

# 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](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Ordinary Council Meeting – 21<sup>st</sup> February 2023

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 8 other Councillors present: Cllrs ~~Bond~~ Burgis, Coombes, Elford, Grigg, Hewlett, Scawn, Shaw, Thomson

23/028

### 2. To receive Apologies for absence with reasons

Cllr Bond – personal.

**Proposed: Cllr Elford**

**Seconded: Cllr Thomson**

unan

23/029

### 3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw 11.b Accounts pecuniary to leave the room

23/030

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

Co-option presentations from candidates for vacant council seat. Maggie Ginger read out her statement/application for Councillor. Gave her background, 18 years in the community and that hopes to help others feel that they are part of the community. Residents need an advocate, a voice in the community – she'll be that advocate – wants to learn initially and will love the challenge. Kasey Smeeth read out her statement/application for Councillor. Gave her background and noted involvement with Town organisations. Feels the Council makes a difference to the town and wants to be part of the future; important to lead by example and be part of the community.

Steve Stephens spoke on behalf of the Christmas lights regarding the grant application. Pleased to note that they now have a formalised lights committee and have applied for charity status. Realise few developments have happened to the displays recently, but this Christmas there will be a considerable difference. Planning to purchase and fabricate additional lights, looking at options but not yet formalised.

Carly Northover spoke regarding the polytunnel – growing fruit and veg on their allotment. It's not an industrial size, just an average keen gardener size polytunnel. Tunnel will enable self-sufficiency with water – sustain 16 tonnes of water and other people could use it too. Cllr Thomson clarified that that other people would be able to use it? Carly confirmed yes - the electric pump is solar powered.

Councillors unanimously decided to review previous maximum size at Agenda item 9b.

Cllr Jordan noted community chest funds for lights – apply 2023-24. Air quality – CC has received £62k which they are using to employ someone to discuss the Launceston and Camelford management area. Full Council – budgeting today. Discussion about A38/Saltash bridge tunnel.

Chased news of Camelford Bypass – has to put in a new plan in - reducing the scope/price of the plan and D of T will make a decision soon. £50m train between Falmouth and Truro that no one wants. Will know by June about the Mayor – will include a referendum. Cllr Rotchell noted that it would be interesting to have a copy of the new bypass scheme. Cllr Shaw noted that the air quality tests on site are taken away quarterly.

23/031

### 5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 17<sup>th</sup> January 2023

**Proposed: Cllr Coombes**

**Seconded: Cllr Thomson**

8-0 (1abs)

23/032

Chair's Signature.....

1

Dated 21-3-23

## 6. To receive Clerk's report

Matters arising from the Minutes. Lining at Fore Street done – have replaced 6 bays rather than amending to 5 as requested. This will be corrected later in the year depending on the results of the SPF application for EV chargers to Fore Street. CCTV system update – still not completed. Churchfield EV Chargers – nothing from SWARCO. Container has been delivered to the Cemetery today. SPF update – no news from CC as the board had scheduled an extra meeting on 20<sup>th</sup> February to consider the many applications received. Insurance claims settled but works not done yet. Vandalism at public toilets during half-term – logged with Police but not heard from them. Note change of date for E&P meeting to 10am 10<sup>th</sup> March. Deputy Clerk is attending CALC AGM. Draft information board for WRT has been sent through.

23/033

## 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.

**PA23/00899. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne.** Erection of an agricultural cover shed, together with associated works.

Applications taken together. Hopefully the land drains will take the water. No neighbours. It was **resolved** to Support

**Proposed: Cllr Shaw**

**Seconded: Cllr Elford**

unan

23/034

**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**

23/035

## 8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted attended leisure centre's directors meeting – celebrating 10-year anniversary. Removed the shrubs at the entrance to the park with cllrs and volunteers. Shredder couldn't cope! Chaired meeting Davidstow – residents, Saputo and EA. Met with the Scouts - working together to develop relationship; a positive meeting. Project group meeting for Camelford Hall refurbishment. Strategy meeting. Radio Cornwall - bypass interview – after 2 years still no decision. Events committee – full list of events including the coronation this year as well. Annual prune of the orchard – trees looking in good shape.

23/036

## 9. Correspondence

a. Email from 5D Solutions regarding naming of site adjacent to skatepark. Cllr Shaw feels inappropriate. Meadow View – indifferent. Can't be Church or Chapel. Cllr Thomson suggested 'Eglos'; Cornish for Church.

It was **resolved** to suggest Eglos Close.

**Proposed: Cllr Thomson**

**Seconded: Cllr Shaw**

unan

23/037

b. Email from Allotment holder regarding polytunnel 16 x 24ft. Cllr Shaw noted not much larger, not industrial, having heard the reasons for the size - support.

It was **resolved** to agree to this size as an exception for the double plot

**Proposed: Cllr Thomson**

**Seconded: Cllr Grigg**

unan

23/038

c. Email from Cornwall Youth Choir – request for a donation. Cllr Rotchell normally only give grants to the direct benefit to people of Camelford, for purchasing of capital not revenue. **Noted**

d. Email from resident and Clerk's response – regarding Council tax on second homes. **Noted**

23/040

e. Email from Tamar Toll Action Group – requesting support for the bridge to be centrally funded. Like the Severn bridges should be free. Pay to get into Devon!

It was **resolved** to send a letter of support

**Proposed: Cllr Thomson**

**Seconded: Cllr Shaw**

unan

23/041

## 10. Agenda Items

a. It was **resolved** to renew office IT contract £2319.46 +VAT

**Proposed: Cllr Coombes**

**Seconded: Cllr Elford**

8-0 (1abs)

23/042

b. It was **resolved** to accept offer of grant for the Local Maintenance Partnership 2023 (footpath cutting) £986.30.

