Allotment holder regarding polytunnel 16 x 24ft
- c. Email from Cornwall Youth Choir – request for a donation
- d. Email from resident and Clerk's response – regarding Council tax on second homes.
- e. Email from Tamar Toll Action Group –requesting support for bridge to be centrally funded.

10. Agenda Items

- a. To **resolve** to renew office IT contract. £2209.20 +VAT.
- b. To **resolve** to accept offer of grant for the Local Maintenance Partnership 2023 (footpath cutting) £986.30.
- c. To **note** Minutes of Estates and Properties Committee 20th January 2023.
 - i. To **note** purchase of feeder pillar for OCM CCTV and Electrics from Ritherdon £1408.09 + VAT
- d. To **note Minutes** of Finance and Staffing Committee 10th February 2023
 - i. To **note** Q3 expenditure to budget.
 - ii. To **note** Q3 internal audit.
 - iii. To **resolve** to approve LGPS Employers pensions discretion policy.
 - iv. To **resolve** to approve Grants Policy 2023
 - v. To **note** awards for all Coronation funding application.
 - vi. To **resolve** to extend grounds person's contract until October 2023.
 - vii. To **resolve** to set up an advisory committee for the Hall Project with a Councillor and the Clerk, with representatives of Old Bank, Camelford Hall, Little Acorns, and the Camelford Regeneration Initiative CIC co-opted to the committee. Terms of reference to include – architect/services interviews, design brief, and project scrutiny.
 - viii. To **note** resignation of Youth Worker.
 - ix. To **resolve** to allocate up to £10k from this year's budget for survey reports for future Camelford Hall refurbishment planning application.
 - x. To **resolve** to contract with Arrow Lifts for annual maintenance/service for 2023.
- e. To **resolve** on Grant application received from Christmas Lights Committee £3800.
- f. To **note** Events Committee Minutes 8th February 2023.
 - i. To **resolve** to approve calendar of events
- g. To **note** OCM project report.

11. Accounts

- a. To **note** Balances at 14th February 2023

Current Account	£115,617.13
Tracker Account	£51,476.90
NS&I	£42,527.28
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	February Wages & expenses	BACS	£9,545.86
HMRC	February Tax & NI	BACS	£2,448.88
Cornwall Pensions	February Pension contributions	BACS	£2,909.47
Cornwall Council	Cleas – Business Rates	DD	£334.00
Pennon	Water	DD	£19.00
Pennon	Public Toilets Water	DD	£42.50
Pennon	Public Toilets Water	BACS	£12.50
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Positive Energy	Town Hall Electricity – January	DD	£130.90
Positive Energy	Town Hall Electricity – January	DD	£300.60
Positive Energy	Town Hall Electricity – February	DD	£145.54
British Gas	OCM Electricity	DD	£104.14
Octopus Energy	Cleas CP EV chargers	DD	£134.10
Barclays	Bank Charges	DD	£16.58
Plusnet	office broadband January	DD	£27.55
Seadog IT	Web hosting February	DD	£29.95
Mailchimp	Marketing – visitcamelford	DD	£12.70
Voiphone	Office Telephone system	DD	£11.40
H3G	Youth worker mobile	DD	£18.00
Tesco	Mobile – MGM	DD	£7.50

SWALEC	Public toilets – electricity	DD	£275.73
Starboard systems	Scribe Accounts package	BACS	£1321.92
Cornwall ALC	Procurement training	BACS	£36.00
Seadog IT	Site security services (annual)	BACS	£155.00
Cornwall Council	Parking Enforcement – January	BACS	£169.20
Jason Ryan	Town Hall – window cleaning January	BACS	£25.00
All in One Building	Replacement bollard – Town Hall	BACS	£912.00
In Safe Hands	Staff First Aid training x3	BACS	£492.00
Beiran Martlew	OCM Electrics x2	BACS	£257.80
Beiran Martlew	Churchfield CP Electrics	BACS	£120.00
Beiran Martlew	Bandstand Electrics x3	BACS	£951.20
Spar	Office supplies	Debit	£8.25
Arborcare Tree Services	wood chipping and clearing hedge	BACS	£348.00
Camelot Garage	Fuel for van	BACS	£90.11
Glasdon	Buffer bollards	BACS	£631.20
Spar	Office supplies	Debit	£10.56
Nice Crew	Circus skills	BACS	£200.00
Boxtor	Shipping container	BACS	£3900.00
Cormac Solutions	Car park lining	BACS	£1762.38
Viking	Office supplies – ink/laminating pouches	BACS	£56.72
Highfield Motors	Van MOT	BACS	£54.85
R Sleep Ltd	Maintenance supplies – bolt/bits/glove	BACS	£90.06
CPRE	Annual Membership	BACS	£36.00
Viking	Office supplies	BACS	£36.28
Cllr Rotchell	Refreshments - volunteers tree removal	BACS	£20.40
Cllr Shaw	memorial tree and mileage to collect	BACS	£93.60
Endsleigh	Memorial tree and compost	BACS	£51.95
		TOTAL	£28,955.25
To note Income			
NS&I	Annual interest capitalisation	AC	£39.54
CCLA	Lamit Property fund – dividend	AC	£785.05
Aviva	Insurance payment – sign Churchfield	AC	£1615.00
HMRC	VAT reclaim Q3	AC	£5739.86
Post Office deposit	Churchfield CP tickets/permits	cash	£120.00
Post Office deposit	Churchfield CP tickets/permits	cash	£140.00
Post Office deposit	Churchfield CP tickets/permits	cash	£75.00
		TOTAL	£8,514.45

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

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

- a. To **resolve** to co-opt a new member to Council from the candidates presented.

13. To note items for 21st March 2023 Agenda.