



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, M Ginger, 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 **18th April 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)

5. To receive and approve the Minutes of:

Ordinary Meeting 21st March 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Reaching communities application successful - £22k Same terms and conditions as previous. Home Library service. SPF funds – requirement for 20% match funding on BU003 and communities' funds. Electric Vehicle chargers at Clease CP

7. Planning

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

PA23/01547. Kings Acre, Station Road. Mrs L Powney. Subdivision of existing dwelling into separate dwelling. [Weblink](#)

PA23/02353. Eversley Garth, 6 Warrens Field. Mr & Mrs Robson. Replace existing conservatory roof and wall frames with replica tiled roof. [Weblink](#)

PA23/02449. Beech house, Victoria Road. Mr Taylor. Construction of two-storey extension with rear terrace, construction of detached garage with store above and associated works. [Weblink](#)

For Information

PA23/00899&883. Bodulgate Farm, Trewalder. Agricultural shed covers. **Approved**

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell.

- b. CPRE AGM - Cllr Shaw

9. Correspondence

- a. Email from resident – maintenance of green at Farriers Green.
 b. Complaint from resident – CTC’s position on their planning permission application PA22/01083.
 c. Letter from Age concern Minibus – parking of minibus in Churchfield CP
 d. Cornwall Council – Public spaces protection order consultation

10. Agenda Items

- a. To **note** that home Library service will be supported by CTC staff (2 users).
 c. To **note** Fattorini repair to Mayoral pendant and chain £369.60 & £414.22 respectively. Engraving £2.74 x 53 characters (hand engraving). Authorised by Deputy Mayor.
 d. To **resolve** to approve new opening times for Library, review initial plan of activities.
 e. To **resolve to approve** Community Engagement Plan - funded by Reaching Communities.
 f. To **resolve to approve** grant application from parish of Lanteglos by Camelford for grass cutting and maintenance. £1000
 g. To **resolve to approve** Camelford Hall Working Group terms of reference
 h. To **review**, for accuracy only, the minutes of the Annual Parish Meeting 2nd March 2023
 i. To **resolve to approve** grant application from Camelford History and Archive Trust for retaining website as a community resource. £144.00
 j. To **note** Coronation PR, mug design, and event budget information.
 k. To **resolve** to approve chainsaw course £595 (4 days).

11. Accounts

a.	To note Balances at 12 th April 2023		
	Current Account	£232,663.69	
	Tracker Account	£51,540.79	
	NS&I	£42,527.28	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
Staff	April Wages & expenses	BACS	£tbc
HMRC	April Tax & NI	BACS	£tbc
Cornwall Pensions	April Pension contributions	BACS	£tbc
Cornwall Pensions	Annual Pension contributions	BACS	£2,500.00
Cornwall Pensions	March Pension contributions	BACS	£24.46
SLCC	Clerk’s membership fee	BACS	£392.00
Camelford Show	Marquee and 4 passes	BACS	£72.00
BES Ltd	Public Toilets 2x anti vandal seats	Debit	£46.19
Steve Bawden	Events Band – fun week	BACS	£170.00
Stephen Coleman	Events DJ set – fun week	BACS	£200.00
Cornwall ALC Ltd	Annual Membership	BACS	£1062.59
Jason Ryan	Town Hall – window cleaning April	BACS	£25.00
Gallagher	Van and Tractor Insurance	BACS	£890.55
Indeed	Job Advertisement	BACS	£33.52
R Sleep Ltd	Maintenance supplies – pruning saw	BACS	£215.60
Camelot Garage	Fuel for van	BACS	£30.00
Amazon	maintenance supplies – gloves	Debit	£13.98
Amazon	Events supplies – wrist bands	Debit	£7.58
Elite Industrial Supplies	PPE for grounds person	BACS	£78.53
HM DMO	PWLB Churchfield CP	DD	£4862.42
Travis Perkins	Cedral lap (Scout hut)	Debit	£82.04
Positive Energy	Town Hall Electricity – April	DD	£129.18
Positive Energy	Town Hall Electricity – March	DD	£285.22
Everflow	Water	DD	£245.86
Cornwall Council	Rates – Churchfield CP	DD	£469.15
Cornwall Council	Rates – Town Hall/Library	DD	£273.60
Cornwall Council	Rates – Clease CP	DD	£273.60
Cornwall Council	Rates – Enfield Park Store	DD	£48.29
Barclays	Bank Charges	DD	£7.06
SWW	Water – Allotments	DD	£72.96
Mailchimp	Marketing – visitcamelford	DD	£12.83
3 for business	CTC mobiles	DD	£30.00
Seadog IT	Website Hosting	DD	£29.95

British Gas	OCM Electricity	DD	£119.94
Octopus Energy	Cleas CP EV chargers	DD	£123.19
Camelford Town Trust	Town Hall Rent	DD	£507.81
Camelford Town Trust	Market Place Rent	DD	£20.00
Voiphone	Office Telephone system	DD	£11.40
Plusnet	office broadband	DD	£27.55
Pickle Design	Events - Coronation Mugs	BACS	£1654.20
Bash Street Theatre	Events - Stilt walkers	BACS	£500.00
c. To note 31 st March (year-end) accounts paid			
Bunzl	public toilets – cleaner	BACS	£31.08
Elite Industrial Supplies	Maintenance PPE	BACS	£44.33
R Sleep Ltd	Maintenance supplies - grinder	BACS	£423.11
R Sleep Ltd	Maintenance supplies – Bit/blade	BACS	£47.22
R Sleep Ltd	Maintenance supplies – PPE	BACS	£192.54
TLC Holdings	OCM Logo (versions)	BACS	£36.00
Camelford Hardware	Maintenance supplies	BACS	£91.47
Camelford Hardware	Maintenance supplies	BACS	£41.43
Camelford Hardware	Maintenance supplies	BACS	£21.97
	TOTAL		£16,477.40
d. To note Income			
Allotment tenants	Allotment rental	AC	£600.00
Residents	Car park permits	AC	£35.00
Post Office deposit	Churchfield CP tickets/cups/maps etc	cash	£211.95
Post Office deposit	Churchfield CP tickets/permits	cash	£90.00
Post Office deposit	Donation for Scouts Memorial tree	cash	£152.40
Post Office deposit	Donation for Youth Club hall hire	cash	£320.00
Cornwall Council	Precept	AC	£158,379.50
Reaching Communities	Grant for community outreach	AC	£22,300.00
Creative Kernow	Grant for Copper Leaf Workshop	AC	£720.00
Camelford Leisure centre	Cups	AC	£200.00
HMRC	VAT refund	AC	£3,728.00
Reaching Communities	Grant for Coronation	AC	£3,450.00
	TOTAL		£190,186.85

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: Staffing, complaint.

- a. To **resolve** on contract for new Grounds person.
- b. To **resolve** on response to complaint against Council

13. To note items for 9th May 2023 Agenda – Annual Meeting.

Election of Mayor and Deputy Mayor, Committee chairs and members