**Proposed: Cllr Shaw**

**Seconded: Cllr Burgis**

6-3 dec carried

23/043

Chair's Signature.....

2

Dated 21-3-23

- c. The Minutes of Estates and Properties Committee 20<sup>th</sup> January 2023 were **noted**. 23/044
- i. The purchase of feeder pillar for OCM CCTV and Electrics from Ritherdon £1408.09 + VAT was **noted**. Cllr Grigg noted that she doesn't see the point of CCTV if nothing can be done with it – for example vandalism in the toilet. 23/045
- d. The Minutes of Finance and Staffing Committee 10<sup>th</sup> February 2023 were **noted** 23/046
- i. Q3 expenditure to budget was **noted**. 23/047
- ii. Q3 internal control audit was **noted**. 23/048
- iii It was **resolved** to approve LGPS Employers pensions discretion policy.
- Proposed: Cllr Burgis** **Seconded: Cllr Grigg** **unan** 23/049
- iv. It was **resolved** to approve Grants Policy 2023
- Proposed: Cllr Coombes** **Seconded: Cllr Thomson** **unan** 23/050
- v. The awards for all Coronation funding application was **noted**. 23/051
- vi. It was **resolved** to extend grounds person's contract until October 2023.
- Proposed: Cllr Rotchell** **Seconded: Cllr Shaw** **unan** 23/052
- vii. It was **resolved** to set up an advisory board (task and finish group) 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 board. Terms of reference to include – architect/services interviews, design brief, and project scrutiny.
- Proposed: Cllr Burgis** **Seconded: Cllr Grigg** **unan** 23/053
- Congratulate Madam Clerk for the work done on this already
- viii. The resignation of Youth Worker was **noted**. 23/054
- ix. The survey reports and planning application for future Camelford Hall refurbishment were **discussed**. Due to the decision delays (Quantity of bids in), potentially lost another 4 months in the timeline. Work needs to be done to keep the project alive; and for future funding. For example bat surveys need to be done in the spring. £10k from current underspend in budget
- It was **resolved** to allocate up to £10k from this year's budget
- Proposed: Cllr Scawn** **Seconded: Cllr Coombes** **unan** 23/055
- x. It was **resolved** to contract with Arrow Lifts for annual maintenance/service for 2023.
- Proposed: Cllr Burgis** **Seconded: Cllr Grigg** **unan** 23/056
- e. The Grant application received from Christmas Lights Committee £3800. £3695 left in budget after electric bill was paid. CTC pay for the electrics. Good news that charitable status application has been sent off. Ongoing maintenance and revenue are not included in CTC grant policy. It would go for a display to augment the current one. Cllr Shaw noted that CTC enjoys the work they do. Been covering the running costs for decades. In principle only towards a new display. Would need to see that's where it goes to a new display.
- It was **resolved** to grant £3695 towards the purchase a new display this year.
- Proposed: Cllr Thomson** **Seconded: Cllr Elford** **unan** 23/057
- f. The Events Committee Minutes 8<sup>th</sup> February 2023 was **noted**. 23/058
- Cllr Shaw concerned that the pony and trap decoration costs would be paid out of CTC budget. Clerk noted it hasn't been.
- i. It was **resolved** to approve calendar of events
- Proposed: Cllr Thomson** **Seconded: Cllr Burgis** **unan** 23/059
- g. The OCM project report was **noted**. 23/060

## 11. Accounts

- a. Balances at 14<sup>th</sup> February 2023 were **noted**
- |                 |             |  |  |
|-----------------|-------------|--|--|
| Current Account | £115,617.13 |  |  |
| Tracker Account | £51,476.90  |  |  |
| NS&I            | £42,527.28  |  |  |
| CCLA            | £80,000.00  |  |  |
- b. It was **resolved** to authorise the payments of Accounts Outstanding 23/061
- |                   |                                |      |           |
|-------------------|--------------------------------|------|-----------|
| 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    |

Chair's Signature.....  3

Dated 21-3-23

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	Cleese 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	£112.99
Endsleigh	Memorial tree and compost	BACS	£51.95
Paragon ID	Churchfield CP tickets	BACS	£414.00
Dawn Veal	DCS Independent Occupational Health	BACS	£200.00
<b>Proposed: Cllr Coombes</b>	<b>Seconded: Cllr Scawn</b>	<b>TOTAL</b>	<b>£29,588.64</b>
		<b>unan</b>	<b>23/062</b>

Income was noted			
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
	<b>TOTAL</b>		<b>£8,514.45</b>
			<b>23/063</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: Co-option

Chair's Signature.....  4

Dated 21-3-23

**Proposed: Cllr Burgis**

**Seconded: Cllr Grigg**

**unan**

**23/064**

a. Cllrs noted that it was good to have two quality applicants and wished that there were two positions available.

After a paper ballot was taken and counted by the Clerk; it was **resolved** to co-opt Maggie Ginger to Council from the candidates presented. **23/065**

**\*\*Applicants were recalled\*\***

Cllr Rotchell noted gratitude to them both for applying. co-option runs to May 2025. Kasey Smeeth was invited to consider reapplying for future vacancies.

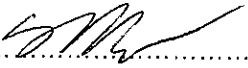
**13. To note items for 21<sup>st</sup> March 2023 Agenda.**

CPRE AGM report

Mayor – apologies for meeting.

SPF update

**The Mayor closed the meeting at 20.17pm**

Chair's Signature..........

Dated 21-3-23